



COIRCRAFT

THE KERALA STATE COIR CORPORATION LTD.

E-TENDER DOCUMENT

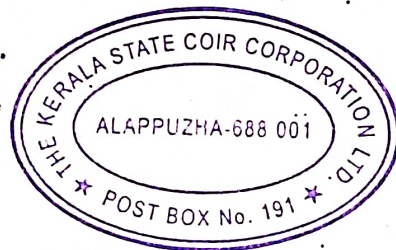
**FOR APPOINTMENT OF INTERNAL AUDITORS
FOR THE YEAR 2024-25**

**HEAD OFFICE AT
SEAVIEW WARD, ALAPPUZHA**



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SECTION -I

INVITATION OF TENDER

THE KERALA STATE COIR CORPORATION LTD.

**SEAVIEW WARD
ALAPPUZHA 688001**

NOTICE INVITING E TENDER FOR INTERNAL AUDIT FY 2024-25

Tender Notice No: KSCC/FA/FT1/9-Int Audit/Appointment/2024-25

Dated: 3-02-2024

Sub: Inviting e-Tenders for Engagement of Chartered Accountant Firm for Internal Audit 2024-25

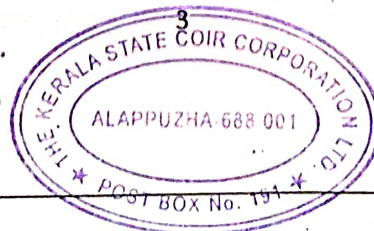
1. The Kerala State Coir Corporation Ltd. is a fully owned Government company set up in 1969 for the systematic development of coir industry in the State. Coir Corporation has its administrative wings and manufacturing facilities in Alappuzha, Kerala, and factory divisions at Beypore Kozhikode, Kanichukulangara, Cherthala, and Adoor, Pathanamthitta District. It has 7 showrooms; 5 in Kerala and 2 outside Kerala.

The Sales turnover of the company during 2022-2023 is Rs.135 crore and targeted turnover for 2023-2024 is Rs.160 crore. Around 85% of the turnover is through trading activity and 15% is from own production. The manpower is 230 nos (approximately).

2. Application is invited from registered Chartered Accountant's Firms / Co. to be appointed as Internal auditors to undertake the Concurrent Audit of **THEKERALA STATE COIR CORPORATIONS LIMITED (KSCCL)** for the year 2024-2025.

3. The tender is to be submitted as E-tender through <https://www.etenders.kerala.gov.in>. Since this is an e-tender, only those bidders who enrolled in the above portal with their own digital signature certificate (DSC) can participate in the tender. E-tender document and other document can be obtained from the above portal.

- | | |
|--|--|
| a) Cost of tender form | - Rs.1000.00+18%GST (Total - Rs.1180.00) |
| b) EMD | - Rs. 10,000 |
| c) Online bid submission starting date | - 5.02.2024 at 05:00 P.M. |
| d) Online bid submission ending date | - 13.02.2024 at 05:00 P.M. |
| e) Opening of technical bid date | - 14.02.2024 at 11.00AM |
| f) Opening of financial bid date | - will be published online |



SECTION-II

IMPORTANT INFORMATION RELATED TO TENDER

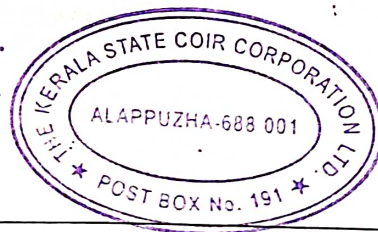
1.	Purpose ofe-tender	Engagement of Chartered Accountants Firm for Concurrent Audit of The Kerala State Coir Corporation Ltd. for the year 2024-25
2	Date Of issue	05-02-2024
3.	Bid Start date	05-02-2024
4.	Earnest Money Deposit	Rs. 10,000
5.	Last Date for Submission	13-02-2024 @ 5:00 P.M.
6	Address for Submission	https://www.etenders.kerala.gov.in/
7	Date of OpeningOf Technical bid	14-02-2024 @ 11:00 A.M.
8	Date of Openingof Financial bid	Will be published online
9	Contact for any queries	Mr. Sudarshan, Accountant 9809802446 0477- 2240105

INSTRUCTIONS TO BIDDERS

Mode of Payment: The bidder shall remit the tender document fee and EMD using online payment option. No exception in the case of remittance of tender document fee. Bidders are advised to visit download section of e-tender website <https://www.etenders.kerala.gov.in> for detailed instructions on making online payment using internet banking facility of SBI or by any NEFT facility. The Technical and financial bids shall be submitted in online covers. Technical Bid and Financial bid shall be submitted in 2 covers. Application of both bids in one cover will be rejected.

The Firm/ Co shall deposit Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only (refundable in case of unsuccessful bidders). Tenders received without EMD will be summarily rejected. Bidders are advised to visit download section of e-tender website <https://www.etenders.kerala.gov.in> for detailed instructions on making online payment using internet banking facility of SBI or byany NEFT facility.

4.



SECTION-III

ELIGIBILITY AND SUBMISSION OF BID

1. ELIGIBILITY CRITERIA & REPORTING REQUIREMENTS

- 1) Practicing Chartered Accountant Firm/ Company must have fully fledged office at Alappuzha or Ernakulum district. The firm must have adequate staff strength to complete the audit within the time prescribed.
- 2) The Partner of the firm who would be signing the audit report of the Kerala State Coir Corporation Limited shall have experience of minimum of 10 years in the field of Audit after qualify the CA examination.
- 3) The firm should have Audit of at least of 5 clients having Sales Turnover of Rs. 5 crores or above (sales shall also include export sales).
- 4) The Concurrent Audit of the Company to be done and Report to be submitted monthly before the end of subsequent month.

Penalty Clause- In case the reports are not submitted as per the above time period, 5% of Audit Fee of the respective quarter for every week of such delay shall be deducted.

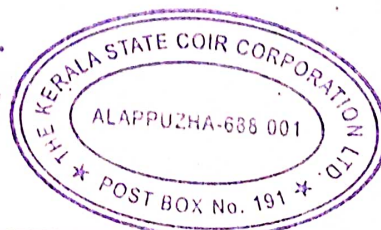
- 5) COP (Certificate of Practice) of the respective Professional Bodies, duly attested by the firm must be submitted.

2. PREPARATION AND SUBMISSION OF BIDS:

- a. Tenders are to be submitted as per two bid system i.e.- Technical Bid and Financial Bid.
- b. All entries in the tender form should be legible and filled clearly.

TECHICAL BID - DOCUMENTS TO BE SUBMITTED FOR EVALUATION -

- a) Details of Firm / Co to be provided in Format -1 appended
- b) Soft copy of Certificate of Incorporation in respect of the applicant organization issued by Registrar of Companies or a partnership deed duly registered under the Partnership Act.
- c) EMD of required amount as specified in this tender document.
- d) Soft copy of GST registration certificate of Firm/Co.
- e) Soft copy of PAN card of Firm/Co.
- f) Documents proofing the experience of partner is 10 years or more.



FINANCIAL BID - DOCUMENTS TO BE SUBMITTED FOR EVALUATION -

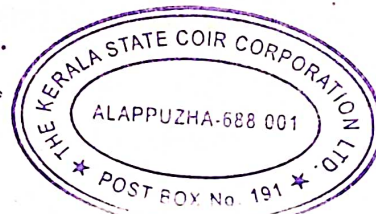
BOQ (IN EXCEL) which can be downloaded from the e tender documents shall be filled and uploaded. The monthly fees shall be mentioned in the BOQ.

Apart from the fees, the out of pocket expenses will be extra. The limit of Out of pocket expenses is enclosed as **Annexure 1**.

SECTION IV

INDICATIVE SCOPE OF WORK

- 1) Appointed firms are required to conduct concurrent audit of operations, internal control and books of accounts of:
 - a. Head Office activities other than under PPSS scheme
 - b. Activities and books under PPSS
 - c. Factory at Kanichukulangara
 - d. Factory at Beypore
 - e. Factory at Adoor
 - f. Showrooms (7 showrooms as present)
 - Monthly report shall be submitted separately for Head Office, Kanichukulangara Division, Beypore Division, Adoor Division & PPSS Scheme. Showroom reports should be submitted quarterly basis.
 - The books of accounts of Showrooms outside Kerala State will be made available at Head Office for audit.
- 2) Selected firm(s) has/have to submit the Draft & Final Internal Audit Report to the Managing Director, KSCCL with a copy to Head of Finance Department. The draft report shall be discussed with Management before finalization.
- 3) To verify and report whether the purchases are done as per Stores Purchase Manual / policy adopted by the company.
- 4) Verification of Monthly Bank Reconciliation Statement & suggestions thereon for necessary corrective measures.
- 5) Preparation & Verification of Inter Unit Reconciliation Statement & suggest thereon for necessary corrective measures.
- 6) Preparation & verification of Subsidiary Ledgers viz Sundry Creditors, Sundry Debtors & Advances etc.
- 7) Verification of Expenses/Payments including statutory payments to ensure that all payments are effected as per the rules laid down by the management/statute.
- 8) The scrutiny of all ledgers are to be strictly done and rectification required shall be reported.
- 9) Checking of all types of advance account including emergency, temporary advance account. Checking of Balance Confirmation Certificate from Branch Offices for Temporary Advance as on certain date and also to ensure the timely adjustment have been made or not.



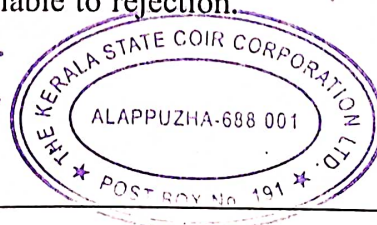
- 10) Checking of Project-wise expenditure submission of Utilization Certificate.
- 11) Verify GST/ GSTTDS/ TCS/ITDS returns including Annual Return filed during the period and suggest corrections if any on:
 - (1) GST returns filed & reconciliation statement with annual accounts, GST Annual Returns.
 - (2) TDS/TCS remittance & Filing of TDS/TCS returns.
- 12) To review the internal controls of the organization and suggest improvements to strengthen the controls.
- 13) The audit firm should verify the receivable accounts/payable accounts and report the status to the management.
- 14) In addition to the Audit Assistants deputed for audit, the Proprietor /Partner of the audit firm must visit the Corporation for discussion and finalization of audit report.

In addition to the above internal auditors have to work in accordance with the directions provided by KSCC from time to time by reaching at a consensus.

SECTION -V

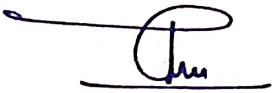
OTHER TERMS AND CONDITIONS

1. The Security agency shall deposit Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand Only (refundable in case of unsuccessful bidders). Tenders received without EMD will be summarily rejected.
2. The tenders should be in the prescribed BOQ along with tender fee paid online. Tenders which are not in the prescribed BOQ are liable to be rejected. The rate quoted should be only in Indian Currency. Tenders in any other currency are liable to rejection.
3. The Managing Director of the KSCC shall have the right of rejecting all or any of the Tenders, without assigning any reasons.
4. The e-tender submitted in two cover that is Technical and financial shall contain all the documents prescribed.
5. Earnest Money Deposit accompanying the tender shall be accepted only in the form of online payment as prescribed.
6. Acceptance of tender will rest with the KSCC which does not bind itself to accept the lowest or any tender and reserves the right to reject any or all the tenders without assigning any reason whatsoever.
7. Tenders in which any of the particulars and prescribed information is missing or are incomplete in any respect are liable to rejection.
8. Canvassing of any kind is strictly prohibited and the tender submitted by the Tenderer who resorts to canvassing is liable to rejection.

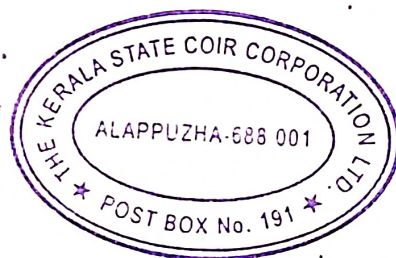


9. Tenders containing uncalled for remarks or any conditions are liable to rejection.
10. No advice of any change in rate or condition after opening of the tender will be entertained. Violation of this instruction shall result in rejection of the tender at the discretion of the KSCC.
11. Should the Tenderer be in doubt about the precise meaning of any item or figure, for any reasons whatsoever he must inform the KSCC in order that the correct meaning may be decided upon before the date for the submission of the tender. No liability, whatever, will be admitted nor claim allowed in respect of errors in the Tenderer's tender due to mistakes which should have been rectified in the manner described above.

FOR THE KERALA STATE COIR CORPORATION LIMITED



MANAGING DIRECTOR

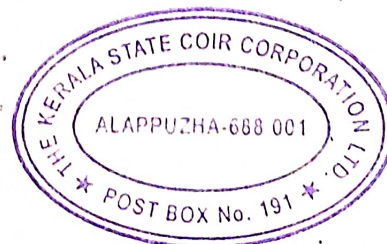


FORMAT -1

TECHNICAL BID

THE DETAILS OF THE CHARTERED ACCOUNTANT FIRM TO BE PROVIDED IN BELOW FORMAT

SL No:	Particulars	Details
1	Name and Full Address of the Firm	
2	Firm Registration Number	
3	Membership Number	
4	Details of Audit undertaken	
5	Experience in Internal Audit with last year turnover of the client	
6	Experience in Audit and Accounting of Government Institution (Currently engaged) with sales turnover of the client	
7	Mobile Number E-mail ids	
8	Details of Auditors & Other Audit staff	
9	PAN of the Auditor	
10	PAN and GST of the firm	
11	Bank Account Number with details of Name of the Bank, Branch, IFSC Code	



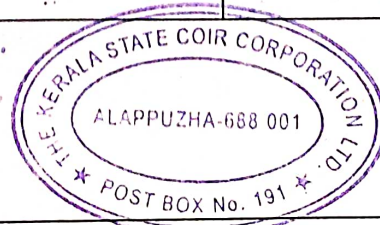
ANNEXURE-I

KERALA STATE COIR CORPORATON LIMITED

OUT OF POCKET EXPENSES – ELIGIBILITY AND CEILING

INTERNAL AUDIT-2024-25

Sl No	Place of visit	Travelling from audit office to KSCC	Other expenses
1	Alappuzha Head office	Nil	Canteen facility can be used on payment.
2	Adoor	Travel expenses from nearest audit office to Adoor factory 1. If By bus: Actual expense on production of bills. 2. If by Car: Rs.10/km travelled	(a). Lodging expenses of Rs.800/- per person/day (Audit assistants) If factory quarters used: Nil (b). Lodging expenses of Rs.1,000/- per person/day (Partner) (c). Canteen facility can be used on payment. If canteen is not available/used, Rs.200/day/person
3	Beypore	Travel expenses from nearest audit office to Beypore factory 1. If By bus: Actual expense on production of bills. 2. If by Car : Rs.10/km travelled 3. If by Train: Sleeper class travel	(a). Lodging expenses of Rs.800/- per person/day (Audit assistants) (b). Lodging expenses of Rs.1,000/- per person/day (Partner) (c). Canteen facility can be used on payment. If canteen is not available/used, Rs.200/day/person
4	Showrooms (Outlets)	Travel expenses from nearest audit office to outlet 1. If By bus : Actual expense on production of bills. 2. If by Car: Rs.10/km travelled. 3. If by Train: Sleeper class travel	(a). Lodging expenses of Rs.800/- per person/day. (Audit assistants) (b). Lodging expenses of Rs.1,000/- per person/day. (Partner) (c). Canteen facility can be used on payment. If canteen is not available/used, Rs.200/day/person
5	Kanichukulangara	Travel expenses from Alleppey office(HO) to Kanichukulangara	Food expenses: Rs.200/day/person



		<ol style="list-style-type: none"> 1. If By bus : Actual expense on production of bills. 2. If by Car: Rs.10/km travelled. 3. If by Train: Sleeper class travel 	
6	Valavanadu	<p>Travel expenses from Alleppey office (HO) to Valavanadu.</p> <ol style="list-style-type: none"> 1. If By bus : Actual expense on production of bills. 2. If by Car: Rs.10/km travelled 3. If by Train: Sleeper class travel 	Food expenses:Rs.200/day/person
7	Other stocking locations	<p>Travel expenses from Alleppey office(HO) to locations.</p> <ol style="list-style-type: none"> 4. If By bus: Actual expense on production of bills. 5. If by Car: Rs.10/km travelled. 6. If by Train: Sleeper class travel 	Food expenses:Rs.200/day/person

NOTE:

- No other expenses will be reimbursed.
- Time of visit except surprise verifications to be pre-informed to Finance Manager.
- Attendance sheet duly signed by the branch head is to be produced along with reimbursement claim.
- Reimbursement claim to be submitted within one month of travel.

