



THE KERALA STATE COIR CORPORATION LTD.

TENDER DOCUMENT

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

**HEAD OFFICE AT
SEAVIEW WARD, ALAPPUZHA**

INVITATION OF TENDER FOR INTERNAL AUDIT OF THE KERALA STATE COIR CORPORATION LIMITED FOR FINANCIAL YEAR-2024-25

Application is invited from registered Chartered Firms to undertake the Internal Audit of **THE KERALA STATE COIR CORPORATIONS LIMITED (KSCCL)** for the year 2024-25. The qualification, experience, other terms and conditions in which the application has to be made, have been prescribed by THE KERALA STATE COIR CORPORATION LIMITED and is shown below.

Eligible applicants may send their applications to “The Managing Director, The Kerala State Coir Corporation Limited, P.B.No.191,Sea View Ward, alappuzha, Pin 688001”
The last date for submission of Tender is 12-7-2024 5.00pm

The Authority reserves the right to accept or reject any application without assigning any reason there to.

Thanking You,

For Kerala State Coir Corporation Ltd,

Sd/-

Managing Director

28-06-2024

Encl: Eligibility Criteria & Indicative scope of work

ELIGIBILITY AND SUBMISSION OF BID

1. ELIGIBILITY CRITERIA & REPORTING REQUIREMENTS

- 1) Practicing Chartered Accountant Firm/ Company must have fully fledged office at Alappuzha District/ Ernakulum District/ Kottayam 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 5 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. 3 crores or above (sales shall also include export sales).
- 4) The Internal Audit of the Company to be done and Report to be monthly report to be submitted within 45 days from the end of the audit 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. The Technical Bid and Financial Bid shall be submit in separate sealed covers.
- b. All entries in the tender form/ bids should be legible and filled clearly.
- c. The last date for submission of Tender is 12.07.2024 5.00pm

TECHICAL BID - DOCUMENTS TO BE SUBMITTED FOR EVALUATION

- a) Details of Firm / Co and partner 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 5 years or more.

FINANCIAL BID

The format for Financial Bid is enclosed as Format 2. The monthly fees for the audit work as per the scope of the work shall be mentioned in the format.

NO OUT OF POCKET EXPENSES (Like TA, Food Expenses etc) WILL BE PAID EXTRA.

The minimum fees of audit is fixed at Rs. 15,000/-PM (Excluding GST)

Financial Bid of those firms only will be opened which are Technically qualified.

3. 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 of accounts under PPSS
 - c. Factory at Kanichukulangara, Alappuzha
 - d. Factory at Beypore, Kozhikode and one showroom in premises
 - e. Factory at Adoor, Pathanamthitta
 - f. Showrooms (1 Pulimood (TVM), 2 showrooms (Alappuzha Town), 1 Calicut, 1 Mavelikara, 1 Ahmedabad and 1 Delhi, 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 sales bills and purchase bills and report whether 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) Verification of Subsidiary Ledgers viz Expenditures, Income, 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 payroll expenses, 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 and Utilization.
- 11) Verify GST/ GSTTDS/ TCS/ITDS returns including Annual Return filed during the period and suggest corrections if any on:
 - (1) GST monthly returns filed & reconciliation statement with books of 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.

4. OTHER TERMS AND CONDITIONS

1. The Managing Director of the KSCC shall have the right of rejecting all or any of the Tenders, without assigning any reasons.
2. The tender shall be submitted in two cover that is Technical Bid and Financial Bid & shall contain all the documents prescribed.
3. 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.
4. Tenders in which any of the particulars and prescribed information is missing or are incomplete in any respect are liable to rejection.

5. Canvassing of any kind is strictly prohibited and the tender submitted by the Tenderer who resorts to canvassing is liable to rejection.
6. Tenders containing uncalled for remarks or any conditions are liable to rejection.
7. 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.
8. 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

Sd/-

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: Name and Sales Turnover of minimum 5 clients to be provided. (Minimum sales Rs. 3 crore per year including export sales)	
6	Mobile Number E-mail ids	
7	Details of Auditors & Other Audit staff	
8	PAN of the Firm	
9	PAN and GST of the firm	
10	Bank Account Number with details of Name of the Bank, Branch, IFSC Code	
11 (a)	Name of the auditor who would sign the audit report of KSCC	
(b)	Experience of the auditor (minimum 5 years after qualifying CA)	
(c)	Membership number of the auditor and date of entering in Partnership	

FORMAT 2

FINANCIAL BID

NAME OF THE CA FIRM:

ADDRESS:

WORK: INTERNAL AUDIT OF KERALA STATE COIR CORPORATION LIMITED

Sl. No.	Work	Amount
<u>1</u>	Internal audit of Head office, Factory Divisions and showrooms (Monthly Fees to be quoted)	
	TOTAL	

Note:

- 1. GST will be paid extra**
- 2. No out of pocket expenses will be paid**

Signature :

Name & Seal:

Date :