



KERALA STATE COIR CORPORATION LTD.

KSCC/EXPORT/1/23-24/01

24/06/2024

EXPRESSION OF INTEREST

Kerala State Coir Corporation invites expression of interest for undertaking consultancy service related to international factory compliance Audits such as ISO, CTPAT, SEDEX, SA8000, ISO14001etc at H O factory, Kerala State Coir Corporation Ltd, P.B.No.191, Sea View Ward, Alappuzha on certification/renewal basis from reputed firms. The duration of engagement shall be for a period of one year.

ELIGIBILITY CRITERIA

- a) Should have experience at least 5 years in the consultancy for Audits.
- b) The bidder should have a valid PAN/GST registration; Copy of same should be attached along with the tender.

SCOPE OF WORK

1. Initial Assessment:

- Identify our areas of strength and weakness in the current audit framework.

2. Gap Analysis:

- Perform a gap analysis to determine areas where our audit practices may not be aligned with industry best practices or regulatory requirements.
- Identify opportunities for improvement and enhancement.

3. Compliance Review:

- Review our audit processes and procedures to ensure compliance with relevant laws, regulations, and industry standards.
- Provide guidance on any necessary updates or modifications to ensure compliance.

4. Risk Assessment:

- Conduct a risk assessment to identify potential audit risks and vulnerabilities.
- Develop strategies and recommendations for mitigating identified risks.

5. Audit Planning:

- Assist in the development of audit plans, including objectives, scope, methodology, and resource allocation.
- Provide input on risk-based audit planning to prioritize audit activities effectively.



INDIA

ISO 9001-2015 certified Govt company / P.B. No. 191, VAZHICHERY WARD, ALAPPUZHA - 688 001, KERALA,

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6. Audit Execution:

- Provide support during the execution of audits, including conducting fieldwork, performing testing procedures, and gathering audit evidence.
- Review audit findings and assist in the resolution of any issues or discrepancies identified during the audit process.

7. Quality Assurance:

- Implement quality assurance procedures to ensure the integrity and effectiveness of the audit process.

8. Reporting and Documentation:

- Timely review of previous audit reports and provide guidelines from your findings for the effective implementation of upcoming Audits.
- Prepare all the documents required for the audits to meet the specific requirements of that particular audit that is being conducted.

9. Training and Capacity Building:

- Provide training and development opportunities for our staff to enhance their skills and knowledge.
- Offer guidance on emerging audit trends, regulatory changes, and best practices.

10. Continuous Improvement:

- Monitor and evaluate the effectiveness of implemented changes and make adjustments as necessary to drive continuous improvement.

11. Confidentiality:

- Maintain strict confidentiality regarding client information and audit findings.

DOCUMENTS TO BE SUBMITTED FOR TECHNICAL EVALUATION

- a. Details of Previous experience in the relevant field.
- b. Profile with names of export clients
- c. IT Return acknowledgements
- d. Last 3 years turnover certified by CA
- e. Copy of PAN
- f. Copy of GST

Interested participants may apply and send all documents to the address of Kerala State Coir Corporation, P.B.No.191, Sea View Ward, Alappuzha. The last date to receive the EXPRESSION OF INTEREST is 4th July 2024, 5:00 PM. The short-listed firms being invited for a detailed technical discussion at KSCC Head office, Alappuzha. Financial bid shall be invited after technical discussion. For more details call: 9747432678



Date: 24/06/2024

General Manager

Place: Alappuzha