COIRCRAFT

THE KERALA STATE COIR CORPORATION LTD.

TENDER DOCUMENT

FOR APPOINTMENT OF INTERNAL AUDITORS

FOR THE YEAR 2026-27

HEAD OFFICE AT
SEAVIEW WARD, ALAPPUZHA

INVITATION OF TENDER FOR INTERNAL AUDIT OF THE KERALA STATE COIR CORPORATION LIMITED FOR FINANCIAL YEAR -2026-27

Application is invited from registered Chartered Accountants to undertake the Internal Audit of **THE KERALA STATE COIR CORPORATIONS LIMITED (KSCCL)** for the year **2026-27.** 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 detailed below.

Eligible applicants shall 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 17.03.2026 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

Date: 11-03-2026

Encl: Eligibility Criteria & Indicative scope of work

ELIGIBILITY AND SUBMISSION OF BID

1. ELIGIBILITY CRITERIA & REPORTING REQUIREMENTS

1) Practicing Chartered Accountant Firm/Company/Proprietorship 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 /Proprietor 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 submitted 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 **17.03.2026, 5.00pm**

TECHICAL BID - DOCUMENTS TO BE SUBMITTED FOR EVALUATION

a) **Details of the Firm / Company / Proprietor and Partners** – to be provided in ***Format -1*** appended.
b) **Certificate of Incorporation / Partnership Deed** – Soft copy of the Certificate of Incorporation issued by the Registrar of Companies, or a duly registered Partnership Deed under the Partnership Act (as applicable).
c) **GST Registration Certificate** – Copy of GST registration certificate of the Firm / Company / Proprietorship.
d) **PAN Card** –Copy of PAN card of the Firm / Company / Proprietorship.
e) **Experience Proof** – Documentary proof showing that at least one partner has experience of 5 years or more.
f) **Earnest Money Deposit (EMD)** – ₹10,000/-

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/-Per Month (Excluding GST)

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

3. INDICATIVE SCOPE OF WORK

Kerala State Coir Corporation Limited is a 100% Kerala State Government Company. The registered office is at Alappuzha. The turnover of the company (including other income) during 2024-25 is Rs.165.33crore and targeted turnover for 2025-26 is Rs.205.50 crores. Around 85% of the turnover is through trading activity and 15% is from its own production. The manpower is 220 nos (approximately). We have 3 factory divisions, 2 showrooms outside Kerala and 7 showrooms inside Kerala.
Factory Divisions are at:

1. Kanichukulangara – Mattress finishing unit
2. Adoor- PVC Tufting mats and matting production
3. Beypore- Coir Spinning unit.

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 (Showrooms 4 nos Alappuzha Town, 1 Calicut, 1 Mavelikara, 1 Kollam, 1 Ahmedabad and 1 Delhi)

   - 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 like PF, ESI etc 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) Conduct internal audit of GST filings and record maintenance:

(1) Verify GST/ GST TDS returns / Annual Return filed during the period and check whether the company has remitted all amount liable to pay under the tax.
(2) GST monthly returns filed & reconciliation statement with books of accounts, GST Annual Returns. Check whether the blocked credit, ineligible credits are reversed or not. Check whether all liability against RCM is paid off or not.
(3) Report on the data that are archived from the website of GST and whether the internal control on the same is sufficient or not.
(4) Verify the GST Input Ledger/ Register maintained by the company and offer remarks on accuracy.
(5) Prepare summary table containing the following details:

- List of all GST returns/statements/forms required to be filed by the Company as per law (monthly, quarterly, annual, etc.).
- Status of each return: whether filed on time, filed late, or not filed.
- Remarks, if any (e.g., reasons for non-filing, delays, penalties paid, etc.).

(12) Verifying TDS/TCS remittance & Filing of TDS/TCS returns.
(13) Check and review the maintenance of production records at Factory Divisions and offer remarks whether records are maintained properly.
(14) Check and review the maintenance of records at Head Office and Factory Divisions on the goods sent and receive for job work/ finishing work. Verify filing of GST return for the same.
(15) To review the internal controls of the organization and suggest improvements to strengthen the controls.

(16) The audit firm should verify the age wise receivable accounts/payable accounts and report the status to the management.

(17) 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.

4. OTHER TERMS AND CONDITIONS

1. The Managing Director of KSCC shall have the right to reject all or any of the tenders without assigning any reason.
2. The tender shall be submitted in two covers — Technical Bid and Financial Bid — and shall contain all the documents prescribed.
3. Acceptance of the tender will rest with KSCC, which does not bind itself to accept the lowest or any tender and reserves the right to reject any or all tenders without assigning any reason whatsoever.
4. Tenders in which any of the particulars and prescribed information are missing or 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 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

TECHNICALBID

WORK: INTERNAL AUDIT OF KERALA STATE COIR CORPORATION LIMITED

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	GST of the firm	
10	Details of Bank account to which fees is to be paid -Name of the Bank, Account number, IFSC Code	
11 (a)	Name of the auditor who would sign the audit report of KSCC	
(b)	Experience of the auditor signing the report (minimum 5 years after qualifying CA is required)	
(c)	Membership number of the auditor and date of entering in Partnership	

Signature :
Name & Seal:
Date :

FORMAT 2

FINANCIAL BID

NAME OF THE CA FIRM:

ADDRESS:

WORK: INTERNAL AUDIT OF KERALA STATE COIR CORPORATION LIMITED

2025-26

Sl. No.	Work	Amount
1	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 :

ANNEXURE-A

INDICATIVE SCOPE OF WORK

Kerala State Coir Corporation Limited is a 100% Kerala State Government Company. The registered office is at Alappuzha. The turnover of the company (including other income) during 2024-25 is Rs.178 crore and targeted turnover for 2024-25 is Rs.200 crore. Around 85% of the turnover is through trading activity and 15% is from its own production. The manpower is 220 nos (approximately). We have 3 factory divisions, 2 showrooms outside Kerala and 7 showrooms inside Kerala.
Factory Divisions are at:

1. Kanichukulangara – Mattress finishing unit
2. Adoor- PVC Tufting mats and matting production
3. Beypore- Coir Spinning unit.

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 (Showrooms 4 nos Alappuzha Town, 1 Calicut, 1 Mavelikara, 1 Kollam, 1 Ahmedabad and 1 Delhi)

- 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 like PF, ESI etc 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. Conduct internal audit of GST filings and record maintenance:

(a) Verify GST/ GST TDS returns / Annual Return filed during the period and check whether the company has remitted all amount liable to pay under the tax.

(b) GST monthly returns filed & reconciliation statement with books of accounts, GST Annual Returns. Check whether the blocked credit, ineligible credits are reversed or not. Check whether all liability against RCM is paid off or not.

(c) Report on the data that are archived from the website of GST and whether the internal control on the same is sufficient or not.

(d) Verify the GST Input Ledger/ Register maintained by the company and offer remarks on accuracy.

(e) Prepare summary table containing the following details:

- List of all GST returns/statements/forms required to be filed by the Company as per law (monthly, quarterly, annual, etc.).
- Status of each return: whether filed on time, filed late, or not filed.
- Remarks, if any (e.g., reasons for non-filing, delays, penalties paid, etc.).

(12) Verifying TDS/TCS remittance & Filing of TDS/TCS returns.

(13) Check and review the maintenance of production records at Factory Divisions and offer remarks whether records are maintained properly.

(14) Check and review the maintenance of records at Head Office and Factory Divisions on the goods sent and receive for job work/ finishing work. Verify filing of GST return for the same.

(15) To review the internal controls of the organization and suggest improvements to strengthen the controls.

(16) The audit firm should verify the age wise receivable accounts/payable accounts and report the status to the management.

(17) 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.

For The Kerala State Coir Corporation Ltd,

Sd/-

Managing Director