THE KERALA STATE COIR CORPORATION LTD.

(100% Government of Kerala Undertaking)

NOTICE INVITING EXPRESSIOIN OF INTEREST FOR CONSULTANCY SERVICE UNDER GOODS AND SERVICE TAX

HEAD OFFICE AT

SEAVIEW WARD, ALAPPUZHA

KERALA STATE COIR CORPORATION LIMITED

NOTICE ON INVITATION OF EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICE UNDER GOODS AND SERVICE TAX TO THE KERALA STATE COIR CORPORATION LIMITED.

The Kerala State Coir Corporation Limited (KSCCL) invites **Expression of Interest (EOI)** from eligible **Sole Proprietorship, Partnership Firm, LLP, or Company incorporated under the Companies Act**, for providing **consultancy services under Goods and Services Tax (GST)**.

The detailed **eligibility criteria, qualifications, experience requirements, scope of work, and other terms and conditions** for submission of the EOI are prescribed by The Kerala State Coir Corporation Limited and are given below.

Eligible applicants may submit their EOI application, duly completed in all respects, addressed to:

The Managing Director
The Kerala State Coir Corporation Limited
P.B. No. 191, Sea View Ward
Alappuzha – 688001

Contact Number : 0477-2240109, 9633683031, 9496346563

The EOI should reach the above address **within 15(fifteen) working days from the date of publication of this notice**.
Last date and time for submission of EOI: 30-06-2026 up to 5 P.M.

The applications received will be evaluated and shortlisted based on the prescribed technical parameters. Only the shortlisted applicants will be invited to submit their Financial Bids.

Thanking You,

For Kerala State Coir Corporation Ltd,

Sd/-

Managing Director

Dated: 16-06-2026

Encl: Eligibility Criteria & Indicative scope of work

A. ELIGIBILITY CRITERIA FOR CONSULTANT

1) The tenderer should an eligible Sole Proprietor/ Partnership Firm, LLP, or Company incorporated under the Companies Act 1956/2013 and engaged in GST consultancy services also.

2) The authorized professional/ partner who will sign GST reports, certificates, or any submissions for the Company must be a qualified Chartered Accountant (CA) or Cost Accountant (CMA) and additionally must have passed GST certification course separately conducted by ICAI, ICMAI, or any GST examination conducted by the Government.

3) Bidder must have fully fledged office in Alappuzha District.

4) The tender should have expertise and experience of minimum 5 years of experience in GST compliance, advisory work and representing clients before GST authorities in matters relating to GST notices, demands, audits, assessments and appeal.

5) The firm should have handled GST related work for at least 3 clients having Sales Turnover of Rs.3 crores or above (sales shall also include export sales).

5) PAN Copy

6) GST registration, if registered

7) Tenderer must submit a declaration that it is not blacklisted by any Government/PSU/ State authorities and no major disciplinary proceedings are pending against the firm/partner/ professional.

DOCUMENTS TO BE SUBMITTED FOR TECHNICAL BID

1) Tenderer Profile and constitution proof
2) Proof of experience of minimum 5 years
3) The bidder shall submit a self-certified list of clients meeting the above criteria, along with copies of engagement letters / work orders / certificates issued by the clients, or any other documentary evidence indicating that GST-related services were provided to clients having sales turnover of ₹3 crore or above.
4) Details of authorized professional/ partner who will sign GST reports, certificates, or any submissions for the Company.
5) PAN Card
6) GST Registration Certificate,
7) Tenderer must submit a declaration that it is not blacklisted by any Government/PSU/ State authorities and no major disciplinary proceedings are pending against the firm/partner/ professional.

8) Copy of the Certificate of GST certification course conducted by ICAI/ICMAI/Government.

B. INDICATIVE SCOPE OF WORK

Kerala State Coir Corporation Limited is a 100% Kerala State Government Company. The registered office is at Alappuzha. The sales turnover of the company during 2023-24 is Rs.147.49 crore, 2024-25 is Rs.165.33 crore and during 2025-26 is Rs. 196 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 4 factory divisions, 2 showrooms outside Kerala and 6 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.
4. Puthanambalam – Passing of mattings

The company has taken separate GST registration for its Kanichukulangara unit (Mattress business) in 2023 and all other business except mattresses transactions are done under another GST.

SCOPE OF WORK

1. To assist in drafting reply to notices issued under from GST laws and to represent the company before GST authorities as and when required upon by company upon authorization.
2. To advise the company on taking various benefits, exemptions, and concessions available under the GST regime.
3. To conduct audit on quarterly basis for both GST registrations and submit audit reports detailing the observations, findings, and recommendations. Separate audit reports shall be prepared and maintained for each GST registration; however, both reports shall be compiled and submitted as a single bound volume. The report shall include the following :
   - i) Verification of GSTR1, 3B, 2B, 2A, Export Refund, Blocked credit, input reversal, IMS, Job work related GST matters filed and as per books.
   - ii) ITC in portal vs Books of accounts
   - iii) Whether all provisions of GST applicable to company are complied with or not and the consequences of non compliance. List out the provisions (with sections/ rules) and corresponding compliance, in a tabular form.
   - iv) To examine, assess and verify the company data and verification of all matters of GSTR 9 and GSTR 9C and filing of the same.
   - v) Review whether GST-related records, registers, documents, and supporting evidences are maintained adequately and systematically to facilitate future

GST audits, assessments, and departmental inspections, and provide recommendations for improvement wherever necessary.

vi) Other matter relevant to brought to the notice of Management.

KSCCL will have the absolute right to cancel all or part of EOI application without assigning any reason thereof and KSCCL will have also full right to select one or more firm(s) to award the service contract.

The application will be shortlisted on the parameters mentioned above. Only shortlisted applicants will be requested to submit Financial Bid.

Interested Firms are requested to submit the Expression of Interest within 15 working days from the date of Notice to the following address. Last date of submission of EOI is 30-06-2026 Upto 5 P.M.

Address:

The Managing Director,

The Kerala State Coir Corporation Ltd,

P.B.No.191, Sea View Ward, Alappuzha, Pin 688001

Contact Number : 2240101, 9633683031, 9496346563