THE KERALA STATE COIR CORPORATION LTD.

TENDER DOCUMENT

FOR APPOINTMENT OF INTERNAL AUDITORS

FOR THE YEAR 2026-27

HEAD OFFICE AT
SEAVIEW WARD, ALAPPUZHA

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

Application is invited from registered Chartered Accountants Partnership firm/ Company 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 14-08-2026 5.00 pm**

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: 3-8-2026

Encl: Eligibility Criteria & Indicative scope of work

ELIGIBILITY AND SUBMISSION OF BID

1. ELIGIBILITY CRITERIA & REPORTING REQUIREMENTS

1) The bidder shall be a Practicing Chartered Accountant Firm registered as a Partnership Firm or Limited Liability Partnership (LLP) or a Company incorporated under the Companies Act. Sole Proprietorship Firms shall not be eligible to participate. Bidder must have fully fledged office in Alappuzha/Ernakulam/Kottayam.

2) The Chartered Accountant firm shall have a minimum of **10 years** of experience. 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** after qualify the CA examination.

3) The firm should have Audit of at least of 5 clients having Sales Turnover of **Rs.25 crores or above** (sales shall also include export sales)

4) Minimum Number of Qualified Personnel
The firm should have at least:
- **Three** full-time Chartered Accountants (including the signing partner); and
- Minimum **five** audit assistants/employees having relevant accounting/audit experience.

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) Date of Submission of Audit report of first 5 months of 2026-27 will be fixed after subsequent discussion with auditor.

6) 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 **14-08-2026, 5.00pm**

TECHICAL BID - DOCUMENTS TO BE SUBMITTED FOR EVALUATION

a) **Details of the Firm / Company and Partners / Directors**– to be provided in ***Format -1*** appended and a Brief profile of the firm.
b**) Proof of Constitution of the Firm/Company** – The bidder shall submit documentary proof evidencing the legal constitution and registration of the firm
c**) GST Registration Certificate** – Copy of GST registration certificate of the Firm / Company.
d) **PAN Card** –Copy of PAN card of the Firm / Company / Proprietorship.
e) **Experience Proof** – Documentary proof showing that partner signing the internal audit report has experience of 10 years or more.
g) **Earnest Money Deposit – Rs. 10,000**; to be submitted as Demand Draft in favour of Managing Director, Kerala State Coir Corporation Limited, payable at Alappuzha.

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)

The Financial Bids of only those bidders who qualify in the Technical Evaluation shall be opened and considered for further evaluation.

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 2025-26 is Rs. 214 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. Transaction and books of accounts under PPSS
c. Factory at Kanichukulangara, Alappuzha
d. Factory at Beypore, Kozhikode and one showroom in premises of this division
e. Factory at Adoor, Pathanamthitta
f. Showrooms (Showrooms 4 nos in Alappuzha Town, one each at Calicut, Kollam, Ahmedabad and Delhi)

- Report shall be submitted Quarterly and separately for :
  1. Head Office, Kanichukulangara Division, Beypore Division, Adoor Division & Showrooms.
  2. PPSS Scheme
- 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. Copy of under PPSS scheme shall be submitted to Head of PPSS 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) Review and Verification of ledger accounts: The Internal Auditor shall undertake a systematic review of ledger accounts maintained by the Corporation. The scrutiny shall be carried out on a rotational and risk-based basis during the audit period so as to ensure adequate coverage of all major ledger groups and accounts. Any discrepancies, errors, omissions, or rectifications required shall be specifically reported in the respective quarterly audit report along with suitable recommendations.
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 sales/purchases invoices generated in the ERP system for the Head Office, Divisions, and Showrooms. Attach a report of randomly selected invoices verified, including invoice number, invoice date, customer details (if applicable), and invoice

amount. Also, attach a list of invoices that were sanctioned after the 3rd day of the following month, along with details.

12) Verify payment vouchers and attach a report detailing any errors, discrepancies, or omissions identified during the review. The report should include voucher number, voucher date, amount, nature of the error/omission, and the corrective action required.

13) Checking of entries related with capitalization of assets and suggests if any corrections are needed.

14) Conduct internal audit of GST filings and 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.)

(15) 1) Verifying TDS/TCS remittance & Filing of TDS/TCS returns as per Income Act.

2) Review and report on - Income Tax matters- Assessments/Notices/Demands/appeals/ petition etc.

3) The Auditor shall prepare a list of major Income Tax provisions/sections applicable to the company for the Financial Year 2026-27, non-compliance of which may expose company to significant financial liability and verify whether the company has complied with the respective provisions.

NOTE: In the event of failure on the part of the Auditor to report any material non-compliance, irregularity, or deficiency within the scope of the audit, which subsequently results in financial loss, penalty, interest, or any other liability to the Company by Income Tax authorities, the Company shall reserve the right to initiate appropriate legal action against the Auditor and seek recovery of the consequential loss, subject to applicable laws

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

(17) 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.

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

(19) To review the internal controls of the organization and provide observation of auditor and suggest improvements to strengthen the controls.

(20) In addition to the Audit Assistants deputed for audit, the 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

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. 25 crore per year including export sales)	
6	Mobile Number E-mail ids	
7	Details of Auditors (Min 3 partners) & 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 10 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

2026-27

Sl. No.	Work	Amount
1	Internal audit of Head office incl PPSS, 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 :