

Tender titles and closing dates

Tender 1: Title, last date, time
Tender 2: Title, last date, time
Tender 3: Title, last date, time

THE KERALA STATE COIR CORPORATION LTD.

TENDER DOCUMENT FOR APPOINTMENT OF INTERNAL AUDITORS

Financial Year 2026-27 | Head Office: Sea View Ward, Alappuzha

RE-TENDER NOTICE: APPOINTMENT OF INTERNAL AUDITOR (FY 2026-27)

Applications are invited from registered Chartered Accountants Partnership firms/Companies to undertake the Internal Audit of **THE KERALA STATE COIR CORPORATION LIMITED (KSCCL)** for the financial year 2026-27. Eligible applicants shall submit their bids to the Managing Director at Alappuzha on or before the prescribed deadline.

LAST DATE FOR SUBMISSION

25-10-2026 at 5:00 PM

MINIMUM FEE

Rs. 15,000 / Month + GST

EARNEST MONEY DEPOSIT

Rs. 10,000 (Demand Draft)

1. ELIGIBILITY CRITERIA & REPORTING REQUIREMENTS

- Firm Structure & Location:** The bidder shall be a Practicing Chartered Accountant Firm registered as a Partnership Firm, LLP, or a Company incorporated under the Companies Act. Sole Proprietorship Firms are *not eligible*. The bidder must have a fully-fledged office in Alappuzha, Ernakulam, or Kottayam.
- Experience:** The CA firm must have a minimum of **10 years** of experience. The signing partner who certifies the audit report must also have at least 10 years of post-qualification experience after passing the CA examination.
- Client Profile:** The firm must have conducted audits for at least 5 clients with an annual sales turnover of **Rs. 25 Crores or above** (inclusive of export sales).
- Minimum Staffing:**
 - At least three full-time Chartered Accountants (including the signing partner).
 - Minimum five audit assistants/employees with relevant accounting/audit experience.
- Reporting Schedule & Penalty:** Monthly audit reports must be submitted within **45 days** from the end of the audit month. Failure to submit on time will attract a penalty deduction of **5% of the audit fee** of the respective quarter for every week of delay.
- First 5 Months Schedule:** Submission date for the first 5 months of FY 2026-27 will be finalized after discussion.
- Certificates:** Attested Certificate of Practice (COP) from the professional body must be submitted.

2. PREPARATION AND SUBMISSION OF BIDS

Tenders must be submitted under a **Two-Bid System** in separate sealed covers marked as Technical Bid and Financial Bid. All entries must be clear and legible.

TECHNICAL BID (COVER A):

- Details of Firm/Partners (Format-1) & Profile.
- Legal Constitution Proof, GST & PAN copies.
- Signing partner's 10-year experience proof.
- EMD DD of Rs. 10,000 payable at Alappuzha.

FINANCIAL BID (COVER B):

- Monthly fees quote using Format-2.
- Minimum rate: Rs. 15,000/month (Excl. GST).
- No Out-of-Pocket expenses** (TA, Food, etc.) will be paid extra.
- Financial Bids opened only for technical qualifiers.

For The Kerala State Coir Corporation Ltd.

Date: 13-10-2026 | Location: Alappuzha

Sd/-
Managing Director

3. COMPANY OVERVIEW & INDICATIVE SCOPE OF WORK

Company Profile: 100% Kerala Govt. Company. FY 2025-26 Turnover: ~Rs. 214 Cr (85% trading, 15% production).
Manpower: ~220. **Units:** Head Office (Alappuzha), 3 Factory Divisions (Kanichukulangara - Mattress; Adoor - PVC Tufting; Beypore - Coir Spinning), and 9 Showrooms (2 Outside Kerala, 7 Inside Kerala).

Appointed firms are required to conduct concurrent internal audit covering:

1. **Coverage:** Head Office (General & PPSS scheme), Factories (Kanichukulangara, Beypore, Adoor), and Showrooms (4 in Alappuzha, Calicut, Kollam, Ahmedabad, Delhi). Showroom books outside Kerala will be made available at HO.
2. **Reporting:** Submit Quarterly Draft & Final Reports to Managing Director (copy to Head of Finance/PPSS). Draft reports must be discussed with Management prior to finalization.
3. **Procurement & Sales:** Verify sales/purchase bills; ensure compliance with Stores Purchase Manual/policy.
4. **Reconciliations:** Review monthly Bank Reconciliation Statements and Inter-Unit Reconciliations; offer corrective measures.
5. **Ledgers & Expenses:** Verify Subsidiary Ledgers, Expenses/Payments including statutory dues (PF, ESI, etc.). Conduct risk-based, rotational scrutiny of ledger groups and report discrepancies.
6. **Payroll & Advances:** Check payroll expenses, temporary/emergency advances, and ensure timely balance confirmations & adjustments.
7. **Projects & Invoices:** Verify project-wise expenditure/utilization. Audit randomly selected ERP sales/purchase invoices and report invoices sanctioned after the 3rd of the following month.
8. **Voucher Audit:** Review payment vouchers for errors, omissions, and required corrective actions.
9. **Assets & GST:** Audit asset capitalization. Perform GST audit and prepare status table of required returns (filed on time, late, non-filed, penalties).
10. **Income Tax & Statutory Liabilities:** Verify TDS/TCS remittances & filings. Review IT assessments, notices, appeals, and prepare a compliance checklist of key Income Tax provisions.

IMPORTANT TAX NON-COMPLIANCE CLAUSE: In the event of failure by the Auditor to report material non-compliance or deficiencies which results in financial loss, penalty, or interest from Income Tax authorities, the Company reserves the right to initiate legal action and seek full recovery of consequential losses.

11. **Production & Job Work:** Review maintenance of factory production logs and job work/finishing records, including associated GST compliance.
12. **Receivables/Payables:** Verify age-wise accounts receivable and payable reports for management review.
13. **Internal Controls & Partner Visit:** Review control systems and suggest improvements. The Audit Partner **must visit** the Corporation in person for report finalization and management discussions.

4. OTHER TERMS & CONDITIONS

- KSCC reserves the right to accept or reject any or all tenders without assigning any reason.
- Incomplete, conditional, or uncalled-for remark-containing tenders are subject to immediate rejection.
- Canvassing in any form is strictly prohibited and will lead to disqualification.
- No revision in fees or terms will be entertained after the opening of tenders.
- Clarifications regarding figures or instructions must be sought prior to bid submission.

FORMAT 1: TECHNICAL BID PROFILE

Sl. No	Particulars	Details to be filled by Bidder
1	Name and Full Address of the Firm	
2	Firm Registration Number (FRN)	
3	Membership Number of Key Partners	
4	Details of Internal Audits Undertaken	
5	Experience (Name & Turnover of min. 5 clients $\geq$ Rs. 25 Cr)	
6	Mobile Number & E-mail IDs	
7	Details of Auditors (Min 3 partners) & Audit Staff	
8	PAN of the Firm	
9	GST Registration Number	
10	Bank Account Details (Name, A/c No, IFSC)	
11 (a)	Name of Auditor signing the report for KSCC	
11 (b)	Signing Partner's Experience ($\geq$ 10 years post CA)	
11 (c)	Membership No. & Date of entering Partnership	

FORMAT 2: FINANCIAL BID

Work: Internal Audit of Kerala State Coir Corporation Limited (FY 2026-27)

Sl. No.	Work Scope	Quoted Amount (Rs. / Month)
1	Internal Audit of Head Office (incl. PPSS), Factory Divisions, and Showrooms (Monthly Rate)	
TOTAL MONTHLY FEE (Excl. GST):		

Note: GST will be paid extra at applicable rates. No out-of-pocket expenses (TA, DA, Food) will be reimbursed.

Date: _____

Place: _____

Authorized Signatory Name, Seal & Signature

