

Kerala State Backward Classes Development Corporation Ltd.
(Department of Backward Communities Development)
Govt. of Kerala undertaking

Notice inviting
TENDERS FOR APPOINTMENT OF INTERNAL AUDITORS

E-TENDER

Two-Stage QCBS

**Kerala State Backward Classes Development Corporation Ltd.
(Department of Backward Communities Development)
Govt. of Kerala undertaking**

NOTICE

**INVITING E-TENDERS FROM CHARTERED ACCOUNTANT FIRMS FOR
INTERNAL AUDIT FOR THE FY 2024 -25**

Kerala State Backward Classes Development Corporation Ltd invites online bids through e procurement portal www.etenders.kerala.gov.in from Partnership firms/LLPs of 'Practicing Chartered Accountants in India' who fulfill the eligibility criteria as mentioned hereunder and are willing to have their firms appointed as Internal Auditors in the Corporation for conducting Internal audit of Head

Office, District Offices and Sub District Offices of the Corporation for the financial year 2024 - 25.

Name of work	Appointment of Internal Auditor for the FY 2024 - 25
Period of work	One year (1)
Type of Tender	Two Bid System (Technical Bid and Financial Bid) through e procurement portal www.etenders.kerala.gov.in
Tender Fee	Rs 1180/- (18% GST inclusive)
Earnest Money Deposit (EMD)	Rs 15000/- (Rupees Fifteen Thousand Only)
Period of bid validity	90 days
Opening date & time of submission of bids.	19/08/2025, 10.00 AM
Last date & time of submission of bids	02/09/2025, 03.00 PM
Date of Technical Bid opening	03/09/2025 11.00 AM

The Corporation intends to appoint Partnership firms/LLPs of 'Practicing Chartered Accountants in India' as Internal Auditors in the Corporation for conducting internal audit of below mentioned units:

Sl. No	Name of Unit	District	Address
1	Head Office	Thiruvananthapuram	The Managing Director KSBCDC T.C. 27/588 (7)&(8), "SENTINEL", 2nd Floor, Pattoor, Vanchiyoor P.O, Thiruvananthapuram. 35
2	Thiruvananthapuram (TVM)	Thiruvananthapuram	The Manager District Manager KSBCDC, Chalakuzhi Line, Trida Complex, IInd Floor Medical College Thiruvananthapuram-11
3	Neyyattinkara (NTA)	Thiruvananthapuram	The Manager Sub District Office, KSBCDC M.R.Arcade, 1st Floor Railway Station Road Neyyattinkara Thiruvananthapuram-695121
4	Varkala (VAK)	Thiruvananthapuram	The Manager, KSBCDC, Sub District Office, KSBCDC, LalsArchade, Palachira Jn. Varkala P.O., Thiruvananthapuram-695143
5	Kollam (KLM)	Kollam	The Manager KSBCDC SNDP YOGAM Building Opp.S.N.Women's College, Kollam-
6	Karunagapally (KPY)	Kollam	The Assistant Manager Sub District Office, KSBCDC Kurichiyil Building 2nd Floor, Karunagapally Kollam - 690 518
7	Pathanapuram (PPM)	Kollam	The Manager Sub District Office, KSBCDC Baba Sahib Centre Opp to Town Juma Masjid KP Road Pathanapuram- 689695

8	Pathanamthitta (PTA)	Pathanamthitta	The Assistant Manager KSBCDC, 1st Floor, Bank of Baroda Building Near Head Post Office, College Road, Pathanamthitta-689645
9	Adoor (ADR)	Pathanamthitta	The Assistant Manager Sub District Office, KSBCDC Ampadiyil Building, Revenue Tower Road, Adoor-691523
10	Alappuzha (ALP)	Alappuzha	The Assistant General Manager, KSBCDC, Soumya Complex, Vellakkinar Junction, Civil Station Ward Head Post Office, Alappuzha
11	Harippad (HPD)	Alappuzha	The Assistant Manager, KSBCDC, Sub District Office, SNDP Union Building Kacheri Jn. Harippad Alappuzha.
12	Cherthala (CTL)	Alappuzha	The Assistant Manager Sub District Office, KSBCDC Salu Shopping Complex 1st Floor, X-ray Junction Cherthala, Alappuzha
13	Kottayam (KTM)	Kottayam	The Assistant General Manager KSBCDC, Bldg. No. 11/696 Erayil Kadavu, Kottayam.
14	Kanjirapally (KNP)	Kottayam	The Assistant Manager Sub District Office, KSBCDC Madukkakuzhi Arcade Kurisinkal Junction Kanjirapally Kottayam - 686 507
15	Idukki (IDK)	Idukki	The Assistant Manager KSBCDC, 2nd Floor, BSNL Building, Painavu P.O. Idukki - 685603
16	Nedumkandam (NKM)	Idukki	The Assistant Manager Sub District Office, KSBCDC Immanual Building, 2nd Floor, Nedumkandam P O, Idukki - 695553
17	Ernakulam (EKM)	Ernakulam	The Assistant General Manager, KSBCDC Paramara Shopping Complex Ernakulam North-18

18	Moovattupuzha (MVPA)	Ernakulam	The Assistant Manager Sub District Office, KSBCDC Kabani Arcade, Thodupuzha Road Moovattupuzha Ernakulam - 686 661
19	Thrissur (TSR)	Thrissur	The Assistant General Manager, KSBCDC, 2nd Floor Sakthan Arcade, Sakthan Nagar, Thrissur - 680 001
20	Chelakkara (CHLA)	Thrissur	The Assistant Manager, KSBCDC, Sub District Office, Chelakkara M/s Mounthira Shopping Mall Pvt Ltd, Ground Floor Thrissur
21	Palakkad (PKD)	Palakkad	The Assistant Manager KSBCDC, KTV Towers,MukkonathuParambu, Near Yakkara Railway Gate, West Fort Road, Palakkad -678001
22	Pattambi (PTB)	Palakkad	The Assistant General Manager, KSBCDC, Sub District Office Alex Archade, Mele Pattambi Palakkad-679 306.
23	Vadakkancheri (VDCY)	Palakkad	The Assistant Manager Sub District Office, KSBCDC Panchayath Shopping Complex Building Indira Priyadarshini Bus Stand, Vadakkancheri Palakkad - 678683
24	Malappuram (MPM)	Malappuram	The Assistant General Manager, KSBCDC, No. 23/277, J&K Building Munduparamba, Malappuram
25	Wandoor (WDR)	Malappuram	The Assistant General Manager, KSBCDC, Sub District Office, Wandoor, Kunnummal Building, Near Sub Treasury, Manjeri Road, Wandoor, Malappuram.
26	Tirur (TIR)	Malappuram	The Assistant Manager, KSBCDC, Sub District Office, Tirur, Builders Tower, Ezhur Road Near Savera Hospital Tirur, Malappuram - 1

27	Kozhikode (KKD)	Kozhikode	The Assistant General Manager KSBCDC, II nd Floor Vikas Buildings, Link Road, Kozhikode-2.
28	Nadapuram (NDPM)	Kozhikode	The Assistant Manager Sub District Office, KSBCDC Skyline building, Near Registrar office, Nadapuram P.O,673504
29	Perambra (PBA)	Kozhikode	The Assistant Manager Sub District Office, KSBCDC Block Panchayath building II nd Floor, Perambra Kozhikode - 673525
30	Wayanad (WYD)	Wayanad	The Assistant Manager KSBCDC Nr. PBM Hospital Meenangadi, Wayanad
31	Mananthavadi (MND)	Wayanad	The Assistant Manager Sub District Office, KSBCDC MVG Son's Arcade Ambedkar Road B Street Junction Mananthavadi Wayanad - 670645
32	Kannur (KNR)	Kannur	The Assistant Manager KSBCDC, T.K. 378/J Padannapalam Road Kannur - 670 001
33	Thalassery (TLY)	Kannur	The Assistant Manager Sub District Office, KSBCDC CPC Complex Keezhanthimukku Chirakkara Thalassery, Kannur - 670 103
34	Kasargod (KSGD)	Kasargod	The Assistant Manager KSBCDC Bldg.No. KNC XI/346 A-17 Highlane Plaza, Anabagilu M.G.Road, Kasargod.
35	Kanhagad (KHD)	Kasargod	The Assistant Manager Sub District Office, KSBCDC SN Arcade, 1st Floor Behind Old bus stand Kanhagad, Kasargod -671 315

I Eligibility Criteria for the selection of bidders:

- i. The Firm/LLP should be registered with “The Institute of Chartered Accountants of India (ICAI)” (Copy of self-attested registration certificate to be enclosed) and have Income Tax Permanent Account Number and GST Registration.
- ii. The Chartered Accountant firm should have been in practice for minimum 20 years after its registration and should have at least 15 years’ experience in Internal Audit, Statutory Audit of Companies.
- iii. The Firm should have conducted internal audit of at least two Central PSU/ State PSU having paid up capital of Rs.50 Crore or more within the last 5 years.
- iv. The Firm should have conducted internal or statutory audits for at least two Middle Layer NBFCs within the last 5 years.
- v. The Chartered Accountant firm should have minimum annual turnover of Rs. 5 Crores during the previous financial year.
- vi. The Chartered Accountant firm should have a minimum of seven (7) full time partners as on the date of application
- vii. In addition to the partners, the Firm should have at least fifteen (15) full time Chartered Accountant (CA) employees engaged in on-site audits.
- viii. The Firm/LLP should have its Registered office within the State of Kerala.
- ix. The firm should have not been debarred/ blacklisted/disqualified from audit of any Government Company /PSU/statutory body for corrupt or fraudulent practices.
- x. The Chartered Accountant Firm/LLP should be empanelled with The Comptroller and Auditor General of India (Copy of the empanelment certificate issued by C&AG to be enclosed)

Documentary evidence(s) in support of above is required to be submitted. Proposals without the required documentary evidence(s) shall be rejected.

The bidder must comply with all the above-mentioned criteria. Non-compliance of any of the criteria will entail rejection of the offer summarily. Copies of relevant documents/certificates should be submitted as proof in support of the claims made. The Corporation reserves the right to verify/evaluate the claims made by the bidder independently.

1.1 Technical Evaluation Criteria

Technical evaluation criterion for the bidder is clearly mentioned in **Annexure IV**. The marks will be allocated based on the information provided in the proposal and the supporting documents submitted.

Bids shall be evaluated both in terms of 'Quality' as well as 'Quoted Price' i.e. Quality & Cost Based Selection (QCBS) methodology. The weightage for the 'Quality' is 70 (seventy) and the weightage for the 'Quoted' price is 30 (thirty). Contract shall be awarded to the bidder with the highest Evaluated Bid Score (B).

The evaluation will be done on a total score of 100. The bidder needs to achieve a cut – off score of 60 marks in the technical bid evaluation to be qualified for financial bid opening. Only those bidders who achieve the specified cut – off scores would be short-listed for financial bid evaluation. In case none of the bidders score a minimum of 60 marks then the bidders who have achieved the top 3 scores will qualify for the financial bid evaluation stage. In case there are no bidders /only one bidder who score 60 points or above, KSBCDC Ltd reserves the right to retender.

The marks allocated against various sub-sections under 'Quality' of Bid and detailed disclosure regarding QCBS is clearly mentioned in **Annexure IV**

1.2 Financial Bid Evaluation

The financial bid format is provided in **Annexure III**. The fees should be quoted strictly in the format provided. Only those bidders who have qualified in eligibility Criteria and scored more than 60 marks in technical evaluation would be eligible for further participation in the tender evaluation process.

The amounts in financial bid should be written in figures as well as in words. If there is a discrepancy between words and figures, the amount in words will prevail.

The bidder shall not add any conditions / deviations in the financial bid. Any such conditions / deviations may make the bid liable for disqualification.

II About the Company

Kerala State Backward Classes Development Corporation Ltd (KSBCDC) is a Private Limited Company registered under the Companies Act 1956 came in to existence on 28th February, 1995, having its Registered Office at Thiruvananthapuram. The Company is fully owned by the Government of Kerala. The Corporation is also a Non-Banking Finance Company registered with The Reserve Bank of India in the Non-Deposit taking Systemically Important category. The Corporation has its Head Office at Thiruvananthapuram and has offices in all the 14 Districts of the State and 20 Taluk level Sub District Offices.

Authorized Share Capital of the Company is Rupees 200 Crores and the paid-up capital is Rupees 152.638 Crores. KSBCDC Ltd is the State Channelizing Agency of Three National Agencies – National Backward Classes Finance Development Corporation (NBCFDC), National Minorities Development Finance Corporation (NMDFC) and National Safai Karamcharis Finance Development Corporation (NSKFDC). It focuses on the implementation of various schemes for the welfare of backward classes and minorities in the State.

III Business

The Company is primarily engaged in financial lending to the peoples belonged to backward and minority communities living below double the poverty line for setting up of employment ventures. Various schemes funded by National Agencies include loan assistance for self-employment, education loans, micro finance etc. Other assistance are also provided by us like marriage assistance, assistance for seeking foreign employment, working capital, computer loan, house maintenance, personal loan etc.

IV Terms and Conditions

The detailed terms & conditions of offer for appointment of CA Firms for Internal Audit in our Corporation are as under:-

- a) The appointment shall be for a period of 1 year (ie for the financial year 2024-25).
- b) CA Firms applying for appointment must submit along with application, the copy of partnership/LLP deed, copy of registration certificate issued by the ICAI certifying the constitution of the Firm, their branches & date from which it is continuing as a Partnership Firm (latest).
- c) The periodicity of internal audit assignment will be for ONE YEAR with annual review of performance and would be extended based on the 'Satisfactory Performance' of the CA firm.

- d) Mere submission of application does not, in any way, constitute guarantee for allotment of the audit job of any nature from the Corporation.
- e) The Internal Audit Assignment will be terminated and the audit firm will also not be considered for renewal of appointment for Internal Audit in the following cases:
 - i) If the firm obtains the appointment on the basis of false information/false statement.
 - ii) If the firm does not take up audit in terms of appointment letter within one month.
 - iii) If the firm does not submit the Audit Report, complete in all respects, as per terms of appointment within the stipulated time.
 - iv) If performance of the firm is not found satisfactory.
 - v) If any fraud / embezzlement is detected subsequently and not reported by Internal Auditor.
- f) Incomplete Application' or 'Application without Requisite Enclosures' will not be entertained and shall be summarily rejected.
- g) The Internal Audit Firm will undertake that they will not sub contract/ sub assign the audit assignment.
- h) Only those applications which are received between the date of notice and the last date of receipt of applications, will be considered.
- i) The Company reserves the right to accept or reject any application at any time without assigning any reason.
- j) KSBCDC will not accept any claim other than professional fee/charges etc specified in financial bid.
- k) Each page of the tender documents is required to be signed by the Partner of CA Firm. The documents/ certificates in support along with the tender shall also be signed by the Partner.
- l) If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
- m) Tender shall be submitted in official tender document only. If submitted in any other form, the same shall be summarily rejected.

V In addition to the above, the Chartered Accountants firm is advised to certify and ensure as follows: -

- p) The firm is not in any case disqualified under provision of Sec.141 (3) of Companies Act, 2013.
- q) The license of the proprietor / Key Person of the partnership concern have been issued for Full Time practice by The Institute of Chartered Accountants of India.
- r) The Internal Audit firm(s) shall be free from any disqualification under The Companies Act, 2013 if any.
- s) The Internal Audit team shall work in strict confidence and shall ensure that the internal audit data and any other information in respect of the operation of the units are dealt with in strict confidentiality and secrecy.

VI Scope of the work and Responsibility of Auditor

The Auditor is expected to be innovative and deeply review the internal controls; compliance of delegation of powers, spending is judicious, theft and fraud prone areas deeply. Sudden check, physical verification, integrity check and suspicious transactions all need to be tracked by the Internal Auditor.

For the purpose of audit, the district and sub-district offices are divided into 3 categories A, B and C. (details as per **Annexure V**)

The auditor is required to plan and perform the audit as per the following schedule:

Category of audit place	Minimum number of audit days
A	10 days
B	8 days
C	6 days
Head Office	20 days

An Auditor shall be deemed to have full knowledge of the audit places (Head Office, district and sub-district offices) whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed.

The Audit team will conduct the audit as per Standards on Internal Audit issued by The Institute of Chartered Accountants of India (ICAI) and in consultation with Management. It is important also to ensure that all aspects are reviewed from proprietary angle and all expenses, cost and revenue need to be examined from this angle. The policy decisions of the company and procedures adopted should be reviewed and commented upon including changes suggested. The various management decisions adversely impacting profitability or wastages of resources are to be brought in the report. The Auditor has to refer Internal Audit Manual, Project Guidelines, Recovery Manuals, Scheme guidelines of the Company, Circulars issued from time to time. The below are the Scope of Works which are illustrative only.

- a) Verification & Vouching of all cash & Bank payment vouchers & journal entries with regard to Delegation of Powers, accounting, authorization, compliance with applicable legislations rules and policies etc. Check whether the payment vouchers are supported by proper supporting documents.
- b) Ledger scrutiny of all accounts to ensure whether all entries (receipts and payments) are accounted under proper head and to report abnormal transaction if any.
- c) Check and report all statutory compliances (payments, return filing and follow up) relating to income tax, Central Excise, Service Tax, Goods and Service tax, work contract tax, Company Law, labor Laws like EPF, ESI, or any other Law or statutes applicable to the Corporation.
- d) Report the status of bank reconciliation and report if there is unusual delay in accounting and delay in preparation of reconciliation statement.
- e) Interest calculations and procedure for short term investment/FDs of surplus funds.
- f) To verify whether contract payment is properly authorized as per D.O.P/Agreement and to ensure that payment is made after deducting statutory deduction such as T.D.S, work contract tax/GST, applicable local taxes etc and other deductions such as advances, security deposit, penalty etc in accordance with the work order awarded.
- i) To verify advances (both staff and others), its recovery /settlement and to report long pending advances.
- ii) Scrutiny of payroll, ensure payment of correct salary by verifying attendance, leave, increments, statutory deductions etc.
- iii) Verify the opening and maintenance of fixed deposits as per rules and procedures laid down by the corporation.
- iv) Verification of Fixed Asset Register, Physical verification of Assets including Land, Buildings and other assets.
- v) Tendering of all works etc. verify and report deviations from Government rules, norms, orders, circulars, instruction viz Store Purchase Rules, CVC Guidelines etc.
- vi) Review of internal control system & procedure to ensure the adequacy, effectiveness & efficiency
- vii) To review the efficacy, adequacy and application of accounting, financial and operating controls and thereby ensure the accuracy of the books of accounts
- viii) To timely compliance of all statutory provisions and returns under applicable laws.

- ix) Review of CSR activities of the Corporation in line with policy procedures and Companies Act.

VII Projects – Loan Scheme Implementation

Audit shall see the scheme implementation is progressing according to the pre-fixed target. General guidelines on scheme implementation contain detailed procedure for project implementation and deviation if any noted shall be reported in respect of-

- 1) Verify the adequacy of Loan security as per Head Office guidelines.
- 2) Verify whether Income criteria and class/community criteria strictly followed in processing Loan applications.
- 3) In case of Employment surety, confirmation of genuineness shall be ensured through registered post only.
- 4) In case of collateral security like Landed property
 - i Legal opinion obtained-no defects/defects rectifying before acceptance.
 - ii Minimum extent of land as per rules
 - iii Land value is sufficient as per norms
- 5) No inordinate delay in granting of loans and no overlooking of turn in sanctioning of loan.
- 6) Verify document register is properly maintained and all documents are serially numbered and kept under safe custody.
- 7) Verify that before effecting payment (Loan disbursement), verification report is prepared by the Assistant duly verified and sanctioned by unit head.
- 8) The security offered is as per the norms of the Corporation and stipulated under general guidelines.
- 9) Proper verification regarding the identity of the loanees and sureties and their existing liabilities has been conducted and properly recorded by the respective authorities while recommending loan sanction.
- 10) Collateral security/surety security was properly recommended and accepted by the Unit Head.
- 11) Surety applications are properly filled up and signed by the surety and drawing officer duly affixed with office seal and date.
- 12) That the agreement for recovery from surety is not conditional in case of surety where salary recovery is enforceable.

- 13) Verify that the documents are properly signed by the loanee and sureties and that the signature in the surety applications is similar and identical to those in the document and the scrutiny note / verifying report contain a certificate to this effect.
- 14) Verify that the surety bond/security bond is properly filled up and duly witnessed.
- 15) In case of property security, legal opinion has been obtained, shows clear marketable title and the conditions if any contained has been cleared before executing document.
- 16) Verify that Non-Encumbrance Certificate obtained up to the date of execution of security document.
- 17) Verify that Title deed deposit Register is properly maintained and signed by the Unit Head before making payment.
- 18) In case of fixed deposit received as surety, it has been duly discharged (stamped) and the KSBCDC's lien noted thereon.
- 19) Verify that the required processing fee (including LDRF), postage, legal charges has been collected before making loan payment.
- 20) Verify that the loan payment details entered in the Personal Ledger folio of the loanee.
- 21) Verify that the title deed deposit register is properly maintained and signed by the unit head before making the payment.
- 22) Verify that Non-Encumbrance Certificate up to the date of execution has been obtained before effecting payment.
- 23) Legal opinion from the panel of advocates obtained before accepting the property security.
- 24) Defects if any noted in legal opinion cleared before such acceptance,
- 25) Minimum extent of landed property required as per scheme guidelines is obtained for acceptance.
- 26) Amount as per Valuation Certificate is sufficient to cover loan amount as per scheme guidelines.
- 27) Check whether all the names of surety accepted have been properly entered in the surety index Register.

28) Review of High-Value Loans:

The auditor shall conduct a detailed review of all high-value loans (i.e., loans exceeding ₹5 lakhs) sanctioned till 31st March 2025 by each District and Sub-District Office. The auditor should assess the following:

- Adequate collateral security has been properly obtained and documented in accordance with the Corporation's project guidelines and orders/circulars issued from time to time.
- The collateral security has adequate value to cover the loan amount.
- The loan has been sanctioned in strict compliance with the applicable project guidelines and orders/circulars issued from time to time by the Corporation.

VIII Security Bond/ Surety Bond

Randomly select few documents and verify that;

- a) The verification report tallies with the loan particulars.
- b) The sureties offered and accepted are as per norms stipulated under general guidelines on scheme implementation.
- c) That the sureties retire 18 months after expiry of the loan period.
- d) That proper verification as to identity of the loanee, surety has been conducted and recorded before making recommendation for loan disbursement.
- e) That the sureties were properly recommended and accepted by the unit head.
- f) That the surety applications are properly filled up and signed.
- g) That the Employment certificate and /or agreement for recovery from pay have been signed by the drawing and disbursing officer concerned and the office seal affixed there on with date.
- h) That the agreement for recovery from pay is not conditional.
- i) That the security bond /surety bond are properly signed by the loanee and sureties and that the signature in the surety application are similar and identical to those in the security/surety bond.
- j) That the security/Surety bond is properly filled up and duly witnessed.

IX Finance & Accounts

The audit shall thoroughly scan the Cash Book/Bank Book and see no irregular transactions and also -

- a) Ensure no irregular retention of money in the hands of any officer.
- b) Unremitted balance on the date of commencement of audit shall be verified and a certificate to that effect should be recorded by the Audit officer.

- c) The pass book/bank statement shall be verified thoroughly so as to ascertain that the entire entries are genuine. In case of doubt information shall be obtained directly from the bank about fund balance.
- d) Audit shall verify Bank Reconciliation Statement of all the bank accounts maintained by the unit/HO in tally / manually.
- e) Stock Register of valuable properties, priced forms, receipt books etc should be verified carefully. Correct stock position to be certified by the auditor.
- f) Audit shall also report that the Office Manager, Assistant Manager and other supervisory staff have exercised proper supervision over the working of the Office/Unit.
- g) Audit shall see the defects pointed out in the previous report have been remedied and if not report.
- h) Audit on Travel Bills
- i) Audit shall see imprest cash system has been maintained in the unit office.
- j) Check payment vouchers on test basis
- k) Check that the log books are maintained properly giving relevant details such as the places travelled, purpose, meter readings, fuel filling etc. signed by the driver and the Authorized person.
- l) Check Fixed Deposits physically and with the banks statements and interest accrued certificates are collected and accounted for, if not report thereof.
- m) Check Bank reconciliation statement and report if any un- reconciled amount lying unadjusted.
- n) Check the Income Tax, GST, PF deposits and all statutory deductions & remittances.

X GST Payment, Returns filing and Input credit

- a) Verify whether the District Office/Sub-District Office has shared the Corporation's GSTIN with GST-registered vendors to enable the claiming of Input Tax Credit (ITC)
- b) Verify whether returns as applicable have been filed within the due dates
- c) Verify whether tax has been paid within the prescribed due dates
- d) Verify whether supply as per books of account matches with supply as per GSTR
- e) Verify input tax credit is taken based on eligible documents having all the prescribed particulars as per the rules made in this regard
- f) Verify TDS on GST deducted as per GST Law and timely payment of TDS
- g) Verify compliance with self-invoicing requirements under GST
- h) Verify whether there are instances where vendors failed to file their GST returns, resulting in the Corporation being unable to claim the eligible Input Tax Credit (ITC)

XI Income Tax TDS

- a) Verify whether tax has been deducted at source (TDS) wherever applicable, in accordance with the provisions of the Income Tax Act, 1961
- b) Verify whether Income tax deducted at source has been paid within the prescribed due dates
- c) Verify whether returns as applicable have been filed within the due dates?

XII Loan Repayment Collection & Recovery

- a) Manual of recovery procedure contains elaborate procedure to be adopted in follow up action and ensure the unit office comply the stipulations contained thereon.
- b) Check whether notice issued invariably at the first instance of default.
- c) Verify whether registered notices were sent to defaulters in time.
- d) In case of returned registered notices, see whether the loanee/Sureties are of fictitious nature, if so report.
- e) Verify whether salary recovery notices were issued to the Drawing and disbursing officer in time and prompt follow up actions taken thereafter.
- f) See reminder notice issued to Drawing and disbursing office, when there is no response to the original salary recovery notice.
- g) In case the Drawing and disbursing officer is reluctant to effect recovery the matter is taken up with higher ups.
- h) See revenue recovery action is taken in case the default is huge and the party is reluctant to clear the dues.
- i) In revenue recovery-initiated cases audit see the unit is closely watching the realization and making effective follow up action with revenue authorities.
- j) Audit to see defaulted dues are cleared before it become time bar.
- k) In case loan outstanding becomes time bar report the persons responsible for the laxity.
- l) Check the prefixed target (monthly collection target) for each unit and see the unit has taken all effective measures to achieve the target.
- m) In case the unit persistently and continuously fails to achieve the target, audit report shall contain specific remarks.
- n) Check all closed loanee accounts and verify all the dues cleared before releasing of documents.

XIII Stock Register

- a) Audit shall see that forms, Stationery records, Registers etc received from Head Office and local purchases are properly entered in the Stock Register.
- b) Ensure along with quantity, value of each stock is recorded in the Register.
- c) Ensure that issue of stock is under proper acknowledgment from the staff concerned.
- d) Ensure physical verification of stock by the Unit Head periodically and record the fact of physical verification by the unit Head by way a certificate as required under law.
- e) Ensure no discrepancies in physical verification and stock as per records if so necessary correction recorded.

XIV Fixed Asset Register

- a) Verify whether the Fixed Asset Register is being properly maintained at the District and Sub-District Office level
- b) Verify that all assets purchased, sold, disposed of, or transferred are recorded in the Fixed Asset Register with proper serial numbering and that the register is being maintained accurately and systematically
- c) Fixed assets classified properly as gross block, net block of assets
- d) Conduct physical verification of fixed asset items to ensure their existence, location, and condition
- e) Ensure the cost of assets purchased and the date of purchase are properly entered in Fixed Asset Register
- f) Ensure that depreciation has been provided on written-down value (WDV) method as per applicable accounting standards at the close of the financial year

The above scope of work is intended to be illustrative and is not exhaustive. Management reserves the right to revise and update the scope as deemed necessary from time to time.

The Internal Auditor is expected to perform a risk-based assessment, identify potential risk areas, and accordingly expand the scope of work to include other relevant activities.

Based on the findings from the internal audit, the Internal Auditor should provide recommendations to management aimed at enhancing revenue, reducing expenditure, strengthening internal control systems and procedures, adopting industry best practices, improving operational efficiency, and enhancing overall financial performance.

XV Report submission

The Internal Audit should be conducted annually and the auditor will be required to submit annual audit reports to the management.

The observations brought out in the report shall be discussed with the unit he officers and based on satisfactory explanation/feedback provided, items, if any, of the report shall be dropped. The final audit report shall be submitted to the management.

XVI Fees

The fee for the audit shall be quoted inclusive of all charges and expenses for the audit and excluding Goods and Service tax. Goods and service tax shall be shown separately in the financial bid.

XVII Terms of Payment

The audit firm shall raise invoice after successful completion of audit and as per the work order. The Company shall make payment on receipt of such invoice in duplicate and based on the satisfactory completion of the work in sole discretion of KSBCDC. 100% of the audit fee shall be released only after successful completion of audit and submission of reports of all the units.

XVIII Important documents to be enclosed with bid

- a) Attested copy of Partnership Deed
- b) Copy of Empanelment Certificate issued by CAG, New Delhi.
- c) Certificate in proof of experience as per eligibility criteria. (self-attested copy of the appointment letters from the auditee organizations)
- d) Copy of Audited financial statements for the last financial year certified by 2 Partners.
- e) Declaration that the firm is not debarred/ blacklisted by Government/PSU.
- f) Declaration that the firm is not disqualified U/s 141 (3) of Companies Act, 2013.
- g) Brief profile of the Audit firm
- h) Details of the Partners as well as the Audit staffs employed in the firm.

XIX General Tender Terms & Conditions for e -Procurement

This tender is an e-Tender and is being published online for conducting internal audit of Head Office, District Offices and Sub District Offices of the Corporation for the financial year 2024 - 25. The tender is invited in two cover system from the registered and eligible firms through e- procurement portal of KSBCDC of Kerala (<https://www.etenders.kerala.gov.in>).

Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

A) Online Bidder Registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India.

Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact E-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088/188/388 or through email: etendershelp@kerala.gov.in or helpetender@gmail.com for assistance in this regard.

B) Online Tender Process:

The tender process shall consist of the following stages:

- i) Downloading of tender document: Tender document will be available for free download on www.etenders.kerala.gov.in. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document
- ii) Publishing of Corrigendum: All corrigenda shall be published on www.etenders.kerala.gov.in only and shall not be available elsewhere.
- iii) Bid submission : Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on www.etenders.kerala.gov.in.

No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.

- iv) **Opening of Technical Bid and Bidder short-listing:** The technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. All documents in support of technical qualifications shall be submitted (online). Failure to submit the documents online will attract disqualification. Bids short listed by this process will be taken up for opening the financial bid.
- v) **Opening of Financial Bids:** Bids of the qualified bidder's shall only be considered for opening and evaluation of the financial bid on the date and time which will be notified later.

C) **Documents Comprising Bid:**

- i) **The First Stage (Technical Cover based on 2 covert ender system):**
Pre-Qualification or Technical proposal shall contain the scanned copies of the following documents which every bidder has to upload:
 - i) Attested copy of Partnership Deed
 - ii) Copy of Empanelment Certificate issued by CAG, New Delhi.
 - iii) Certificate in proof of experience as per eligibility criteria. (self-attested copy of the appointment letters from the auditee organizations)
 - iv) Copy of Audited financial statements for the last financial year certified by 2 Partners.
 - v) Declaration that the firm is not debarred/ blacklisted by Government/PSU.
 - vi) Declaration that the firm is not disqualified U/s 141 (3) of Companies Act, 2013.
 - vii) Brief profile of the Audit firm
 - viii) Details of the Partners as well as the CA staffs employed in the firm.

KSBCDC doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

The qualification for selecting a bidder will primarily depend upon the level of expertise and experience, capacity and capability of the bidder to successfully execute the Internal Audit assignment for KSBCDC Ltd.

Non-fulfillment of the prescribed Technical Evaluation Criteria and not providing any of the requisite documents or furnishing incomplete/incorrect submissions as per the above list would lead to disqualification of bid and no correspondence whatsoever would be entertained by KSBCDC Ltd in this regard.

KSBCDC Limited reserves the right to call for clarification / submission of additional documents, if deemed fit from the bidder.

The bidders must comply with all criteria mentioned in the Tender and shall furnish all relevant documents in support of the information submitted in the bid. KSBCDC Ltd reserves the right to verify/evaluate the information submitted by the bidders independently and the decision of KSBCDC Ltd taken in that regard shall be final, conclusive and binding upon the bidder.

ii) *The Second Stage (Financial Cover or as per 2 cover system):*

The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/variable price quotation will be treated as non-responsive and rejected.

D) Tender Fees

The Bidder shall pay, a tender fees of Rs.1000/- plus GST and Earnest Money Deposit of Rs.15000/-. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

If the tenderer is found ineligible after opening of tenders, his tender shall become invalid and tender fee shall be forfeited.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e- Payment facility provided by the e-Procurement system:

- i) State Bank of India (SBI) Internet Banking: If a bidder has a SBI internet banking account, then, during the online bid submission process, bidder shall select SBI option and then select Internet banking option. The e- Procurement system will re-direct the bidder to SBI's internet banking page where he can enter his internet banking credentials and transfer the tender document and EMD amount.

- ii) National Electronic Fund Transfer (NEFT)/Real Time Gross Settlement (RTGS):

If a bidder holds bank account in a different bank, then, during the online bid submission process, bidder shall select NEFT / RTGS option. An online remittance form would be generated, which the bidder can use for transferring amount through NEFT/RTGS either by using internet banking of his bank or visiting nearest branch of his bank. After obtaining the successful transaction receipt no., the bidder has to update the same in e-Procurement system for completing the process of bid submission. Bidder should only use the details given in the Remittance form for making a NEFT / RTGS payment otherwise payment would result in failure in e-Procurement system.

As NEFT payment status confirmation is not received by e-Procurement system on a real-time basis, bidders are advised to exercise NEFT mode of payment option at least 48 hours prior to the last date and time of bid submission to avoid any payment issues.

For RTGS the timings that the banks follow may vary depending on the customer timings of the bank branches and settlement from RBI. Bidders are advised to exercise RTGS mode of payment at least 24 hours prior to the last date and time of bid submission to avoid any payment issues.

XX NEFT/RTGS payment should be done according to following guidelines:

- i) Single transaction for remitting Tender document fee and EMD: Bidder should ensure that tender document fees and EMD are remitted as one single transaction.
- ii) Account number as per Remittance Form only: Account no. entered during NEFT/RTGS remittance at any bank counter or during adding beneficiary account in Internet banking site should be the same as it appears in the remittance form generated for that particular bid by the e-Procurement system. Bidder should ensure that tender document fees and EMD are remitted only to the account number given in the Remittance form provided by Procurement system for that particular tender.

Bidders must ensure that the banker inputs the Account Number (which is case sensitive) as displayed in the Remittance form. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for NEFT/RTGS remittance. Only NEFT / RTGS Remittance Allowed: Account to Account transfers, State Bank Group Transfers (GRPT), Payments from NRE Accounts, SWIFT Transfers, IMPS or Cash payments are not allowed and are treated as invalid mode of payments. Bidder must ensure that the banker does NEFT or RTGS (for above 2 lakhs payments as per RBI guidelines) transaction only and specially instruct the banks not to convert the payment type to GRPT or any other payment mode.

- i) Amount as per Remittance form: Bidder should ensure that the amount being remitted is neither less nor higher than the amount shown in remittance form.

- ii) UTR Number : Bidders should ensure that the remittance confirmation (UTR number) received after NEFT / RTGS transfer should be updated as it is, in the Procurement system for tracking the payment.
- iii) One Remittance Form per Bidder and per Bid: The remittance form provided by Procurement system shall be valid for that particular bidder and bid and should not be re-used for any other tender or bid or by any other bidder.

Any transaction charges levied while using any of the above modes of online payment has to be borne by the bidder. The supplier/contractor's bid will be evaluated only if payment status against bid is showing "Success" during bid opening.

E) SUBMISSION PROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and Financial bid online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD.

For page by page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click "Bidders Manual Kit" link on the home page.

It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.

Thiruvananthapuram
...08.2025

Sd/-
Managing Director

TENDERSFORINTERNALAUDITFORTHE FY 2024 – 25**TECHNICAL BID****Annexure 1****Bidder's Profile****General Information**

1	Name of the Bidder	
2	Date & Year of Registration of the Firm/LLP	
3	Registered/Main Office Address	
4	Registration No (FRN)	
5	Permanent Account Number	
6	GST Registration No	
7	No of full time Partners	
8	Name of Partners	
9	No of full time Chartered Accountant staffs	
10	No. of branches in Kerala (Attach a list along with address)	

Eligibility Criteria

1	Whether the firm meets all the eligibility criteria (Yes/No)	
2	No. of years of experience	
3	Date and year of registration of Chartered Accountants firm (dd/mm/yy)	
4	Whether firm is empanelled with C&AG (Yes/No)	
5	C&AG empanelment no.	
6	Whether firm has peer review by members of ICAI for any financial year (Yes/No). The year of peer review shall be mentioned.	
7	No. of full time Partners (as on closing date of tender)	
8	No. of full time Chartered Accountant Employees (as on closing date of tender)	
9	No. of Article/Audit Clerks (as on closing date of tender)	
10	Whether the Chartered Accountants firm have its registered office in the State of Kerala.	
11	Whether the Chartered Accountants firm have an experience of conducting requisite no. of internal audit/statutory audit of eligible clients/organization (Provide list of eligible clients/organization along with their turnover financial year wise and enclose their appointment letters)	
12	Annual turnover of Chartered Accountant firm for last financial year. (Submit audited finance and statement)	

Details of Internal Audit/Statutory Auditdoneinthelast5 years

Name of Organization	Type of Audit &Audit Period (Financial Year)	Asset Size/Paid up capital of the organization	Annual Turnover of the organization	Nature of Organization (Govt/PSU/Autonomous body/firm/NBFC-ML)

Declaration

I, _____ Partner of the Firm....., hereby certify that all information furnished by our Firm is true & correct and I shall abide by the terms & conditions set by the Company and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason thereof summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

(Signature and seal of the firm)

Annexure II

(In the Letter head of the Partnership Firm / LLP)

Declaration of ineligibility

We, M/s (Name of Internal Audit Firm)..... hereby certify that, we have not been banned/de-listed/de-barred/ blacklisted/disqualified by any PSU/Govt. Department / statutory body for corrupt or fraudulent practices

(Signature and seal of the firm)

Annexure III

TENDERSFORINTERNALAUDITFORTHE FY 2024 - 25

FINANCIAL BID

Internal Audit fee for the financial year 2024-25

Particulars	Audit Fee (In Rupees)	GST @ 18% (In Rupees)	Total Audit Fee (In Rupees)

Annexure IV

TECHNICAL EVALUATION CRITERIA

Sl. No	Criteria	Basis of Evaluation	Maximum Mark	Supporting Document
1	The firm should have been in practice for minimum 20 years after its registration. and should have at least 15 years' experience in Internal Audit, Statutory Audit of Companies	20 years/15 years : 12 marks 1 additional mark for each year of additional audit experience	20	As defined Under "Documents Comprising Bid" section.
2	The Firm should have conducted internal audit of at least two Central PSU/ State PSU having paid up capital of Rs.50 Crore or more.	2 Assignments: 10 marks 1 additional mark for each additional assignments	15	As defined Under "Documents Comprising Bid" section.
3	The Firm should have conducted internal or statutory audits for at least two Middle Layer NBFCs within the last 5 years.	2 Assignments: 10 marks 1 additional mark for each additional assignments	15	As defined Under "Documents Comprising Bid" section.
4	The firm should have minimum annual turnover of Rs. 5 Crores during the previous financial year	5 crores Turnover: 6 marks >5 crores but ≤ 10 cores: 10 marks >10 crores: 15 marks	15	As defined Under "Documents Comprising Bid" section.
5	The Chartered Accountant firm should have minimum seven (7) full time partners as on the date of application	7 Partners: 10 Marks 1 additional mark for each additional partner	15	As defined Under "Documents Comprising Bid" section.
6	The Firm should have at least fifteen (15) full time Chartered Accountant (CA) employees engaged in on-site audits.	15 CA employees : 12 Marks 1 additional marks for each additional employee	20	As defined Under "Documents Comprising Bid" section.

Notes:

- To demonstrate experience against criteria specified above, bidder must submit relevant documents as **Documents Comprising Bid section**.
- A bid shall have to meet the Minimum Qualifying Marks of 60 marks in 'Quality' Criteria. Bids not meeting the minimum qualifying marks in 'Quality' Criteria shall be rejected. The Bids meeting the minimum qualifying marks shall be called 'Qualified Bids' and shall be eligible for financial evaluation of the bid.
- 'Qualified Bids' (meeting the minimum Qualifying Marks of in Quality Criteria) and conforming to the technical specifications, terms and conditions stipulated in the bidding document and considered to be responsive after subjecting to Bid Evaluation Criteria shall be considered for further evaluation as per the Evaluation Criteria given below:
 - Price Bids shall be evaluated taking into account the Price quoted for all services including applicable GST (CGST & SGST/ UTGST or IGST)
 - Quoted price must include all liabilities and taxes including statutory liabilities but excluding GST, which shall be quoted separately in the Price Bid format
- To ascertain the Inter-se-ranking of the bids, the Quality & Cost Based Selection (QCBS) methodology as mentioned below shall be adopted:

An Evaluated Bid Score (B) will be calculated for each bid, which meets the minimum Qualifying marks of 60 in 'Quality' Evaluation Criteria, using the following formula in order to have a comprehensive assessment of the Bid price and the Quality of each bid:

$$B = (C_{low}/C) \times 100 \times X + (T/T_{high}) \times 100 \times Y$$

Where,

C = Evaluated Bid Price of the bidder

C_{low} = The lowest of the evaluated bid prices among the responsive bids

T = The total marks obtained by the bidder against "Quality" criteria

T_{high} = The highest mark scored against "Quality" criteria among all responsive bids

X = 0.3 (The weightage for 'Quoted price' is 30 %)

Y = 0.7 (The weightage for 'Quality' is 70 %)

- The Evaluated Bid Score (B) shall be considered up to two decimal places
- Contract shall be awarded to the bidder with the **highest Evaluated Bid Score (B)**.
- In the event of two or more bids having the same highest Evaluated Bid Score (B), the bid scoring the highest marks against 'Quality' criteria will be recommended for award of contract. Even if there is a tie, 'draw of lots' will be resorted to arrive at the recommended bidder.
- To ascertain the inter-se-ranking, the comparison of the responsive bids will be made subject to loading for any deviation.

Annexure V**Categories of district, Sub district offices**

Sl.No.	Office Name	Category	No. of days
1	Kollam	A	10 days
2	Neyyattinkara	A	10 days
3	Trivandrum	A	10 days
4	Pathanamthitta	A	10 days
5	Thrissur	B	8 days
6	Ernakulam	B	8 days
7	Idukki	B	8 days
8	Nedumkandam	B	8 days
9	Kottayam	B	8 days
10	Chelakkara	B	8 days
11	Palakkad	B	8 days
12	Kanjirappally	B	8 days
13	Adoor	B	8 days
14	Malappuram	C	6 days
15	Wayanad	C	6 days
16	Perambra	C	6 days
17	Kanhangad	C	6 days
18	Kozhikode	C	6 days
19	Alappuzha	C	6 days
20	kasargod	C	6 days
21	Kannur	C	6 days
22	Vandoor	C	6 days
23	Thalassery	C	6 days
24	Muvattupuzha	C	6 days
25	Cherthala	C	6 days
26	Haripad	C	6 days
27	Pathanapuram	C	6 days
28	Mananthavady	C	6 days
29	Nadapuram	C	6 days
30	Karunagapally	C	6 days
31	Varkala	C	6 days
32	Vadakkencherry	C	6 days
33	Tirur	C	6 days
34	Pattambi	C	6 days