



Kerala State Warehousing Corporation

(Established by Government of Kerala)

കേരളസംസ്ഥാനവെയർഹൗസിംഗ് കോർപ്പറേഷൻ

(കേരളസർക്കാരിനാൽ സ്ഥാപിതം)

No. KSWC F&A/IA/19-20

Dated 19.02.2020

NOTICE INVITING EXPRESSION OF INTEREST

Expression of Interest (EOI) is invited from C&AG empanelled experienced Chartered Accountant Firms who have their registered Main Office at Ernakulam to empanel them as Internal Auditors of Kerala State warehousing corporation.

The last date for submission of proposal is 10.03.2020 by 3pm

For more details please visit www.kerwacor.com

Head Office, P B No.1727, Warehousing Corporation Road, Kochi-682 016

Phone: 0484-2375537, 2376269, 2375180 Fax: 0484- 2376339

e-mail: kerwacor@gmail.com, kswcfinance@gmail.com. GST: 32AABCK1583G1ZU

Eligibility Criteria

1. Chartered Accountant firm should have at least an experience of 20 years from the registration of the firm.
2. The firm should not have been debarred from Statutory Audit/Internal Audit of any Company or any government organization.
3. The firm should have its Registered Main office at Ernakulam.
4. The firm should have at least two partners as on date of submission of proposal.
5. The firm should have at least four articles/Articled staff on the date of submission of proposal.
6. The firm should have conducted either statutory audit and/or internal audit in companies or government organization like Public Sector Undertakings. Preference will be given for those firms who had conducted Statutory Audit/Internal Audit in Kerala State Warehousing Corporation. Details of previous audit experience in KSWC should be specifically mentioned in the Proposal Form.
8. The firm should be proficient in Tally Accounting Package (It should be specifically mentioned in the Proposal form)

Scope of Work

1. Review of operations at Head office , 55 Warehouses, 3 Zonal offices and Container Freight Station to assure whether the operations are conducting economically and efficiently.
2. To ensure whether the systems, procedures, adopted by the Corporation are adequate and effective to achieve corporation's objectives and goals.
3. To ensure the compliances of legal, regulatory, accounting standards, policies and prescribed procedures.
4. To make suggestions to improve Corporation's operations.
5. To evaluate and improve the effectiveness of risk management control and governance procedures.
6. To assist preparation of annual accounts and other financial statements pertains to FY 2019-20 as required by the Management, without any additional cost over and above the quoted professional fee.
7. The period of audit will be 01/04/2019 to 31/03/2020.
8. The audit reports along with corrective/suggestive measures, if any are to be submitted immediately on completion of audit as per format of internal audit report. If the auditor observes any case of non-production of records or non-co-operation to auditors, the auditor will take up the matter with the higher authority and get their audit procedure completed ; instead of merely reporting such cases in their report.
9. The Chartered accountant firm shall depute at least two semi qualified CA/Cost Accountant headed by a qualified CA/Cost Accountant to conduct audit.
10. The Payment of audit fees will be made after the submission of Internal audit reports satisfactorily in the line with Audit objectives and Terms and Conditions.
11. The internal auditor shall provide /update KSWC regarding any changes made in accounting standards/applicable tax laws and ensure its implementation.

12. The KSWC shall not be liable for any type of payment to be made by the firm to the employees deputed by the internal auditor at warehouses to conduct audit.
13. The contract can be terminated/ concluded even at an earlier date, after serving one month notice by either side.
14. No advance payment will be made on any account.
15. The audit will be conducted during the office hours of the corporation.
16. KSWC will not responsible for any additional liability of your staff like PF/ESI or statutory benefit. KSWC will not be liable for any compensation under the workmen Compensation Act.
17. The Audit staff will be bound by rules of discipline and will make entries in the Visitors Register maintained at the reception of the Corporation.
18. You will ,in consultation with the competent authority Chalk out an audit programme for the year and will submit report to Finance Head, KSWC as may be decided/ directed by the Corporation.
19. You will also follow guidelines on Internal Audit Procedures issued by ICAI and also KSWC guidelines on this matter.
20. Any dispute if arises shall be referred to MD, KSWC and the decision of the MD, KSWC shall be final and binding.

Terms and Conditions

1. The period of appointment shall be for conducting Internal Audit for one year ie, for the Financial Year 2019-20. However, considering satisfactory work, the appointment may be extended further, subject to Board approval. The Corporation reserves the right to terminate the appointment on account of unsatisfactory performance of the audit team.
2. Each page of the proposal is required to be signed by the Partner of the Firm. The Documents/Certificates in support along with the proposal shall also be signed by the partner.
3. If any date mentioned above happens to be holiday, then the next working day will be relevant date.

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

- The firm is not in any case disqualified under provision of sec. 141(3) of the Companies Act 2013.
- The license of the proprietor/key person of the partnership concern has been issued for full time practice by the Institute of Chartered Accountants of India.

**Managing Director
Kerala State Warehousing Corporation**

PROPOSAL FORM**General Information**

Name of the Firm	
Registered/Branch Office Address	
Name of the Partners	
Contact no, of Partner	

Eligibility Criteria

1	Whether the firm meets all the eligibility criteria (Yes/No)	
2	No. of years of experience	
3	Date of registration of the firm	
4	Whether firm is empanelled with C&AG (Yes/No)	
5	C&AG empanelled No.	
6	Whether firm is empanelled with RBI (Yes/No) If yes, empanelled No.	
8	No. of partners (as on date of proposal)	
9	Employees (as on date of proposal)	
10	No. of Article/Audit clerks (as on date of proposal)	
11	Whether the Chartered Accountant firm has Registered Main office at Ernakulam.	
12	Whether proficient in Tally; Yes/No	
13	PAN and GST No.	
14	Professional Fee :	
	(i)Expected Annual Professional fee for Internal Audit of KSWC for the financial year 2019-20.	
	(ii)GST	
	Grand Total	

**Signature of the partner
(With Name and Firm Seal)**



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NOTICE

No. KSWC/F&A/IA/2019-20

Dated 19.02.2020

1	Name of Work	Internal Audit of Kerala State Warehousing Corporation for the Financial Year 2019-20
2	Description and objectives of the Assignments	Internal Audit to assist in improving the accountability of use of funds and prevent malpractice or mismanagement.
3	Method of submission of EOI	By Speed/Registered post/By hand (sealed cover)
4	Language of Documentation	English
5	Method of selection	LCS (Least Cost Selection) and tenure of service.(However, Preference will be given for those firms who had conducted Statutory Audit/Internal Audit in KSWC).
6	Time Period	One year(extendable)
7	Last date and time for submission of proposal	10.03.2020 by 3 pm
8	EOI submission address	The Managing Director , Kerala State Warehousing Corporation Head Office, P B No.1727, Kochi-682 016
9	Contact/ Help line numbers	0484-2375537, 2376269, 2375180

Managing Director
Kerala State Warehousing Corporation