

**The Kerala State Women's Development  
Corporation Ltd.**  
**(Women & Child Development) Govt. of Kerala**

**EMPANELMENT OF INTERNAL AUDITORS**

**The Managing Director,  
The Kerala State Women's Development Corporation Ltd.,  
1<sup>st</sup> Floor, Transport Bhavan building, East fort,  
Attakulangara P.O, Thiruvananthapuram-695023.**

[www.kswdc.org](http://www.kswdc.org)

CIN: U91990KL1988SGC004978

## **NOTICE**

### **EMPANELMENT OF CHARTERED ACCOUNTANTS FIRMS / COST ACCOUNTANT FIRM FOR INTERNAL AUDIT ASSIGNMENT**

Kerala State Womens development Corporation Ltd invites applications on the undernoted prescribed format from 'Practicing Chartered Accountants in India' / 'The Institute of Cost Accountants of India' who fulfill the eligibility criteria as mentioned hereunder and are willing to have their Firms empanelled as Internal Auditors in the Corporation for conducting Internal audit.

#### **Eligibility Criteria:**

- i. The firm should have minimum experience of 10 Years in the field of Audit of Companies.
- ii. The firm should be empanelled with Comptroller and Auditor General of India, New Delhi.(Copy of self-attested empanelled certificate to be enclosed)
- iii. The Annual turnover of the firm shall not be less than Rs 25 Lakhs in each of last three financial years.
- iv. The firm have minimum 3 full time partners and 2 of them should be FCA.
- v. The Chartered /Cost Accountant firm should have conducted either statutory audit and/or Internal audit in the previous years of following organisations :
  - i. Statutory audit /Internal Audit of at least one PSU having turnover of 100 Crore or more, during the last 2 years.
  - ii. Conducted statutory audit /Internal Audit of Five (5) PSUs with multi Locations/Offices / branches/units.
  - iii. Conducted internal audit of Government Companies.
  - iv. Three (3) statutory bodies/Autonomous bodies with Annual Turnover of Rs 10 Crores each.
- vi. The firm should have not been debarred/ blacklisted from audit of any Government company /PSU.

- vii. The firm should have at least one of its office in Thiruvananthapuram.

### **About the Company**

The Kerala State Women's Development Corporation Ltd (KSWDC Ltd) came in to existence in the year 1988, with the objective of implementing programs for the economic development of women in the state and to formulate, promote and implement any scheme aimed at the welfare of women in Kerala to enable them to earn a better living. The company is having paid up capital of Rupees 10.99 Crores. The company has regional offices at Trivandrum, Ernakulam and Kozhikode, District Offices, REACH centres at Kannur and Trivandrum. Working women Hostels at Trivandrum, Ernakulam, Kannur, Kozhikode, Malapuram and Wayanad. Mithra 181 Project Centre at Trivandrum. Tribal women project " Vanamithra " at Chakkittappara, Kozhikkode.

### **Business**

To enhance the economic, social and political status of women and to make them co-partners and co - beneficiaries in the sustainable development and progress of society. Loan disbursement programs for women entrepreneurs, Finishing School to attune young girls with corporate work scenarios, and Gender Awareness Programs to reach out to hitherto ignore sectors also form part of our activities. Many job oriented training and development programs have enabled girls from BPL families to find suitable jobs. Projects implemented by KSWDC includes Self-employment loan lending for women, Working Women's Hostels, REACH -Resource Enhance Academy (Finishing School), 181 help line - Women Information Centre, She Toilets etc.

### **Brief scope of the work**

- Verification & Vouching of all cash & Bank payment vouchers & journal entries with regard to DOP, accounting, authorization, compliance with applicable legislations rules and policies etc.
- Ledger scrutiny of all accounts to ensure whether all entries are accounted under proper head and to report abnormal transaction if any.
- Check and report all statutory compliances (payments, return filing and follow up) relating to income tax, Central Excise, , Goods and Service tax, work contract tax, Company Law, Labour Laws like EPF, ESI , or any other Law or statutes applicable to the corporation.

- Report the status of bank reconciliation and report if there is unusual delay in accounting and delay in preparation of reconciliation statement.
- Disbursement of Loans and repayment/recovery: Verify whether the loans are disbursed according to the guidelines issued by National Corporations and as per policies and procedures of the corporation and report deviations, if any.
- Verify all the loans above Rs 5 Lakhs are disbursed according to the rules and guidelines issued by the National Corporations and KSWDC
- Analysis of budgeted expenditure v/s Actual expenditure and reporting the variance.
- 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 ,applicable local taxes etc and other deductions such as advances, security deposit, penalty etc in accordance with the work order awarded.
- To verify advances (both staff and others), its recovery /settlement and to report long pending loans and advances.
- Scrutiny of payroll, ensure payment of correct salary by verifying attendance, leave, increments, overtime, statutory deductions etc.
- Verify the opening and maintenance of fixed deposits as per rules and procedures laid down by the corporation.
- Verify individual loan account in ERP Software (Shesoft) with ledgers and report reliability accuracy or verification if any. Check whether resources are acquired economically, used efficiently and adequately protected.
- Check whether the utilisation of Government grant/Plan fund as per the guidelines issued by Government/Board decisions.
- Physical verification of Fixed Asset with Asset register

**Terms and Conditions**

The detailed terms & conditions of offer including fee for empanelment for CA Firms/ Cost Accountant Firm for Internal Audit in our Corporation is as under:-

- a) The Empanelment shall be for a period of 3 years. The firms empaneled shall be appointed every for internal audit of the corporation by giving separate appointment orders in turn from the selection list, during the period of empanelment.
- b) The Firms applying for empanelment must submit along with application, the Copy of partnership 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 (if any) will be for ONE YEAR with quarterly review of performance and would be extended for a further period of TWO YEARS (Overall 3 years), based on the 'Satisfactory Performance' of the 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) Incomplete Application' or 'Application without Requisite Enclosures' will not be entertained.
- f) The Internal Audit Firm will undertake that they will not sub contract/ sub assign the audit assignment.
- g) Only those applications which are received between the date of notice and the last date of receipt of applications, will be considered.
- h) Details about the company, Audit places, Scope of Work, Terms and Conditions and fees are mentioned below
- i) The Company reserves the right to accept or reject any application at any time without assigning any reason.
- j) KSWDC will not accept any claim other than professional fee/ charges etc specified.
- k) Each page of the application is required to be signed by the Partner of the Firm. The documents/ Certificates in support along with the application 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) Application shall be submitted in given format only. If submitted in any other form, the same shall be summarily rejected.

- n) The Selection of the firms shall be based on different parameters like experience, exposure to audit of NBFCs /Banks/PSUs, quality of audits earlier done etc. The decision of the Board will be final.

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

- o) The firm is not in any case disqualified under provision of Sec.141 (3) of Companies Act, 2013.
- p) 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 / Institute of Cost Accountant of India

**Fees payable**

Consolidated audit fee for one (1) quarter inclusive of all charges for audit shall be Rs.100000/-. However, Goods and Service tax will be paid at prevailing rate.

The Bio-data should be submitted on the enclosed Format to “ The Managing Director ”, 1<sup>st</sup> Floor Transport Bhavan Building, East Fort, Attakulagara PO Thiruvananthapuram – 695 023 on or before

“Application for “Empanelment of CA Firm for Internal Audit” should be mentioned on the envelope, carrying Bio-data.

**Important documents to be enclosed with bid**

- Attested copy of Partnership Deed
- Copy of Empanelment Certificate issued by CAG, New Delhi.
- Certificate in proof of experience in internal audit as per eligibility criteria (copy of appointment letter of Auditee Organisation.) and proof of turnover of Auditee Organisation
- Copy of Audited financial statements for last 2 financial years certified by 2 Partners.
- Declaration that the firm is not debarred/ blacklisted by Government/PSU.
- Declaration that the firm is not disqualified U/s 141 (3) of Companies Act, 2013.

- Brief profile of the Audit firm

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## **Annexure 1**

### **BIODATA**

#### **General Information**

1	Name of the Chartered Accountants/Cost Accountant Firm	
2	Registered/Main Office Address	
3	Registration No (FRN)	
4	Name of Partners	
5	Contact no. of Partners	
6	No. of branches in India (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 /Cost Accountants firm (dd/mm/yy)	
4	Whether firm is empanelled with C&AG (Yes/No)	
5	C&AG empanelled 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 Partners (as on closing date of application)	
8	No. of Chartered / Cost Accountant Employees	

	(as on closing date of application)	
9	No. of Article/Audit Clerks (as on closing date of application)	
10	Whether the firm have its office at Thiruvananthapuram.	
11	Whether the firm have an experience of conducting requisite no. of statutory and/or internal 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 the firm for a. FY 2017 -18 b. FY 2018 -19 c. FY 2019 -20 d. FY 2020 -21	

*Note: Use additional sheet wherever necessary.*