

KERALA ACADEMY FOR SKILLS EXCELLENCE

(State Skill Development Mission, Govt. of Kerala)

Registered Office: 3rd Floor, Carmel Tower, Vazhuthacaud,
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EXPRESSION OF INTEREST (EOI) FOR THE SELECTION OF INTERNAL AUDITOR

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1. INVITATION OF PROPOSAL

KASE invites response to this EoI document from the interested and eligible Chartered Accountant firms with HO in Kerala for appointment as Internal Auditor in accordance with the conditions and manner prescribed in this EoI document. **The selection process will be on the basis of the general eligibility and technical evaluation as per the criteria and marks explained in this document.**

1. The appointment will be for one year (2022-23) and the same can be extended up to 3 years based on the performance evaluation and mutual consent of the parties.
2. The details regarding the eligibility criteria, scope of work, application procedures, and selection criteria and other terms and conditions have been clearly stated in this document.
3. Amendments if any shall be posted in our website.

**MANAGING DIRECTOR
KERALA ACADEMY FOR SKILLS EXCELLENCE**

03/02/2024

2. INTRODUCTION

Kerala Academy for Skills Excellence (KASE), the State Skill Development Mission of Government of Kerala, under Department of Labour and Skills, (a non-profit company incorporated under sec.25 of companies Act 1956 and is registered u/s.12A of the Income Tax Act as a charitable institution) is the nodal agency for facilitating and coordinating various skill development initiatives of the state having registered office at Vazhuthacaud, Trivandrum.

3. ACTIVITIES OF KASE

Kerala Academy for Skills Excellence (KASE), the State Skill Development Mission of Government of Kerala, under Department of Labour and Skills, is implementing various skill development initiatives in Kerala to help develop an industry ready workforce. Following are the various skill development initiatives conducted by Kerala Academy for Skills Excellence (KASE);

1. Centres of Excellences (CoEs) in Construction, Oil & Gas, Nursing, multi –languages etc.
2. Accreditation of various skill training courses conducted by various skill training institutes.
3. Kerala State Institute of Design (KSID), a design institute, currently conducting BDes (Bachelor of Design) and PG Diploma Programmes.
4. District Skill Development Centres - community skill centres focused on rural population having facilities for providing career guidance, furnishing information regarding details of educational loans, career prospects of a particular course, details of institutions for higher education, various competitive examinations, scholarships etc.
5. Skill development programme for other departments (Employment Department, SC/ST Development Department, Norka, Water Authority etc.)
6. Pradhan Mantri Kaushal Vikas Yojana (PMKVY) - It is the flagship outcome - based Skill Training Scheme of the Ministry of Skill Development & Entrepreneurship (MSDE). This Skill Certification Scheme aims to enable and mobilize a large number of Indian youth to take up skill training and become employable and earn their livelihood.
7. Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP)- Government of India has launched a World Bank assisted project Skills Acquisition and Knowledge Awareness Livelihood Promotion (SANKALP), under the Ministry of Skill Development and Entrepreneurship (MSDE), to strengthen the institutional mechanisms for skill development and increase access to quality and market relevant training for youth across the country.
8. SKILL REGISTRY MOBILE APPLICATION - Skill Registry is first of its kind mobile application owned by any State Government in India. Skill Registry is developed to avail the services of skilled workforce for the daily household and commercial needs directly to the public.
9. STATE JOB PORTAL- Department of Labour and Skills, Government of Kerala through KASE has launched State Job Portal, a unique single window facility for job seekers and employers to boost employment in the State.

4. SCOPE OF WORK

1. Advice the company on all statutory compliances related to Companies Act, Income Tax Act, Goods & Service Tax Act, Accounting Standards etc.
2. Verify the reliability and integrity of financial and operational transactions
3. Check whether the transactions are complied with laws, regulations and contracts.
4. Evaluation of Internal Financial Control Mechanism.
5. Audit of revenue share received from all projects.
6. Reconciliation of Receivables/Payables accounts.
7. Verification of Bills, Vouchers etc. related to Rent/Lease charges/Annual Maintenance charges etc.
8. Verification of Payment Vouchers and Journal Vouchers
9. Reconciliation of all the Bank Accounts and verification of Fixed Deposits.
10. Monthly verification of statutory payments like Income Tax (TDS), GST, Construction Workers Welfare Fund, EPF etc.
11. Verification of returns ie; Income Tax/GST/EPF/RoC and related matters.
12. Safe guarding of fixed assets - physical verification of fixed assets of all projects under KASE and review of method of charging depreciation/amortisation.
13. Assisting in the preparation of Financial Statements.
14. Assisting in preparation of reply to AG.
15. Auditor should visit all units of KASE if required.
16. The auditor should evaluate the Economy, Efficiency and Effectiveness of all projects.
17. Internal Audit of Skill Acquisition and Knowledge Awareness for Livelihood Promotion (SANKALP) as per the Financial Management Manual of SANKALP Scheme.
18. Issue of Audit certification for centrally sponsored & state funded projects.
19. Filing of all returns and forms related to Income Tax.
20. Other responsibilities as and when requested by the company.

5. AUDIT FEE

Audit fee per year (Approved by the Board)	Rs.2,40,000/- (Rupees Two lakh forty thousand only) Plus Applicable Taxes.
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6. GENERAL ELIGIBILITY/PRE-QUALIFICATION CRITERIA

1. The applicant's firm should be empanelled with C & AG. The documents in support of the same shall be furnished as per Annexure-2.
2. The firm should have been registered on or before 1st January 2014. The documents in support of the same shall be furnished as per Annexure-2.
3. The firm shall have its Head Office in Kerala. The documents in support of the same shall be furnished as per Annexure-2.

7. EVALUATION PROCESS

The EoI from the applicants who qualifies the general eligibility will be evaluated on the basis of the following criteria:

Sl.No.	Evaluation Criteria	Max. Marks	Slab	Proof to be submitted
1	Turnover of the firm for the last 3 FYs (Rs.) (2020-21 to 2022-23)	10	Up to 5 Cr – 5 Marks Above 5 & up to 10 Cr - 8 Marks Above 10 Cr – 10 Marks	Details including supporting documents to be submitted as per Annexure-3
2	Experience in Statutory Audit of PSUs/autonomous bodies/state owned/sponsored agencies (except banks) in last 5 FYs (Nos.) (2018-19 to 2022-23)	20	Up to 5 nos. – 10 Marks 6 to 10 - 15 Marks Above 10 – 20 Marks	Details including supporting documents to be submitted as per Annexure-4
3	Experience in Internal Audit of PSUs/autonomous bodies/state owned/sponsored agencies(except banks) in last 5 FYs (Nos.) (2018-19 to 2022-23)	30	Up to 5 nos. – 10 Marks 6 to 10 - 20 Marks Above 10 – 30 Marks	Details including supporting documents to be submitted as per Annexure-5
4	Experience in Internal Audit of Non- Profit entities run with government grant in last 5 FYs (Nos.) (2018-19 to 2022-23)	20	Up to 5 nos. – 10 Marks 6 to 10 - 15 Marks Above 10 – 20 Marks	Details including supporting documents to be submitted as per Annexure-6
5	Total number of partners (Nos.)	20	Up to 3 nos. – 10 Marks 4 to 8 - 15 Marks	Details including supporting documents

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			Above 8 - 20 Marks	to be submitted as per <i>Annexure-1</i>
	Total Marks	100		

*** If the highest mark obtained by the applicant in the evaluation became same for more than one firm, the highest turnover will be considered for selection.**

8. AUDIT REPORT

The Internal Audit report for the year 2022-23 should be submitted within **60 days** from the date of appointment.

9. DISQUALIFICATION

KASE may at its sole discretion and at any time during the evaluation of proposal, disqualify any applicant, if the applicant;

1. Served as Internal Auditor of KASE during previous years.
2. Submitted the proposal after the last date;
3. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
4. Submitted the proposal that is not accompanied by required documentation or is non-responsive
5. Failed to provide clarification related thereto, when sought;
6. Tried to influence the evaluation process either directly or indirectly

10. MODE OF APPLICATION

The application should be submitted in a sealed cover addressed to MD, KASE, 3rd floor, Carmel Tower, Vazhuthacaud, Thiruvananthapuram-14, by registered post /courier/special messenger superscribing on the envelope as 'APPLICATION FOR THE SELECTION OF INTERNAL AUDITOR'.

11. IMPORTANT DATES

Publishing Date	03/02/2024
Closing Date	16/02/2024 by 5.00 pm

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For details/ clarifications, please contact:

Name :	Udhayan C C
Designation	Finance Officer
Address :	Kerala Academy for Skills Excellence (KASE), 3 rd Floor, Carmel Tower, Vazhuthacaud, Thiruvananthapuram - 695 014. Telephone : 0471- 2735949, 2735856 Mob: 9947321637 E-mail : accounts@kase.in Website : www.kase.in

DOCUMENTS TO BE SUBMITTED BY THE FIRM

The applicants are required to submit a detailed profile of the firm, along with the information specified as per the following formats.

Annexure 1 – Applicant’s details

<<Declaration to be submitted under the signatory of the applicant on official Letterhead and official seal>>

Sl.No.	Particulars	Details
1	Name of the firm/LLP	
2	Status/Constitution (Whether sole proprietorship/partnership/LLP etc.)	
3	Number of partners	
4	Firm Registration Number	
5	CAG Empanelment Number	
6	PAN	
7	GST No.	
8	Address of Head Office	
9	No. of Branches in Kerala with Address	
10	Name & Contact of Single Point of Contact for clarifications*	Name: Email: Contact No:

Documentary evidence to be submitted along with proposal

*Note**

- 1. All correspondence shall be to the aforesaid email ids only.*
- 2. KASE shall entertain communications received from the aforesaid email ids only.*
- 3. KASE shall not be liable if the Single Point of Contact fails to convey relevant information to their authorities.*

For and on behalf of:

Signature:

Name:

Designation:

Seal:

Date:

Annexure 2 - General Eligibility/Pre-Qualification Criteria

<<Declaration to be submitted under the signatory of the applicant on official Letterhead and official seal>>

<i>Sl.No</i>	<i>Criteria</i>	<i>Details</i>	<i>Documents to be submitted</i>
1	Empanelment with C & AG	Empanelment No.	Empanelment Certificate issued by C&AG
2	Experience (Should have been registered on or before 1 st Jan, 2014)	Date of Registration	Firm Registration Certificate issued by ICAI
3	Head Office in Kerala	Address of Head Office	Firm Registration Certificate issued by ICAI

For and on behalf of:

Signature:

Name:

Designation:

Seal:

Date:

Annexure 3 – Details of Annual Turnover;

<<Declaration to be submitted under the signatory of the applicant on official Letterhead and official seal>>

On the basis of audited financial statements; I/We hereby certify that the annual turnover in the last three consecutive financial years (FY 2020-21, 2021-22 & 2022-23) as mentioned below;

Sl.No.	Financial Year	Annual Turnover (in Rs.)
1	2020-21	
2	2021-22	
3	2022-23	
	Total	

Note: Audited financial statement for the last three years should be submitted.

For and on behalf of:

Signature:

Name:

Designation:

Seal:

Date:

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Annexure 4 – Previous experience details pertaining to Statutory Audit;

<<Declaration to be submitted under the signatory of the applicant on official Letterhead and official seal>>

Total no. of Statutory Audit conducted for PSUs/autonomous bodies/state owned/sponsored agencies (except banks) in last 5 FYs (2018-19 to 2022-23)	Name of the organization	Documents to be submitted
	1. 2. 3. 4. 5.	Certified copy of Appointment/Engagement letter of each Audit

**Continuous engagement will be consider as single term(one number).*

For and on behalf of:

Signature:

Name:

Designation:

Seal:

Date:

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Annexure 5 – Previous experience details pertaining to Internal Audit;

<<Declaration to be submitted under the signatory of the applicant on official Letterhead and official seal>>

Total no. of Internal Audit conducted for PSUs/autonomous bodies/state owned/sponsored agencies (except banks) in last 5 FYs (Nos.) (2018-19 to 2022-23)	Name of the organization	Documents to be submitted
	1. 2. 3. 4. 5.	Certified copy of Appointment/Engagement letter of each Audit

**Continuous engagement will be consider as single term(one number).*

For and on behalf of:

Signature:

Name:

Designation:

Seal:

Date:

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Annexure 6 – Previous experience details pertaining to Internal Audit of Non-Profit entities run with government grant;

<<Declaration to be submitted under the signatory of the applicant on official Letterhead and official seal>>

<i>Total no.of Internal Audit conducted for Non- Profit entities run with government grant in last 5 FYs (Nos.) (2018-19 to 2022-23)</i>	<i>Name of the organization</i>	<i>Documents to be submitted</i>
	1. 2. 3. 4. 5.	Certified copy of Appointment/ Engagement letter of each Audit

**Continuous engagement will be consider as single term(one number).*

For and on behalf of:

Signature:

Name:

Designation:

Seal:

Date: