

Kerala Responsible Tourism Mission Society

Department of Tourism, Park View, Thiruvananthapuram-695033

rt@keralatourism.org

Website: <https://www.keralatourism.org/responsible-tourism/>

No. KRTMS/45/2024-A1

Date: 27.12.2024

EXPRESSION OF INTEREST FOR APPOINTMENT OF INTERNAL AUDITOR FROM C&AG EMPANLLED C.A FIRMS FOR PSU AUDIT

The Kerala Responsible Tourism Mission Society (KRTM Society) is an autonomous body under the Department of Tourism, Government of Kerala registered under Travancore Cochin Literary, Scientific and Charitable Societies Act 1955. Vide Go(RT) No: 2/2023/TSM dated 13.01.2023, The KRTM Society is the nodal agency for Responsible Tourism, Rural Tourism & Rural Homestays, Sustainable Tourism, Village Tourism, Agri Tourism and Community Based Tourism (CBT) activities etc. in the state. The KRTM Society invites Expression of Interest for appointment of experienced and C & AG empanelled C.A firms from Thiruvananthapuram District for PSU Audit as Internal Auditors to prepare and verify the accuracy of accounting transactions of its Office for the Financial Year 2023-24 & 2024-25.

1. Scope of Work

The Company expects the support of a qualified Chartered/ Cost Accountants Firm having full-fledged office in Thiruvananthapuram who has previously associated with Government Companies to assess the effectiveness of the financial management and to identify the areas for improvement at the KRTM Society.

Other Scope of Work:

- a. To examine and report on the adequacy and effectiveness of the internal control systems and procedures adopted, and suggest ways for their improvement.
- b. The management expects the Auditor to submit quarterly reports based on the Society's transactions which shall invariably be presented before the Society's CEO/Executive Committee/Governing Body by the Chartered/Cost Accountantinvolved in the work himself. Even though work will be allotted for a firm, a particular qualified member should be assigned the duty of KRTM Society, who has to attend the meetings personally with the CEO.

- c. Pro-active guidelines regarding statutory requirements should be given to the CEO/Executive Committee. The scope of audit should cover all transactions including statutory deductions, remittance as well as returns.
- d. The support given to the Society in providing guidelines should be extended till Supplementary audit for the FY is undertaken by the C & AG.
- e. Should give guidance to the Society for the maintenance of various registers, vouchers and books of accounts.
- f. To assist in the preparation and finalization of Books of Accounts of the Society as required under the Travancore Cochin Literary, Scientific and Charitable Societies Act 1955 and the Rules made there under including areas of Internal Control and Income Tax Act.
- g. Verification of the Cash Book and Bank Book on Monthly basis.
- h. Internal Audit to be done on a daily basis during office hours and to provide assistance by deputing a qualified personnel/professional.
- i. Any other work as and when assigned related to accounting work.

2. Pre-Qualification Criteria

- a. The bidder should be a C& AG empanelled Chartered/Cost Accountant firm in Thiruvananthapuram District having experience of 5 years or more. Preference to those who prepared audited statements of State/Central Government PSUs.
- b. The prospective offerors are to submit EOI Proposals with details of similar work already undertaken, professionals available in the offeror's firm.
- c. There should not be any disciplinary action against the audit firm.

3. Selection Criteria

Selection shall be based on Technical and Financial Evaluation.

a) Technical Criteria

The following will be the basis of marks for the selection/empanelment. Selection/Empanelment will be done on the basis of attainment of highest marks:

SL. NO.	CRITERIA FOR EVALUATION	MAX MARKS	REMARKS
1	Overall experience in Government Sector of the partner who will be given independent charge of the KRTM Society. (Even though work will be allotted for a firm a particular qualified member should be assigned the duty of KRTM Society, who has to attend the meetings	60	Any experience from 6 months and up to 12 months shall be reckoned as one year. (10 marks per year of experience subject to a maximum of 60)

	personally with the CEO)		
2	Qualification of Assistant to be deputed	40	Graduation - 20Marks Post-Graduation -30 Marks CA/CMA Inter -35 Marks Qualified CA - 40Marks
	TOTAL	100	

Note

- i. Documentary evidence in support of the each of the above- mentioned criteria are required to be submitted.
- ii. In case of tie, a firm with longer experience will be preferred based on the year of establishment.

b) Financial Criteria

The consultant fees quoted will be the financial criteria for evaluation of selecting EOI from the received ones. Lowest quoted EOI will be selected through financial criteria evaluation.

4. Other Terms and Conditions

- a. Service of a full time Chartered/Cost Accountant should be available on regular basis for the scope of work mentioned.
- b. Right to reject any or all Expressions of Interest-Notwithstanding anything contained in this document, the Society reserves the right to accept or reject any EOI and to annul the Selection Process and reject all EOIs, at any time without any liability or any obligation for such acceptance, rejection or cancellation.
- c. The Society reserves the right to reject any Expression of Interest, if (a) At any time, a material misrepresentation is made or uncovered, or (b) the offer or does not provide, within the time specified by the Company, the supplemental information sought by the Society for evaluation of the Expressions of Interest.
- d. At any time before the submission of Expression of Interest, the Society may, whether at its own initiative or in response to a clarification requested by a potential offeror, amend the EOI by issuing an Addendum/Corrigendum, which shall be uploaded on website only and also may extend the deadline for submission of Expressions of Interest.

- e. A prospective applicant requiring any clarification on the EOI document may notify by email. The Society may respond to any request for clarification received up to the last date for receipt of the clarifications, as mentioned in the EOI Timelines.
- f. Application received after deadline will not be accepted.
- g. The selected party shall execute a formal agreement with the KRTM Society upon being notified of their selection.
- h. The auditor shall maintain professional integrity and confidentiality of information obtained during the course of audit.

5. EOI Timelines

The timelines of this EOI process which are to be strictly adhered to are as follows:

SL.NO.	ACTIVITY	TIMELINE
1.	Release of EOI advertisement	30/12/2024 16:00 Hrs
2.	Deadline for receipt of request for clarification, if any	06/01/2025 16:00 Hrs
3.	Deadline for receipt of EOI application	14/01/2025 16:00 Hrs
4.	Opening of EOI applications received	20/01/2025 11:00 Hrs

Note: Any clarification regarding the EOI should be emailed to rt@keralatourism.org

6. Application Procedure

Eligible and interested firms are requested to submit their Technical and Financial Bid in sealed envelope super scribing "APPLICATION FOR APPOINTMENT AS INTERNAL AUDITOR FOR KRTM SOCIETY" (Financial Bid to be submitted in separate sealed envelope) so as to reach the address given below on or before 16.00 Hrs on 14/01/2025 as per given format (Annexure-I and II) accompanied by all necessary documents duly signed by the authorized partner of the firm either by registered post/speed post/courier. Financial bid of those fulfilling the Technical Criteria and accepting the terms and conditions only will be opened.

Address:

Kerala Responsible Tourism Mission Society
 Department of Tourism
 Government of Kerala
 Park View, Thiruvananthapuram
 Kerala, India - 695 033
 Tel: +91 471 2334749
 Email: rt@keralatourism.org

CHIEF EXECUTIVE OFFICER
 KRTM SOCIETY

PROFORMA FOR TECHNICAL BID

Format for submission of Expression of Interest

- Name of the Firm :
- Registration No. Of the Firm : (Institute of Chartered/ Cost Accountants of India)
- Date of Registration of the Firm :
- Details of Head Office & Branch Office (s) :
- No of Partners :
FCA :
ACA :
- Details of qualified Assistants :
- Details of semi-qualified Assistants :
- No of Articles :
- Details of Experience in public sector :
- Details of Experience other than Public sector:
- PAN number of the Firm :
- GST registration number if any :

**Signature of Partner with
Name & Seal of the Audit Firm**

Declaration of Confidentiality

Subject to conditions contained in this EOI, Firm shall take all necessary steps to safeguard the privacy and confidentiality of any information about the KRTM Society during the audit and shall use its best endeavours to secure that:

- No person acting on behalf of Firm divulges or uses any such information except as may be necessary in the course of providing services to the KRTM Society;
- No person seeks such information other than that is necessary for the purpose of internal audit works as specified in the EOI; and
- The Firm shall bind its employees to terms of confidentiality clause and shall take all action reasonably necessary to secure the confidentiality of such information against theft, loss or unauthorized disclosure.

This clause shall survive the termination or expiry of the assignment as Internal Auditor of the KRTM Society.

**Signature of the Authorized Signatory
of the Firm with seal**

Annexure II

PROFORMA FOR FINANCIAL BID

(to be provided in a separate sealed envelope)

To

The Chief Executive officer
Kerala Responsible Tourism Mission Society
Department of Tourism
Government of Kerala
Park View, Thiruvananthapuram
Kerala, India - 695 033

Description	Lump sum Price
Consolidated fees (inclusive of all taxes including GST, charges, out of pocket expense etc.)	

Amount in words:

Notes

- i. The above quoted amount is inclusive of all taxes and duties and remains firm during the period of the contract.
- ii. In case of discrepancy between the prices quoted in words and figures, lowest of the two will be considered.

Date:

Signature of Authorized Person

Place: Name:

Designation:

Membership No:

KRTM SOCIETY
DECLARATION FORM

I/We, M/s.....represented by
its Partner, having itsRegisteredOfficeat

.....

, do hereby declare that I/We have carefully read all the conditions of the EOI [EOI Number] dated [Date] for the Appointment of Internal Auditor, invited by the KRTM Society,Department of Tourism, Government of Kerala ,Park View, Thiruvananthapuram, and accept all conditions of the EOI.

Signature of Authorized Person:

Name & Seal of the Audit Firm:

Date: