

## **Kerala Institute of Tourism and Travel Studies (KITTS)**

Residency Compound, Thycaud, Trivandrum- 695 014

Phone: 0471-2329468/232

Ref:No. KITTS/Internal Audit dated 10.10.2023

EOI Proposals Number	-KITTS/Internal Audit/2023-24
Due date and time for receipt of EOI Proposals	- 01.01.2024 11.AM
Date and time for opening of EOI Proposals	- 01.01.2024 3.PM
Date up to which the rates are to remain firm for Acceptance	- 01.04.2024
Designation and address of Officer to whom the EOI Proposals is to be addressed	- Dr. Dileep M.R. Director, KITTS Residency Building, Thycaud Thiruvananthapuram.

Superscription: EOI Proposal for carrying out Internal Audit for KITTS.

Sealed quotation (Expression of Interest) is invited from Chartered Accountants firms with minimum 5 years experience in the audit of Government or Quasi Government Institutions for Internal Auditing.

Acceptance of the EOI Proposals constitutes a concluded contract. Nevertheless, the successful bidder, within a week after the acceptance of his EOI Proposals must execute an agreement at his own cost for the satisfactory fulfillment of the contract, if so required.

### **1. Background:**

Kerala Institute of Tourism & Travel Studies (KITTS) is an Autonomous Body under Department of Tourism, Government of Kerala, registered under "The Travancore-Cochin Literary, Scientific and Charitable Societies Act, 1955". Details are available on the official website [www.kittsedu.org](http://www.kittsedu.org). It has been decided that, once the CA firm is found suitable on technical ground, appointment will be made on the basis of the lowest consolidated fee quoted.

## **2. Invitation:**

KITTS invites Quotation (Expression of Interest) from the Chartered Accountant firms for Internal Auditing.

The Quotation document containing the detail such as eligibility criteria, scope of work etc. can be obtained from the office of the Kerala Institute of Tourism & Travel Studies (KITTS), Residency Compound, Thycaud, Thiruvananthapuram-695 014.

Interested CA firms are requested to submit their Quotation (Expression of Interest) along with documents stipulated in the sealed cover by 01.01.2024 11.AM at the Office of Kerala Institute of Tourism & Travel Studies (KITTS), Residency Compound, Thycaud Thiruvananthapuram-695014.

## **3. Eligibility Criteria**

- A. Partnership/Proprietorship firms are included.
- B. The firm should be in existence for a minimum period of five years.
- C. The firm should have at least two Fellow Members (FCAs) as partners.

## **4. Selection Procedure**

Appointment will be made on the basis of the lowest consolidated fee. Late quotation (i.e. quotation received after the specified date and time for receipt of quotation) will not be considered.

## **5. Name and Address of contact person**

**Name of Client:** The Director, Kerala institute of Tourism & Travel Studies (KITTS), Residency Compound, Thycaud, Thiruvananthapuram- 695014

### **Name and Address at which Quotation are to be submitted:**

The Director  
Kerala institute of Tourism & Travel Studies (KITTS)  
Residency Compound, Thycaud, Thiruvananthapuram- 695 014  
Phone: 0471-2329468, 2329539  
Last date for submission of Quotation- 01.01.2024 (11 AM)  
Opening 3.00pm

To,

Notice Board

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

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### **ELIGIBILITY CRITERIA**

1. The Firm along with partners/Proprietor must be registered with ICAI.
2. The applicant firm shall be Independent of the entity being audited.
  - a. No partner of the audit firm or any qualified employee of the firm shall be related to any member of the Governing Body/Executive Committee/Director or any of the senior management staff of KITTS. Related would mean husband, wife, brother, or Sister or any lineal ascendant or descendant.
  - b. Neither the firm nor its partners or associates shall have any interest in the business of KITTS.
  - c. From the time of appointment and for one year thereafter (to be counted from the date of issue of final audit report) the firm ceases to be the Auditor, and no other assignment of any kind from KITTS (Including consultancy) will be accepted, either by the firm/Proprietor or by its partner or relatives of partner of the firm or by its associates, other than that for engagements as auditor for a subsequent period.
  - d. The audit shall not be done by a person who was either an employee in KITTS or a partner/employee of the retiring auditor, unless such person is employed with the firm for a period of at least one year.
3. The audit firm should not have been black listed by any Government Department/PSU/Autonomous Bodies of facing any legal proceedings initiated by any Department/PSUs/Autonomous Bodies.
4. The audit firm should not be having any disciplinary orders issued against them by the ICAI . Also, any Partner/Proprietor of the audit firm shall not be associated with the audit in any manner if he/she,
  - a. Has been found guilty of professional/other misconduct by the Institute of Chartered Accounts of India under the First or Second Schedule of the Chartered Accounts Act, 1949;or
  - b. Is one against whom disciplinary sanction orders have been passed by the public Companies Accounting Oversight Board.

## **Conditions for the Engagements Internal Auditors**

1. Applicant (CA/firms) should have 5 years experience in Audit of at least two Government owned Institutions/Autonomous Bodies have average annual turnover of Rs.10 Crores
2. Project wise audit may also be done in the division. Immense participation must be extended to the accounts division for reconciliation of accounts and other accounting procedures, Tax procedures so as to avoid the financial statement from material misstatements.  
Physical verification of stores with respect to purchased and destroyed, and unserviceable stock should also be done.
3. The engagement will be initially for auditing the accounts of the financial year 2022-23 which shall be completed in two months time.
4. The interested firms/individual should attach proof or registration, relevant experience and qualification.
5. The minimum fee for providing the require service of internal auditing will be Rs. 35,000/- (for medium size public Ltd co.for class “B” Cities as recommended by the Committee for Member in Practice (CMP), ICAI). However, the final fees payable will be as decided by mutual, discussion and agreed with the selected Auditors.
6. EOI shall be submitted in sealed envelope addressed to KITTS, 01.01.2024
7. The envelop should bear the superscription “EOI for the Engagement of Internal Auditors”.
8. The due date and time for receipt of sealed applications is 11 AM on 01.01.2024. Late submission will be summarily rejected. In case the due date declared happens to be a holiday/closed day for KITTS the following working day will be taken as the due date.
9. KITTS reserves the right to extend the tenure or terminate the appointment any time of account of unsatisfactory performance.
10. Following supporting documents must be submitted by the firm along with the application for Internal Audit.
  - a. The Registration Certificate of the **Firm along with Partners/Proprietor.**
  - b. A certificate from the firm to the effect that no Partner/Proprietor of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Companies accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner.
  - c. A Declaration signed by an authorized Partner Proprietor of the audit firm verifying that the applicant is independent of the entity to be audited that they have no relationship with the entity to be audited (in particular, the auditor should not be employed by, serve as director for, or have any financial of close business relationship with the entity during the period (s) covered by the audit

- or immediately thereafter for a period of two years) for any purpose other than that for engagement as audit for a subsequent period.
- d. A self-attested copy of the latest firm constitution certificate issued by the ICAI (this certificate shall also act as evidence for verifying the Date of Constitution of the firm). This certificate should not be older than 30 days as on date submission of Application.
  - e. Client Reference list with contact details where audit was conducted during the last 3 years.
  - f. Statement that the firm is not blacklisted by not facing any legal proceedings against Government Department/PSU/Bodies.

### **Scope of service if approved for the financial year 2022-2023**

- 1) Prepare and submit financial statement on quarterly basis and submit to the Director, KITTS.
- 2) Review of progress of work.
- 3) Vouching of all transactions in all branches and corporate office including bank payment vouchers.
- 4) To verify
  - a. The payment for appropriateness of procedures adopted for the purchase/work/payment etc. as stipulated by Government and KITTS from time to time
  - b. The documents and checking of amount to be realised before issue of no liability certificates and utilisation certificates etc.
  - c. The registers as required to be maintained by the society (KITTS) as per the ACT 1955 and any other statute has been maintained properly.
  - d. Documentation adopted for advances, loans, receivables and payable every month.
  - e. Fixed Deposit registers on a monthly basis.
  - f. FDs closed during the year including pre-mature withdrawals in all branches and corporate office.
  - g. Interest and loans if any on FDs.
  - h. TDS on the interest paid on FDs.
  - i. Short terms deposit accounts and interest calculation there on.
  - j. Work bills with reference to sanctioned estimate and agreements.
  - k. Statutory deduction from work bills and remittance thereof.
  - l. Tenants account and rent due and arrear due etc.
  - m. Computation of project cost.
  - n. Cash balance and petty cash balance with registers.
  - o. Cheque issue registers, receipt books and other related books of accounts in all branches and corporate office.
  - p. Payments authorisations for cash and bank transactions.

- q. Reconciliation statements of all bank accounts of corporate office and branches.
  - r. Payments related to salary including salary recoveries.
  - s. Payments relating to DA arrears and increment arrears etc.
  - t. Remittance of EPF and ESI and returns there on.
  - u. Fixed Asset register, Stationary Register, Stamp register, Allotment register etc.
  - v. Courier and postage charges.
  - w. TDS GST payments
5. The internal auditor shall render necessary guidance
- a. For the proper maintenance of accounts of KITTS with all required internal control measures as deemed fit and proper.
  - b. For the preparation of returns to be submitted to various authorities at the stipulated time.
  - c. In the preparation of vouchers, cash book and other books of accounts and their proper maintenance as and when sought for and make recommendations to make the process a fool proof, risk proof and as much paperless as possible.
  - d. For the preparation of annual budget of KITTS and monitoring the budget implementation as and when sought for on mutually agreed terms.
  - e. In Human Resource Audit as and when sought for on mutually agreed terms.
  - f. Interest verification and revenue leakage scrutiny and making suggestions to plug revenue leakage of scientific random sampling method.
  - g. In having all the records and entries ready for the statutory audit of the audited financial year ready on the 15<sup>th</sup> April of the subsequent financial year with a set financial statement along with the notes to accounts submitted by the internal auditors.
6. To given necessary advice
- a. To ensure that the bank account are reconciled every month.
  - b. In the filing of the necessary returns with the various statutory authorities in time and verify the overall accuracy of the same as and when sought for also to ensure that the available GST credit has been availed in the case of the Goods and Service tax as and when called upon.
  - c. Better investment options for investment of funds.
  - d. For simplification of procedure in order to save time cost without compromising on internal controls.

Sd/-

Director

