

## QUOTATION NOTICE

No.TRP/76/2020-InternalAuditorQuotation

Date: 04/03/2023

**Trivandrum Engineering Science and Technology (TrEST) Research Park  
( A Government of KERALA undertaking )**

GEM bldg, (Opp) CET, Sreekariyam, Thiruvananthapuram-16  
Phone : 0471 259 8555 www.trestpark.org

**DATE and TIME for bid submission : on or before 18/03/2023 , 1.00 pm**

**Bid opening : same day 3.30 pm**

Sealed quotations are invited from reputed Chartered Accountant / Cost Accountant Firms / Practicing Chartered Accountants/ Cost Accountants having experience in conducting internal audit, for engagement as Internal Auditor of TrEST Research Park. Auditing is to be done for the financial year 2022-23 ( *see clause I* ).

Interested parties shall submit their quotation along with supporting documents before the due date Any proposal received after the prescribed deadline will be summarily rejected.

**A. About TrEST Park**

TrEST Park is a section 8 company under Higher Education department, Kerala with Rs.300 Lakhs provisioned under state budget 2022-23. 8 research units operate within TrEST Park. TrEST Park provide space and other infra facilities to these units.

**B. Eligibility Criteria:**

- i. The firm / practicing CA's/CMA's should have minimum experience of 5 Years in the field of Audit of Companies with bona fide service profiles. The firm preferably, but not mandatorily be empanelled with Comptroller and Auditor General of India
- ii. The firm should have an office in Thiruvananthapuram
- iii. The Firm/ practicing CA's/CMA's should have conducted internal audit of Government Companies. ( Add Proof )
- iv. The firm / CA's/CMA's should not have been debarred / blacklisted from audit of any Government company /PSU. Also should not have any adverse

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Park, wherever necessary.

### F. Submission of quotation

Audit firms interested to be engaged as Internal auditor of TrEST Park have to submit annexure 1 and 2 duly filled and signed by the authorized signatory before the due date and time, in a sealed cover superscribing “ *Quotation - Internal Auditor* “ .

### G. Selection , issue of Work Order and agreement

Quotation will be opened at TrEST Park at the specified time on the same date in the presence of the bidders. Work order will be issued to the L1 bidder and the L1 firm have to execute an agreement with TrEST Park within 7 days of receipt of the WO. The firm should commence the audit work with immediate effect.

### H. Payment to Internal Audit firm

Payment will be released on a quarterly basis in normal case, on submission of quarterly audit reports. However the entire audit fee for a financial year will be settled fully after successful filing of financial statement with ROC.

### I. Extension of Contract

If TrEST Park is satisfied with the work of the selected audit firm for the year 2022-23 and the audit firm is ready to take up the audit for the upcoming years, at the existing terms and conditions, without any audit fee hike, contract can be extended to 2023-24 or 2024-25 year. No further extension will be entertained thereafter.

### J. Termination of Contract or withdrawal of Auditor from Contract

TrEST Park or the Audit firm / Auditor can terminate the contract by giving 2 months notice on valid grounds. However, The Audit firm / CA shall not withdraw, as far as possible, from contract in the middle of an year as it would affect finalization of accounts and filing with ROC.

### K. Right of Bidding authority on acceptance / rejection of bid

The bidding authority reserve the right to accept or reject any tender on valid grounds.

Thiruvananthapuram  
Date : 04/03/2023



Yours faithfully

*Koshy Naidya*

Chief Executive Officer  
TrEST Research Park

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### Annexure 1

#### Profile of the Audit firm / Practicing Chartered Accountant / Cost Accountant ( bidder )

##### General Information

1	Name of the Chartered Accountant Firm / Practicing Chartered /Cost Accountant	
2	Registered Office Address / CA's/CMA's address at Trivandrum	
3	Registration No.(FRN)	
	Number of audit staff employed in Trivandrum Office	
4	Name of the Contact Person , phone number and mail id of the firm/ CA	Mobile: _____ email: _____
5	Whether firm is empanelled with C&AG (Yes/No) – [ not mandatory ]	
6	a) Details of Government companies for which audit service is provided by the Firm during the last 3 financial year. b) Furnish Details ( <b>Add proof</b> )	
	Annual Turnover ( Rs) of CA firm for FY 2019-20 FY 2020-21 FY 2021-22	

Certified that the information given above is true to my knowledge and belief. Terms and Conditions in the quotation notice is accepted

Place : .....

Date: .....

Name, Signature with date.

Office Seal.

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### Annexure 2

#### Price bid

Name of the Firm / Practicing CA/ CMA : .....

Serial no	Particulars	Amount ( Quotation ) – Rs
1	Audit fee for engaging as Internal auditor at TrEST Park for the <u>year 2022-23</u> as per quotation notice No.TRP/76/2020-InternalAuditorQuotation dted 04/03/2023	
2	Tax if applicable	
	<b>TOTAL</b>	

Place : .....

Name , Signature and seal

Date : .....

NB : Annexure 1 and 2 to be put in a sealed envelope with superscription as in quotation notice