

**QUOTATION NOTICE
(Republished)**

No.TRP/76/2020-InternalAuditorQuotation

Date: 19/01/2022

**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 of bid submission : on or before 29/01/2022 , 3 pm

Bid opening : same day 3.30 pm

Sealed quotations are invited from reputed CA Firms having experience in conducting internal audit, for engagement as Internal Auditor of TrEST Research Park. Auditing is to be done for the financial year 2021-22 (*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.227 Lakhs provisioned under state budget 2021-22. 7 research units operate within TrEST Park.

B. Eligibility Criteria:

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

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C. Brief scope of the work

- a) The Internal Auditor Firm shall render necessary guidance for the proper maintenance of accounts of the Company with all required internal control measures as deemed fit and proper.
- b) Rendering necessary guidance for the preparation of Vouchers, Cash Book and other books of accounts and their proper maintenance
- c) Render necessary guidance for the preparation of returns to be submitted to Government, Accountant General, ROC, Banks and others.
- d) To carry out quarterly Internal audit and submission of reports.
- e) GST Compliances – GST 3B (quarterly) and GSTR1- filing monthly returns . GST TDS, to be checked with invoices & Tally. TDS return filing, registration, Clearing of TDS notices etc.
- f) Prepare Financial statements annually and submit to the company. Coordinate with Statutory audit firm for finalization of annual statements.
- g) Advising in filing 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 To verify that the registers as required to be maintained by the Company as per the Companies Act and any other statute has been maintained properly.
- h) Verification of all vouchers , bank transaction , registers etc
- i) Any other matters not specified above but essentially required to be carried out/maintained on a routine basis.

D. Onsite support by the Internal Auditor

- j) A resource from the firm should visit the company at least once a week to work with the TrEST Park staff for efficient upkeep of the accounts . Support provided by the firm to be proactive.

E. Confidentiality

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Internal Audit firm to maintain confidentiality with respect to information on TrEST 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 2021-22 and the audit firm is ready to take up the audit for the year 2022-23 , at the existing terms and conditions, without any audit fee hike, contract can be extended to 2022-23 or 2023-24 year. No further extension will be entertained thereafter.

J. Right of Bidding authority on acceptance / rejection of bid

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

Yours faithfully

Thiruvananthapuram
Date : 19/01/2022

Chief Executive Officer
TrEST Research Park

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Annexure 1

Profile of the Audit firm (bidder)

General Information

1	Name of the Chartered Accountants Firm	
2	Registered Office 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	
5	Whether firm is empanelled with C&AG (Yes/No)	
6	a) Details of Government companies for which audit service is provided by the Firm during the last 3 financial year. b) Furnish Details (Add proof)	
	Annual Turnover (Rs) of CA firm for FY 2018-19 FY 2019-20 FY 2020-21	

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 :

Serial no	Particulars	Amount (Quotation) – Rs
1	Audit fee for engaging as Internal auditor at TrEST Park for the year 2021-22 as per quotation notice No.TRP/76/2020-InternalAuditorQuotation dted19-01-2022	
2	Tax if applicable	
	TOTAL	

Place :.....

Name , Signature and seal

Date :

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