



കെരളകോർപ്പറേഷൻ...ഉന്നതിക്കായ്

**THE KERALA STATE DEVELOPMENT CORPORATION FOR
SCHEDULED CASTES AND SCHEDULED TRIBES LIMITED**

(A GOVERNMENT OF KERALA UNDERTAKING)

Regd. Office: P. B. No. 523, Town Hall Road, Thrissur - 680 020

Phone: Office: 0487-2331064, 2331134, 2331469

E-mail - ksdcho@gmail.com CIN: U91990KL1972SGC002466

08.11.2024

To,

The Chairperson,

Thrissur/ Ernakulam/ Alappuzha/ Kannur/ Kollam/ Kottayam/

Kozhikode/ Palakkad/ Thiruvananthapuram Branch of

SIRC of the Institute of Chartered Accountants of India

Re: Invitation for sealed quotations for the service as Internal Auditor for The Kerala State Development Corporation for Scheduled Castes and Scheduled Tribes Limited, Thrissur.

Ref: Detailed Invitation for quotation dated 08.11.2024.

Dear Sir/ Madam,

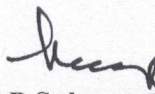
We are pleased to inform you that The Kerala State Development Corporation for Scheduled Castes and Scheduled Tribes Limited (KSDC for SC/ST Ltd.), Thrissur, invites sealed quotations from qualified Chartered Accountant firms to engage as Internal Auditor for the financial year 2024-25. We are reaching out to the esteemed members of your Branch to encourage eligible firms to participate in this opportunity.

Please find the attached detailed invitation along with the terms and conditions. Last Date for Submission: **30th November 2024, by 4:00 P.M.**

We would appreciate, if you could circulate this invitation as attached in the mail along with detailed quotation within your branch so as to reach qualified firms interested in providing their services. We look forward to receiving applications from competent firms.

For any further queries or clarifications, please feel free to contact us at: **Phone:** 0487-2331064 / +91 9526692393 & **Email:** ksdcho@gmail.com.

Thank you in advance for your cooperation and assistance.


V P Subramanian
Managing Director

The Kerala State Development Corporation for Scheduled Castes and Scheduled Tribes Limited has invited sealed quotations from qualified firms to provide the service as Internal Auditor for the financial year 2024-25. The detailed invitation, along with the terms and conditions of the quotation, is provided as attached document.

For further information or queries, you may please contact:

- **Phone:** 0487-2331064 or +91 9526692393
- **Email:** ksdcho@gmail.com

Last date for submission of sealed quotations: **30th November 2024, by 4:00 P.M.**





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**QUOTATION INVITED FOR ENGAGING ONE INTERNAL AUDITOR FOR THE
FINANCIAL YEAR 2024-25.**

The Kerala State Development Corporation for Scheduled Castes and Scheduled Tribes Limited is inviting sealed quotations from Chartered Accountant Firms for engaging one Internal Auditor for this corporation for the financial year 2024-25. Interested firms should adhere to the outlined terms and conditions and meet the prerequisites listed below. The sealed quotations along with the Annexure and documents must reach the corporate office **on or before 30.11.2024 by 4.00 P.M.** and shall be opened on 2nd December 2024 by 11.00 A.M. in the presence of representatives of CA Firms who may wish to present at the time of opening of quotations.

Terms & Conditions: -

1. The envelope should be clearly marked "Quotation for engaging as Internal Auditor for KSDC for SC/ST Ltd., Thrissur for the FY 2024-25" and sent via speed post, registered post, or hand delivery to **The Managing Director, The Kerala State Development Corporation for Scheduled Castes and Scheduled Tribes Limited, P.B. No. 523, Town Hall Road, Thrissur - 680 020.**
2. Unsealed quotation will be rejected.
3. Late quotations will not be accepted.
4. Quotations must be submitted in the specified Proforma (Annexure I & II), along with a Declaration (Annexure III) on firm's letterhead, signed by Proprietor/Partner/Authorized representative. In case of signing of quotation by the authorized representative, letter of authorization must be attached with the quotation.
5. Rates must be quoted as per the format specified in figures and words, with taxes specified separately.
6. No overwriting or cutting is permitted in the rates section. Any alterations must be attested.
7. KSDC has the right to accept or reject any/all of the offers without assigning any reason thereof. No claim on this account shall be entertained by KSDC.



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Pre requisite for applying as Internal Auditor:-

1. The auditing firm should have been in existence for a minimum period of five years and having operational experience.
2. The firm should have experience as internal auditors for at least five organizations in the past three years.
3. Annual receipts of the firm as per previous audited accounts should not be less than Rs. 20 Lacs.
4. No disciplinary actions should be pending against the firm.
5. CA/ CA Firm, should satisfy the condition that the individual or partner of the firm should not be a relative of the Directors/ employees of the Corporation.
6. Staff requirements: Minimum One senior Chartered Accountant and 2-3 Junior Assistants.
7. Scope of work is given here under separately.

Scope of work for internal auditor:-

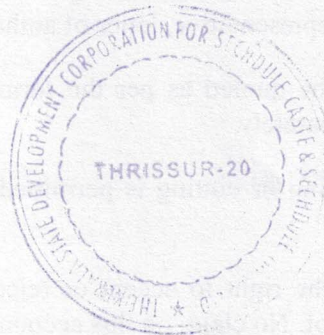
Entity: The Kerala State Development Corporation for Scheduled Castes and Scheduled Tribes Limited., incorporated as a Company under the Companies Act, 1956 in 1972 has been functioning as a prudent finance institution over the years for the socio-economic advancement and empowerment of the members belonging to Scheduled Castes and Scheduled Tribes in Kerala.

Share Capital of the Corporation has been contributed by both Govt. of India and Govt. of Kerala and also receiving Term Loan Assistance from National Scheduled Castes Finance and Development Corporation (NSFDC) and National Scheduled Tribes Finance and Development Corporation (NSTFDC) under Govt. of India.

Paid up capital of the company – Rs. 2,73,89,11,100/-

Internal audit shall be carried out at Head office and branch offices of the company located all over Kerala.

Location: Head Office, 14 District Branches, and 3 Sub-Offices in the state of Kerala.



In conducting the Audit, attention should be given to the following:

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| 1 | Financial Auditing | <ul style="list-style-type: none"> • Perform substantive testing of key financial transactions, including loan disbursements, interest income recognition, penalty and fee income. • Review financial statements for accuracy, completeness, and compliance with accounting standards. • Verification of Bank reconciliation statements • Verification of Inter – branch transactions • Assess the integrity of accounting records and transaction documentation. • Audit of schemes including any funded projects being implemented by the company • Any other areas which the internal auditor considers necessary keeping in view the nature of activity of the company. |
| 2 | Operational Efficiency | <ul style="list-style-type: none"> • Assess the efficiency and effectiveness of operational processes. • Identify areas for improvement and recommend enhancements. • Verification of eligibility documentation, appraisal and procedures of loan sanction and disbursal on a random basis. |
| 3 | Performance Evaluation | <ul style="list-style-type: none"> • Branch Performance Metrics: Analyze key performance indicators (KPIs) for branches, including loan growth, default rates, and customer satisfaction scores. • Budget Compliance: Review adherence to the budget at the branch level, assessing variances and reasons for deviations. |



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| 4 | Compliance Verification | <ul style="list-style-type: none"> • Compliance with relevant laws and regulations. • Adherence to Government policies and norms. • Assess adherence to internal policies and procedures. |
| 5 | Risk Management | <ul style="list-style-type: none"> • Evaluate the effectiveness of risk management practices. • Identify potential risks and suggest mitigation strategies. • One settlement scheme and effectiveness. |
| 6 | Asset Management | <ul style="list-style-type: none"> • Verify the existence and condition of physical assets. • Evaluate asset management practices and policies. |
| 7 | IT Systems Audit | <ul style="list-style-type: none"> • Review the security and efficiency of IT systems in use. • Assess data management practices and compliance with IT policies. |

Reporting

- Point No. 1 to 3 are to be covered in each quarter and to submit a comprehensive audit report summarizing findings, recommendations, and action plans on quarterly basis. Balance to be covered in alternate quarters and Item No.6 to be covered annually. *This may be amended /changed as per annual plan of audit as approved by the Audit Committee.*
- Present reports to the audit committee and the board for review.

