



KSCSTE-NATPAC

## KSCSTE-NATIONAL TRANSPORTATION PLANNING AND RESEARCH CENTRE

(An Institution under Kerala State Council for Science, Technology &  
Environment)

K.Karunakaran Transpark, Aakulam, Thuruviikkal P.O. Thiruvananthapuram-  
695011

Website: [www.natpac.kerala.gov.in](http://www.natpac.kerala.gov.in), E-mail: [contactus.natpac@kerala.gov.in](mailto:contactus.natpac@kerala.gov.in)



### EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF INTERNAL AUDITOR

No. NATPAC/67/2026-FA2

06-05-2026

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## I. Details of the Expression of Interest (EOI):

### Introduction:

**KSCSTE- National Transportation Planning and Research Centre (NATPAC)**, an institution of Kerala State Council for Science, Technology and Environment (KSCSTE), Government of Kerala, is one of the research and development institution which works on multi-modal system of transportation invites Expression of Interest from eligible practicing Company Secretaries / Chartered Accountants / Cost Accountants firms for engagement as Internal Auditor for its office situated at K.Karunakaran Transpark, Akkulam, Thuruvikkal (PO), Thiruvananthapuram - 695 011, for the Financial Year 2026-27.

### Important information regarding Expression of Interest (EOI):

1	Last date & time of submission of bids	25 <sup>th</sup> May 2026, 03:00 P.M.
2	Date & time of opening of technical bids	26 <sup>th</sup> May 2026, 04:00 P.M.
3	Date & time of opening of financial bids	To be intimated to the technically qualified bidders through e-mail.
4	Address for submission of bids	Director, KSCSTE-NATPAC K.Karunakaran Transpark, Akkulam, Thuruvikkal (PO), Thiruvananthapuram - 695 011
5	Fees for EOI	<b>NIL</b>
6	Contact detail for any clarification	KSCSTE-NATPAC K.Karunakaran Transpark, Akkulam, Thuruvikkal (PO), Thiruvananthapuram - 695 011 Phone:0471-2779242
7	Website	<a href="https://natpac.kerala.gov.in/">https://natpac.kerala.gov.in/</a> .

## **II. Minimum Eligibility Criteria for engagement as Internal Auditor are as follows:**

- The firm of the Internal Auditor should be at least in existence for ten years as on 01.04.2026
- The firm should have experience in internal auditing of minimum five Government (Companies or Corporations) / Autonomous institutions under Government.
- Internal Auditors are to be appointed among practicing Company Secretaries / Chartered Accountants / Cost Accountants.,
- The applicant firm should not have been black listed/ debarred by any Government Financial Institutions /Banks /RBI /ICAI/IBA/Government, Semi Government Departments/PSUs in India. An undertaking of CA firm may be provided regarding the same.
- The applicant firm should have minimum of -1- CISA/ DISA qualified CA partners/CA Qualified permanent staff as per ICAI certificate of Registration. Copy of CISA/DISA certificate along with membership number to be enclosed. The firm must have office set up and adequate personnel to ensure proper deployment and timely completion of the assignments.
- The Bidder shall bear all costs associated with the preparation and submission of their EOI
- The entire EOI proposal shall be strictly as per the format specified in this invitation for Expression of Interest and any deviation may result in the rejection of the EOI proposal. All the necessary points required by this EOI document have to be specified in clear detail.

## **III. Scope of Work & Period of Audit:**

- Proper accounting of all receipts and payments.
- Maintenance of financial books of accounts.
- Proper maintenance of vouchers with supporting bills and approvals of competent authority.
- Compliance of internal procedures and reconciliation of bank accounts
- Ensuring booking of transactions under specific heads, sub-heads and grouping thereof under major heads, leading to the finalization of annual accounts, are to be in uniformity with the accounting

policies & guidelines as communicated by the Headquarters from time to time.

- Reconciliation of stocks at least once in three months with the Centre's records.
- Proper maintenance of Fixed Assets including physical verification as stated above, once in a year.
- Ensuring deposit of statutory dues by stipulated dates & submission of various periodical returns like GST, TDS etc. to Govt.
- Ensuring all administrative and financial guidelines issued by NATPAC/KSCSTE & Government from time to time are followed.
- Ensuring compliances of all statutory dues such as GST, TDS, PF, Professional Tax, etc. Proper checking of payment of PF related documents of contractual staff engaged by third party.
- Action Taken Report on the observations related to the previous quarter.
- The Internal Auditor is accountable with respect to its scope of work.

#### **IV. Major Focus Areas**

##### **1. Internal Control:**

Review existing policies and make necessary amendments after discussions with the management and provide an overall guidance as to operations and accounting of the institute as a whole.

##### **2. Fixed Assets**

- Verify proper accounting of fixed assets in the books of accounts
- Verify whether the records maintained are adequate and matching with the accounts of the respective Centre.
- Verification of Fixed Asset Register and review the extent and periodicity of physical verification of assets.
- Verify and report if sale of assets including scrap sales of fixed assets have been properly accounted in the books of accounts.
- Report the management regarding the requirements of any write offs or impairment on fixed assets to be recorded in the books of the institute.

### 3. Capitalisation of work-in-progress.

Review the list of Capital work in progress and report whether there are considerable delays in capitalisation of the assets.

### 4. Cash & Bank:

- Verify whether the Cash book is maintained as per rules and check whether printouts of "Day book", "Cash and bank balance Statements" from Tally Software are filed with proper authentication.
- Verify the correctness of bank reconciliation statements. Verify the uncashed cheques, delay in submission of Cheques/ Demand Drafts for clearance etc.
- Ensure whether all the monetary transactions are entered in the accounting system on a timely basis and report on the delay in making entries in the accounting system.
- Verify whether Bank reconciliation statements are prepared on time

### 5. Cheque issue register/ DD register/ Register of Valuables etc :

Verify the proper maintenance of the registers and check whether the entries are made up to date

### 6. Fixed deposits

- Verify the fixed deposits with the confirmations obtained from the banks and ensure the balances in the accounts are matching.
- Verify the maintenance of Fixed Deposit Register and ensure timely renewal of Fixed Deposits.
- Ensure whether interest income is accounted correctly in the books of accounts.

## 7. Inventory & Stores:

- Verify the store records to ensure the correctness of the stock maintained by the institute.
- Ensure whether movements of stock such as lab equipment, breakages and damages are properly accounted for.
- Report on the adequacy of the procedures followed by institute for maintenance of store records and the correctness of the same
- Verify whether sale of materials if any are correctly recorded and the sales proceeds are transferred to the cashier on the same day itself
- Verify whether the stock records are matching with the accounts of the respective institute.
- Check the periodicity of Stock Verification, preparation of stock verification report, recovery of the cost of items lost if any.

## 8. Other Current assets

- Examine the policy of staff advances and report on the delay in settlement of staff advances
- Verify the status of the loans and advances given by the institutes to various parties and report on advances remaining unsettled for a long time and the reasons thereof
- Verify the list of security deposits given by the institutes and comment on the existence and recoverability based on the remarks from the accounts staffs.
- Verify the status of prepaid expenses booked in the accounts and ensure the correctness of the same.

## 9. Current liabilities provisions

- Verify the list of payable recorded in the accounts and ensure the existence completeness and correctness of the liabilities booked.
- Verify all the provisions for expenses and liabilities for the period has been correctly accounted by the institutes and comment on the deficiencies if any.
- Identify the long pending liabilities remaining unsettled for more than three years in the accounts, obtain reasons for non-settlement of the liabilities and report the management for taking necessary actions for adjustment (if possible) of the balances

## 10. Deposits, EMD & Retention monies collected

- Report the management with the reasons for non-settlement of the balances appearing for several years and provide guidance to the management for settlement of those.
- Obtain the list of SDs collected by the institutes, EMD and retention money collected remaining unsettled in the accounts for a long time.

## 11. Revenue recognition policy

- Ensure the correctness of the interest income received and accounted by the institutes and ensure adequate entries are being passed by the institutes of accrued interest
- Ensure that all sale proceeds of materials kept for sale in institutes are accounted correctly and timely and report on any deviations.
- Verify the process involved in recording revenue from providing services in the nature of testing and report on any deficiencies if any.
- Assist the management in implementation of a uniform system for accounting for revenues
- Verify the process of rent collection in institutes and ensure all the revenue is being accounted and the internal control procedures adopted by the institutes
- Verify and report on the correctness in recording and recognizing the other revenues such as entry fees collected, Training fees, sale of tender forms and sale of scrap.
- Verify and report on the compliance with the indirect taxation and TCS with respect to the sale of goods and services.

## 12. Plan and non plan expenses

- Verify on test basis the expenditure (at least cover 75% of the total expenses) met by the institutes to ensure the nexus with the operations and whether proper authorizations are there
- Comment on the correctness of accounting of expenditure under different heads as stated in the budget submitted by the institute.
- Report on over spending of expenses without proper authorizations from the management.
- Verify and report whether plan and non plan expenses are accounted for correctly, all plan expenditures as allocated by the management is being correctly accounted and there are no inter head adjustments without proper authorizations from the council management.

### 13. Project accounts

- External funded projects & consultancy projects
- Verify with the sanction orders or work orders received during the period to ensure all the works are being accounted correctly in the books of accounts of the institutes.
- Verify whether expenditure of each projects is correctly accounted for and report on instances of inter project adjustment of expenses.
- Verify and report on completed projects pending closure in the accounts of the institutes
- Report on overspend projects and the reasons there of. Also obtain responses from corresponding project heads regarding the reasons for the excess expenditure, the estimated amount required for completion of the project and
- the possibility of recovery of the over spent amount from the external agencies.
- Verify the correctness of the unspent amounts received for various projects and reconcile with the corresponding bank accounts maintained for the same.
- Verify whether the Overhead charges / Administrative Charges are transferred
- to corpus fund.

### 14. Corpus accounts

- Ensure the compliance of maintenance of corpus fund in R&D centers with the Corpus fund rules of the Institute/ memorandum prepared by the Council.
- Verify and report on whether the Overhead charges / Administrative Charges are properly accounted and timely transferred to the corpus funds.
- Ensure whether the Corpus fund is utilised as per the Corpus fund rules of the Institute/ memorandum prepared by the Council and ascertain whether the advances from Corpus fund are recouped in time.
- Ascertain the conversion of Corpus fund into Fixed Deposits if any Ensure the correctness of Corpus fund reconciliation and certify the balance of Corpus Fund.

## 15. Pay roll

- Verify on test basis monthly preparation of the pay roll with the attendance register and whether the staff deductions are being done correctly.
- Verify and report on the delay in payments of statutory dues, short deductions and short payments on a monthly basis.
- Ensure the correctness of the provision for gratuity and the payment of gratuity for the retiring employees.
- Ensure the timely remittance of TDS from salaries/ ESI/ EPF/GPF/SLI/GIS/GPAIS/LIC/ MEDICEP contributions of employees.

## 16. Property Tax/ Profession Tax :

Ensure the timely remittance of property tax, Profession tax etc to the Local Self Government Institution concerned

## 17. Library

- Check the proper maintenance of register and records in the library
- Verify whether the Stock verification is done as per rules and the loss sustained if any made good from the persons responsible for the loss etc
- Sale proceeds from Library.
- Furnish statement showing the closing balance of books during the previous year, books purchased during the audit period, write off, missing books etc.

## 18. Grant from Government

- Verify the grant received from GoK during the audit period along with software and receipt vouchers.
- Ensure the correctness of the unspent amount at the end of the period.

## 19. Capital reserve and fixed assets

Ensure the correctness of the accounting for capital reserves with respect to the procurement of assets

## 20. Indirect tax

Ensure the compliance of rules relating to the GST, ' TDS on GST' & input credit of GST and to provide support to the staff to file the returns in time

21. Direct Tax

- Ensure the compliance of Income Tax Act and Rules.
- Report on penalties and interest as appearing in the traces website and the reasons for the same.
- Provide support to the staff to file the returns in time

22. Financial Statements :

- Preparation of financial statements of the institutes and consolidation of the same. The financial statements prepared has to be in a similar format. The list of accounts under different heads of the financial statement has to be grouped
- to ensure uniformity in reporting.
- Provide adequate information and support to the statutory auditors for timely completion of the audit.
- Verify the AMC register with the books of accounts regarding the proper accounting of AMC, Payments made, non renewal of AMC etc.

23. E-filing :

Provide assistance/guidance to the staff for the following

- Quarterly TDS filing
- GST filing/Reconciliation
- TDS on GST filing
- Preparation of Form 16 (Part A & B) & Form 16A

24. The Internal Auditor may verify bills amounting to Rs.1 lakh & above and provide recommendations particularly with respect to statutory compliance and also provide appropriate guidance regarding changes in statutory rates applicable to purchases (Tender fee, EMD, Security Deposit etc.)

25. Annual Maintenance Contract:

Verify the AMC register with the books of accounts regarding the proper accounting of AMC, Payments made, non renewal of AMC etc.

**V. Internal audit is to be conducted and completed in the scheduled time as stated below:**

<b>Period</b>	<b>Scheduled Time</b>
First Quarter (April-June)	31st July
Second Quarter (July-Sept)	31st October
Third Quarter (Oct-Dec)	31st January
Fourth Quarter (Jan-March)	20th April

**VI. Audit Fees:**

The payment of audit fees shall be made in Rupees. The fees shall be inclusive of out-of-pocket expenses. No TA/ DA or out of pocket expenses shall be paid separately. However, the fees shall be exclusive of GST and shall be paid on submission of final audit report and on submission of invoice.

**VII. Time Period for engagement:**

Audit firm will be appointed for the Financial Year 2026-27. The selected firm may be re- appointed depending upon the satisfactory performance of the firm in the previous year and on approval of the competent authority.

**VIII. Penalties:**

The firm shall bear full responsibility and accountability for delays, which can be directly attributable to the sole actions and scope of work of the firm, in the contract timelines. The timelines as provided by the NATPAC are to be strictly followed. In case, the firm fails to adhere to the timeline, as approved by NATPAC as per the scope of the work, penalty of 25% of the total value of the assignment will be imposed on the firm beside the internal legal provisions as applicable.

**IX. Indemnity Clause:**

The firm will indemnify NATPAC against all internal liabilities present and future arising out of this contract. In the event of violation of any contractual or internal obligations, the firm will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against NATPAC by any individual, law enforcement

agency or government authority due to acts and omissions, the firm will be liable to make good/compensate such claims or damages to the NATPAC. As a result of the empanelled firm(s)'s action, inaction or any omissions, if NATPAC is required to pay any damages to any individual, law enforcement agency, government authority or any other entity, the Firm would be required to reimburse NATPAC such amount along with other expenses incurred by NATPAC reserves the right to recover, including but not limited to, such amounts from any payments due to the Firm at the time of bill settlement.

However, NATPAC reserves its right to take legal recourse as permitted under law of the land. In case of any damage caused to the institution due to negligence, carelessness or inefficiency of staff of the firm, the firm shall be responsible to make good the loss. The NATPAC shall have right to adjust the damage /loss suffered by it from the bill amount or / and to charge penalty as decided by the Centre. Decision of the NATPAC in this respect shall be final & binding on the firm.

#### **x. ARBITRATION**

Any dispute or difference whatsoever arising between the Parties out of or in relation to the construction, interpretation, application, meaning, scope, operation, performance or effect of this tender/ contract or the validity or breach thereof, there shall first be an attempt to mutually settle the same amicably. If however, the said settlement is not possible within a period of 30 days from the date of notice then such dispute shall thereafter be referred to a Sole Arbitrator, to be appointed/ nominated by NATPAC.

The venue of the said Arbitration shall be at Thiruvananthapuram

And the provision of the Arbitration and Conciliation Act, 1996 shall apply to the said proceedings. The Award of the Arbitrator shall be final and binding upon both the parties

#### **xI. Jurisdiction of courts:**

The law of land as promulgated / modified /amended or replaces from time to time shall govern this EOI. Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Court of Thiruvananthapuram Only.

#### **xII. Other Terms & Conditions:**

- a. Firm should have an office at Thiruvananthapuram
- b. There should not be any proceedings pending and disciplinary action taken against either of the partners or the firm before any Committee

- / Courts under any Indian Law or Foreign Law.
- c. The assignment, for which the firm is appointed, shall be completed by the firm only and shall not be allowed to sublet/ outsource the audit assignment.
  - d. The firm will have to handle the assigned work by maintaining strict confidentiality of the information and/ or any other process, institutes association with any third party etc. which may come into the knowledge of the auditor or its employees/associates during the course of audit.
  - e. Applications received after the due date and closing time of submission of applications shall not accepted.
  - f. Any amendment / corrigendum / clarification to the EOI will be posted on the website of the NATPAC.  
<https://natpac.kerala.gov.in/>.
  - g. Incomplete, ambiguous, conditional and unsealed bids are liable to be rejected.
  - h. The NATPAC shall not be liable for non-receipt/late receipt of any of the applications.
  - i. In case the due date declared happens to be a holiday/closed day for NATPAC the following working day will be taken as the due date.
  - j. The NATPAC reserves the right to reject any of the applications or cancel the EOI without assigning any reason whatsoever at any time and may seek any other details or additional information from any of the firms/members at its own discretion. Non- submission of details sought for will render the firm ineligible for the assignment. In this regard, the decision of NATPAC shall be final and binding on all the applicants.
  - k. NATPAC reserves the right to consider/not consider the firm with the least quote due to any reason. The decision of the Competent Authority at NATPAC will be final and binding in this regard.
  - l. Evaluation will be done on the basis of information / data / documentary information provided by the firm and assessed by the Competent Authority.
  - m. Mere applying does not confer upon any individual / firm a vested right to be appointed as Internal Auditor of NATPAC

### XIII. **Application Procedure:**

Eligible and interested firms are requested to submit their Technical and Financial Bid i n **separate sealed envelope super scribing "APPLICATION FOR APPOINTMENT AS INTERNAL AUDITOR FOR KSCSTE-NATPAC "** so as to reach the address given below on or before **03 PM o n 25-May-2026** as per given format (Annexure-I and II) accompanied by all necessary documents duly signed bythe authorized partner of the firmeither by registered post/speed post/courier to the given address, or at the reception area of the office

**Address:**

*The Director,*

KSCSTE-NATPAC - K.Karunakaran Transpark,

Akkulam, Thuruvikkal (PO),

Thiruvananthapuram - 695 011

**A valid communication address along with contact number and e-mail address** should be mentioned on the top of the envelope to enable the Centre to contact the participant at the time of opening the bids, if required.

**Annexure-I****Format of Technical Bid**

1. Name of the Firm:
2. Registered Address of the Firm:
3. Correspondence Address of the Firm:
4. Email ID:
5. Telephone Number:
6. PAN:
7. GST Number (if any):

Sl. No.	Particulars	Supporting documents required to be submitted along with this form.	Annexures
1.	The firm should be in existence for ten years as on 01.04.2026.	Registration Certificate of the firm (self-attested)	
2.	Status of the Firm (Partnership/Limited Liability Partnership)	Attach self-attested copy of proof	
3.	The firm should have experience in internal auditing of minimum five Government (Companies or Corporations) / Autonomous institutions under Government .	Undertaking on letter head of the firm affixing seal & signature giving details of the entities e.g. Name, Address, Year of Audit & Type of Audit	
4.	The applicant firm should not have been black listed/ debarred by any Government Financial Institutions/ Banks/ RBI/ ICAI/ IBA/ Government, Semi Government Departments/ PSUs in India.  There should not be any disciplinary action against the firm by ICAI/ICSI/ICMAI and there should be no proceedings pending and disciplinary action taken against either	Declaration/Undertaking on letter head of the firm affixing seal & signature giving effect of the same.	

	of the partners or the firm before any Committee / Courts under any Indian Law or Foreign Law.		
5.	The applicant firm should have minimum of -1- CISA/ DISA qualified CA partners/ CA Qualified permanent staff as per ICAI certificate of Registration.	Copy of CISA/ DISA certificate along with membership number to be enclosed.	
6.	Details of PAN and GST Registration certificate	Firm must provide self-attested photo copy of PAN and GST Registration certificate.	
7.	Details of all the partners of the firm.	Declaration on letter head of the firm affixing seal & signature giving details of the same.	
8.	Annual Turn Over in the last 3 financial years starting from 2022-23	Attach self-attested copies of Balance sheet & Profit & Loss Account.	

### UNDERTAKING

(In the letterhead of the firm)

We the partners of M/s .....Chartered Accountants do hereby declare that all the information and statements furnished by us in this expression of interest are correct to the best of our knowledge and accept that if any of the statements made or information so furnished in the application form is later found not correct or false or there had been suppression of material information the firm would not only stand disqualified from the allotment but would be liable for disciplinary action under the Chartered Accountants Act 1949 and the regulations framed under:

Yours faithfully,

Date:

(Signature of Partner / Authorized Signatory of Firm with Seal)

**Annexure II****FINANCIAL BID**

**(to be provided on letter head of the firm by affixing seal and signature in separate sealed envelope)**

Name of the Firm.	All-inclusive fees per annum excluding GST (in Rupees)	GST	Total fees including GST (in Rupees)

Date:

(Signature of Partner / Authorized Signatory of Firm with Seal)

Address.....

Phone.....

Mobile No.....

Email ID:.....

Sd/-

Prof. Dr. Ashalatha R  
DIRECTOR