NOTICE INVITING QUOTATION
FOR APPOINTMENT OF INTERNAL AUDITOR

Quotation No.	KSCMMC/IA/2026-27
Date of issue	07.11.2026
Last date and time for receipt	14.11.2026, 03:00 PM
Date and time of opening of Technical Bid	16.11.2026, 11:00 AM
Date up to which the offer shall remain valid	90 days from the last date of receipt
Officer to whom the offer is to be addressed	The Managing Director, KSCMMC, Opposite District Court, Near SDV Central School, Sanathanam, Alappuzha-688001
Superscription on the envelope	"Tender for Internal Audit of KSCMMC for the F.Y. 2026-27 – Tender No. KSCMMC/IA/2026-27"

Sealed offers are invited from practising Chartered Accountant firms for conducting the Internal Audit of Kerala State Coir Machinery Manufacturing Company Limited for the financial year 2026-27 (extendable for a further period as stated below), as per the scope and conditions given in this notice. The Company reserves the right to accept or reject any or all offers without assigning any reason.

1. Scope of Work

The Internal Auditor shall carry out, on a periodic basis, an independent review of the following areas and submit reports to the Managing Director and the Audit Committee of the Board:

- Purchase and stores: compliance with the Purchase Policy / Kerala Stores Purchase Manual, tendering, rate contracts, stock records, inventory verification and disposal of scrap/surplus.
- Sales, order execution, billing and collection, including delivery and installation records.
- Production and costing: cost records, material consumption, work-in-progress and finished goods valuation.
- Finance and accounts: cash and bank, receipts and payments, advances, deposits, EMD/security deposits, fixed assets, and reconciliations.
- Preparation of the Company's annual financial statements, including the Balance Sheet, Statement of Profit and Loss, Cash Flow Statement and Notes to Accounts, along with necessary supporting schedules and disclosures, in accordance with the applicable provisions of the Companies Act, 2013 and relevant Accounting Standards.
- Payroll and statutory compliance: salary, PF, ESI, TDS, GST, professional tax and other statutory dues.
- Adherence to Government orders, delegation of powers and internal control systems; follow-up on previous audit observations, including Statutory Auditor, C&AG/AG and Vigilance observations.
- Any other area specifically assigned by the Managing Director.

2. Periodicity and Reporting

1. Audit shall be conducted Half Yearly, with the Half Yearly report submitted within 15 days of the end of the audit period.
2. Reports shall state observations, risk rating, recommendations and management response, and shall be signed by the engagement partner.
3. The Auditor shall attend the Board meetings when called upon to present the reports.

3. Eligibility Criteria

4. The bidder shall be a firm of Chartered Accountants holding a valid Firm Registration Number (FRN) from ICAI and a valid peer review certificate where applicable.
5. The firm shall have a minimum of 5 years of experience and shall have completed internal / statutory audit of at least 2 Government / Public Sector Undertakings / companies of comparable size in the last 5 years.

Kerala State Coir Machinery Manufacturing Co. Ltd. 28/138 CCSB Road Chungam Alappuzha-688 011

6. The firm shall have at least 2 partners / full-time qualified staff and shall be able to deploy a team for audit at the Company's premises.
7. The firm and its partners shall not be disqualified under the Chartered Accountants Act, 1949 or the Companies Act, 2013, and shall not be debarred or blacklisted by any Government / PSU.
8. The firm shall not be the Statutory Auditor, Cost Auditor or Tax Auditor of the Company in the same period and shall have no conflict of interest with the Company or its Directors and officers.
9. The firm shall be GST registered and have filed income tax returns for the last three assessment years.

4. Submission of Offer (Two-Cover System)

The offer shall be submitted in a sealed outer envelope containing two separate sealed covers:

10. Cover 1 – Technical Bid: Annexure I (Technical Bid Form) with copies of FRN certificate, peer review certificate, PAN, GST registration, partners' details with membership numbers, experience certificates / work orders, and the signed Declaration (Annexure III).
11. Cover 2 – Financial Bid: Annexure II (Financial Bid Form) only. Fee shall be quoted for the whole scope, inclusive of all taxes except GST, travel, boarding, out-of-pocket expenses and all other charges.
12. Cover 2 will be opened only for bidders found technically qualified, after intimation to them of the date and time.
13. Offers sent by fax or e-mail will not be accepted. Late offers will be rejected.

5. Evaluation and Award

14. Technical Bids will be evaluated against the eligibility criteria and the scoring parameters, if any, announced in this notice (experience in PSU / Government audit, team strength, past performance).
15. The contract will be awarded to the technically qualified bidder quoting the lowest fee (L1). The mode of selection shall be decided by the Company before issue of the notice.
16. The Company reserves the right to negotiate with the L1 bidder only, with the approval of the competent authority, as per the Purchase Policy of the Company.
17. The appointment shall be made with the approval of the Board of Directors.

6. Terms and Conditions

18. Acceptance of the offer constitutes a concluded contract. The successful bidder shall execute an agreement on stamp paper of appropriate value, at his own cost, within 15 days of the work order.
19. Period of contract: one year from the date of work order, extendable for a further period of up to 3 year(s) on the same terms, subject to satisfactory performance and Board approval.
20. Fee shall be paid Half Yearly in arrears after submission of the audit report for the half year, subject to deduction of TDS and other statutory deductions. No advance payment will be made.
21. No representation for enhancement of the fee will be considered during the currency of the contract.
22. The Auditor shall maintain strict confidentiality of all Company information. Records shall not be removed from the Company's premises without written permission.
23. Withdrawal after acceptance, or failure to perform, will entail cancellation of the contract, appointment of another auditor at the risk and cost of the defaulter, and removal from the list of the Company's suppliers / service providers for a specified period.
24. The Company may terminate the contract at any time by giving 30 days' notice in writing if the services are unsatisfactory, or for the convenience of the Company.
25. Any attempt by a bidder or his agents to influence officers of the Company by personal canvassing will disqualify the bidder.
26. Conditions printed on the bidder's letterhead or attached to the offer will not be applicable unless expressly accepted by the Company in writing.
27. Disputes shall be settled as per the Arbitration and Conciliation Act, 1996. Courts at Alappuzha shall have jurisdiction.

Place: Alappuzha
Date: 07.11.2026

Managing Director
Kerala State Coir Machinery
Manufacturing Company Limited

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