

Kerala Transport Development Finance Corporation Ltd

Thiruvananthapuram

KTDFC invites Expression of Interest from reputed CA Firms having experience in conducting internal audit, for engagement as Internal Auditors of KTDFC Ltd and its branches for a period of one year from 1.4.2021 with the option to extend the engagement for two more years.

Interested parties shall submit their expression of interest along with quoted fee with a bio data (Annexure -1) on or before 14/07/2021 in compliance with all the terms stated herein. Any proposal received after the prescribed deadline will be summarily rejected.

Eligibility Criteria:

- i. The Chartered Accountant firm should have minimum experience of 10 Years in the field of Audit of Companies.
- ii. The Chartered Accountant firm should be empanelled with Comptroller and Auditor General of India, New Delhi.(Copy of self attested empanelled certificate to be enclosed)
- iii. The Chartered Accountant Firm should have conducted either statutory audit and/or Internal audit in the previous year of following organizations:
 - a) Statutory audit/Internal audit of at least one PSU having turnover of 100 Crore or more, during the last 2 years.
 - b) Conducted internal audit of Government Companies.
 - c) The firm should have not been debarred/ blacklisted from audit of any Government company /PSU.

- d) The Chartered Accountant firm should have at least one of its office in Thiruvananthapuram.

Brief scope of the work

- a) The Internal Auditor Firm shall render necessary guidance for the proper maintenance of accounts of the Corporation with all required internal control measures as deemed fit and proper.
- b) Render necessary guidance for the preparation of returns to be submitted to the Reserve Bank of India, Government, Accountant General, ROC, Banks and others from time to time as and when sought for.
- c) Verification of the accuracy of the calculation of guarantee commission to be remitted to Government.
- d) To prepare Financial statements on quarterly basis and submit to Management
- e) Verification of all loan accounts and to advice to take corrective action before the loan becomes NPA, the review to be done on quarterly basis.
- f) Rendering necessary guidance for the preparation of Vouchers, Cash Book and other books of accounts and their proper maintenance as and when sought for and make recommendations to make the process of foolproof, risk proof and as much paperless as possible.
- g) To give necessary advice to ensure that the bank accounts are reconciled every month.
- h) 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 as and when called upon.

- i) Verification of Loan files & documents and checking of amounts to be realized before issue of No Liability Certificate for termination of Hypothecation as and when sought for.
- j) 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.
- k) Rendering necessary guidance for the preparation of Annual Budget for the Corporation for the year 2022-23 and monitoring the budget implementation of 2021-22, as and when sought for on mutually agreed terms.
- l) To give guidance in Human Resource Audit as and when sought for on mutually agreed terms.
- m) Interest verification and revenue leakage scrutiny and making suggestions to plug revenue leakage on scientific random sampling method.
- n) To give advice regarding risk assessment and risk review of Corporation processes and procedures and making periodical Risk Review Report especially with regard to the quality of the process for appraisal and selection of loanees, documentation, chances of delinquency etc. as and when sought for on mutually agreed terms.
- o) Assist and verify the calculation of cost of funds of Corporation on a monthly basis in order to review lending rates on mutually agreed terms.
- p) Give advice for simplification of procedures in order to save time, cost without compromising on internal controls.
- q) To give advice on the efficiency of reporting by 'Finsoft' effectively.
- r) **Loans**
 - a. Verification of documentation procedures in case of loans sanctioned including KSRTC loans, SRTO loans, Housing loans,

Vehicle loans, Personal loans etc in all branches and Head Office.

- b. Verification of repayment of KSRTC loans through all escrow accounts.
- c. Verification of defaulted loans and recovery procedures.
- d. Verification of loans closed during the year in all the branches.
- e. Verification of NPA Report and asset classification.
- f. Verification of outstanding balance of loans including interest accrued in all branches outstanding principal and interest separately.
- g. Verification of Loan Repayment Registers.
- h. Verification of suit filed loans.
- i. Review the action taken/follow up taken for recovery of loans and to prevent loan slippages.
- s) **Fixed Deposits**
 - a. Verification of FD Registers
 - b. Verification of FDs closed during the year including premature withdrawals in all branches and Head Office.
 - c. Verification of loan on deposits and interest applied thereon.
 - d. Verification of interest on deposits, commission bills etc.
 - e. Verification of tax deducted at source on interest paid.
- t) **BOT Civil and Electrical Works**
 - a. Scrutiny of work bills with reference to sanctioned estimate and agreements.
 - b. Verification of Bank Guarantee and other records maintained by BOT Section.
 - c. Review of progress of works.
 - d. Verification of statutory deduction from Work Bills and remittance thereof.
 - e. Computation of Annuity payable/paid to KSRTC for the BOT projects
 - f. Verification of tenants account and rent due and arrear rent etc.
 - g. Verification of computation of project cost.

u) **Cash and Bank Transactions**

- a. Vouching of all transactions in all branches and Head Office including bank payment vouchers.
- b. Verification of Cash balances and Petty Cash balances with Registers.
- c. Verification of cheque issue registers, receipt books and other related books of accounts in all branches and Head Office.
- d. Verification of payment authorization for cash and bank transactions.
- e. Verification of reconciliation statements of all bank accounts of Head Office and branches.
- f. Verification short term, deposit accounts and interest calculation thereon.
- g. Verification of short term corporate loan accounts and interest calculation thereon.
- h. Verification of payments and receipts of BOT Section.

v) **Establishment/Management**

- a. Verification of payments relating to salary including salary recoveries.
- b. Verification of payments relating to DA arrears and increment arrears etc.
- c. Verification of remittances of EPF and ESI and returns thereon.
- d. Verification of Fixed Asset Register, Stationery Register, Stamp Register etc.
- e. Verification of courier charges and franking balance.
- f. Verification of TDS, GST payments and filing of the returns.

w) **Statutory Audit**

To give guidance in having all the records and entries ready for statutory audit of the financial year 2021-22 ready on the 15th April 2022 with a set of financial statement along with notes to accounts submitted by the Internal Auditors to the management to be placed before the Board of Directors.

Any other matters not specified above but required to be carried out/maintained for the proper functioning of the Corporation based on

mutual discussions and agreement.

The Internal Auditor Firm will not engage in any activity which includes representing any present/future loanee /deposit holder of the Corporation or transaction which creates a conflict of interest in the proper discharge of the functions and shall remain utmost integrity and confidentiality. The Internal Auditor Firm shall be responsible for the security of proprietary and confidential information of the Corporation.

Yours faithfully

Sd/-

General Manager

For Chairman & Managing Director
KTDFC

Annexure 1

BIODATA

General Information

1	Name of the Chartered Accountants Firms	
2	Registered/Main Office Address	
3	Registration No.(FRN)	
4	Name of Partners	
5	Contact No. of Partners	
6	No. of branches in India (Attach a list along with address)	

Eligibility Criteria

1	Whether the firm meets all the eligibility criteria(Yes/No)	
2	No. of years of experience	
3	Date and year of registration of Chartered Accountants firm (dd/mm/yy)	
4	Whether firm is empanelled with C&AG(Yes/No)	

5	C&AG empanelled no.	
6	No. of Partners(as on closing date of application)	
7	No. of Chartered Accountant Employees(as on closing date of application)	
8	No. of Articles/Audit Clerks(as on closing date of application)	
9	Whether the Chartered Accountants firm have its office at Thiruvananthapuram	
10	Whether the Chartered Accountants firm have an experience of conducting requisite no of statutory and/or internal audit of eligible clients/organization(Provide list of eligible clients/organization along with their turnover financial year wise and enclose their appointment letters)	
11	Annual Turnover of CA firm for FY 2017-18 FY 2018-19 FY 2019-20 FY 2020-21	

Signature with date.

Office Seal.