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No.KTDFC/F2/2157/2022

Date: 30.04.2022

Kerala Transport Development Finance Corporation Ltd

Thiruvananthapuram

KTDFC invites Expression of Interest from reputed CA Firms for engagement as Tax Auditors and Consultants of the company in Goods & Service Tax, Income Tax and other matters before the authorities for the financial year 2021-22 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 10/05/2022 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 at least one of its office in Thiruvananthapuram.

Brief scope of the work

- a) Advising in filing the necessary returns with the various statutory authorities in time and verify the overall accuracy of the same.
- b) Give advice for simplification of procedures in order to save time, cost without compromising on internal controls.
- c) Timely filing of Income Tax returns with provisional/Audited statement annually.
- d) Represent for the company on tax appeal filing cases.

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 Tax Auditor Firm shall be responsible for the security of proprietary and confidential information of the Corporation.

NB: The Minimum bid amount Rs.66,000/- per annum

Sd/-
Dr. Ashok B IAS
CHAIRMAN & MANAGING DIRECTOR

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, Tax 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 2018-19 FY 2019-20 FY 2020-21 FY 2021-22	

Signature with date.

Office Seal.