



No. SHM(11)/2033/2025-26

30-04-2025

Internal Audit for the Financial Year 2023-24

Expression of interest is invited from Chartered Accountants/firms with minimum 3 years experience in the audit of Government or Quasi Government institutions for the Internal audit of accounts of SHM-Kerala for the financial year 2023-24. Last date for receiving EOI: **14.05.2025 on or before 3.00 PM** For more details visit our website: www.shm.kerala.gov.in.

1. **Background:** State Horticulture Mission-Kerala was established in the year 2005 (a Mission under National Horticulture Mission) registered under the Travancore Cochin Literary Scientific and Charitable Societies Registration Act 1955. Internal Audit of accounts SHM-Kerala is done annually by Chartered Accountant firms appointed every year by the Executive Committee /Governing Body. It has been decided that, once the CA firm is found suitable on technical ground, **appointment will be made on basis of the lowest consolidated fee** .

2. Invitation

SHM invites the Expression of Interest from the Chartered Accountant firms for appointment as Internal Auditors.

The EOI document containing the detail such as eligibility criteria, terms of reference, Scope of work etc. can be obtained from the Office of the State Horticulture Mission-Kerala (SHM-K), Sunny Dales, Meads lane, Palayam.P.O, Thiruvananthapuram 695034 or can be downloaded from the official website above. Interested CA firms are requested to submit their EOI along with documents stipulated in the Expression of Interest in sealed cover by **14.05.2025 on or before 3.00 PM in the Office of State Horticulture Mission-Kerala (SHM-K), Sunny Dales, Meads lane, Palayam.P.O, Thiruvananthapuram-695034.**

3. Eligibility Criteria

- A. Applicant should be Chartered Accountant partnership firm having wide coverage throughout the state.
- B. Should have minimum 3 year experience in the audit of Government or Quasi Government institutions.

- c. The firm should be in existence for a minimum period of five years.
- d. The firm should have recent experience in auditing the centrally sponsored Schemes.
- e. The firms will be appointed on the year to year basis with maximum period of three years.

4. Selection Procedure

Two Bid System will be followed.

The technical bid and the financial bid should be sealed in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The technical bids will be opened at the first instance and evaluated by a competent committee or authority. At the second stage financial bids of only the technically acceptable offers will be opened for further evaluation and ranking before selection.

Late bids (i.e. bids received after the specified date and time for receipt of bids) will not be considered.

5. Name and Address of contact Person

Name of Client: State Horticulture Mission-Kerala (SHM-K), Sunny Dales, Meads lane, Palayam.P.O, Thiruvananthapuram-695034.

Name and Address at which EOI are to be submitted :

State Horticulture Mission-Kerala (SHM-K),
Sunny Dales, Meads lane,
Palayam.P.O, Thiruvananthapuram-695034
Phone: 0471 -2330856-857

Last date for submission of EOI – 14.05.2025 on or before 3.00 PM

Opening date of Tender: 15.05.2025, 3.00 PM

Part B

The Internal Audit should cover the following: -

1. Audit of all financial transactions including verification of cash and assets of (SHM). All expenses will be scrutinized for genuineness of expenditure and conformity with accounting principles & against books of accounts maintained in the office, budget allocation, vouchers and other supporting details. Broadly, the following would form the part of audit programme of financial transactions.
 - a. Scrutiny of receipts and reconciliation.
 - b. Scrutiny of Establishment expenses.
 - c. Scrutiny of Expenditure on capital account inter-alia purchases and advances.
 - d. Preparation of books of Accounts of 14 district Horticulture Mission offices separately indicating the fund flow to 152 block offices.
 - e. Preparation of financial statements of 14 districts offices and consolidated

statement of Head Quarters

2. Review of accounting of financial system being followed at the field offices Highlighting the weaknesses and recommendation for improvement.

3. Review of observations of previous audit and action taken to rectify the same.

4. Audit reports with certified set of accounts, including balance sheet and income & expenditure account, receipt & payment account and relevant schedules and certificates in three sets to be submitted to the Mission Director-SHM Kerala within ten days of completion of audit.

SHM reserves the right to cancel the assignment at any stage without assigning any reason.

Part C Format for Technical Bid

(Company/Firm letter head)

[Date]

To,

Mission Director
State Horticulture Mission
Sunny Dales, Meads lane
Thiruvananthapuram

Dear Sir,

Ref: Expression of Interest Notice for Appointment of Internal Auditors -Reg

We confirm that the information contained in the response or any part thereof, including its exhibits and other documents to be delivered to State Horticulture Mission-Kerala, Thiruvananthapuram 695034 is true, verifiable and complete. Detail is given below:-

Name of Firm:

Date of Establishment:

Address:

Phone No.& Mobile No. :

Fax No. &Email:

Registration No. of firm with ICAI:

(Copy enclosed)

Past experience (Experience of Firm only to be mentioned)

We fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short listing process, we are liable to be dismissed from the selection process or termination of the contract during the Audit, if selected to do so.

We agree for unconditional acceptance of all terms and conditions set out in the EOI document. It is hereby confirmed that I/We are entitled to act on the behalf of our firm and empowered to sign this document as well as such other documents, which may be required in this connection.

Date:

(Signature)
(Name)

Part D Financial Bid

(Company/Firm letter head)
[Date]

To

The Mission Director
State Horticulture Mission-Kerala

1	Name of Firm	
2	Address with Phone no. & e-mail	
3	All inclusive Professional Fee for the audit	

Name of authorized Signatory:

Signature:

Date

Place:

Mission Director SHM-K