

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 1.4.2018 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 20.10.2018 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.

