

KERALA STATE ROAD TRANSPORT CORPORATION

Transport Bhavan, Fort, Thiruvananthapuram-695023

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EXPRESSION OF INTEREST FROM CHARTERED/COST ACCOUNTANTS FIRMS FOR UNDERTAKING AUDITING/FINALISATION WORK

1. INTRODUCTION

- **Kerala State Road Transport Corporation (KSRTC)**, one of the biggest public Transport Corporation in India was established on 01-04-1965. KSRTC has 26 % share in the public transport system of the state and offers very economical rates, better riding comfort and social obligation. Important Highlights are;

Operated Services(Average)	4000 buses
Depots and Operating Centers	71 Centers (31 Main depots, 40 sub depots)
Central Workshops	01
Regional Workshops	04
Average daily collection	Rs. 6 Crores
Approximate Annual Turnover	Rs. 1800-2000 Crores
Average daily distance operated	11.5 Lakh KM

2. SCOPE OF WORK

- KSRTC invites Expression Of Interest from the Chartered/Cost Accountants firms registered with the Institute of Chartered Accountants of India/Cost Accountants of India for the following works;

I) Auditing of Yathra Fuels Retail outlet accounts

KSRTC started Yathra fuel outlets from 2021 September which are situated at the following depots of KSRTC;

East Fort

Kilimanoor

Chadayamangalam

Kozhikode
Muvattupuzha
Chalaky
Cherthala
Munnar

The scope includes internal audit of Yatra Fuels retail depot outlets for the period from September 2021 to September 2022. The audit shall cover Sales, Purchases, Collections, Expenses, Stock Verifications and monthly report.

The audit report shall include review of existing internal control system and to provide suggestions for improving the system. The accounts of these Yathra fuel for the period from September 2021 to March 2022 and from April 2022 to September 2022 are to be audited and separate reports has to be furnished.

Tenure: To be completed within two months from the date of appointment.

II) Internal audit of 15 District Offices

- The audit shall cover collection, recoveries, local purchases, Expenses, Stock Verifications etc of 15 district offices for the period from April 2022 to September 2022.
- The audit report shall include the review of existing internal control system and to provide suggestions for improving the system.

Tenure: Audit shall be concluded and furnish report within 3 months from the date of appointment.

III) Internal audit of accounts of K-Swift for the period from April 2022 to September 2022

Swift

SWIFT, also known as KSRTC-SWIFT, is a sister concern of KSRTC for operating long-distance buses of Kerala State Road Transport Corporation.

The scope of work is to suggest and implement a system of MIS reports including Monthly Financials, Profitability analysis, comparison of costing with KSRTC buses, and data analysis to enable the management in decision making process. Consultants should help in developing adequate MIS reports, costing reports, data analysis reports to enable the management to take appropriate decisions. The scope includes prescribing various MIS formats, generating MIS reports, advising management in decision making based on MIS reports. This also includes data analysis and costing analysis as requested by the management from time to time.

Tenure: Audit report with all workings in hard copy as well as soft copy has to be furnished within a period of 2 months from the date of appointment..

IV) Finalization of accounts of KSRTC for the year ended 2020-21 & 2021-22 and Service of one qualified auditor on monthly remuneration

The scope includes preparation of Financials after scrutinizing ledger accounts and passing rectifying entries. The draft financials has to be prepared in compliance with various regulations applicable for the Corporation. Corrections as required by AG Auditors need to be incorporated. Details are mentioned below;

- 1) Finalization and preparation of financial statements based from Tally data furnished by the Corporation. Corrections/rectifications has to be made from your end.
- 2) Work should be done in compliance with all Accounting Standards and Policies prescribed by the authorities.
- 3) Supporting works for the clearance of queries received from C&AG.
- 4) Suggest and implement suitable modifications in tally software.
- 5) Service of one qualified auditor should be present at office daily.

Tenure:- Finalization works for the year 2020-21 & 2021-22 should be completed within a period of 3 months from the date of appointment and service of one qualified auditor on monthly remuneration.

V) Auditing of online passenger reservation system for the past 3 years

M/s.Le Traenues Technology Ltd(M/s. Abhibus) has entered into an agreement with **KSRTC** from 29.05.2019 as a service provider for the Online Passenger Reservation System. All the transaction in the online platform with M/s.Le Traenues Technology Ltd(M/s. Abhibus) for the past 3 years is to be audited.

3. Pre-Qualification criteria

- The bidder should be a Chartered Accountant firm/Cost Accountant firm in India having experience of 5 years or more(Attested certificate of registration of firm/Company to be submitted). Preference to those who prepared audited statements of State / Central Government PSUs.
- The prospective offerers are to submit EOI proposal with details of similar work already undertaken, professionals available in the offerer's firm.
- Interested firms which fulfill eligibility conditions may submit Expression of Interest along with supporting documents annexures and quotations in sealed cover and should be submitted on or before 3.30 PM on 27.10.2022 to the following address.

The Chairman and Managing Director,
KSRTC, Transport Bhavan, Fort
TVPM-23.

4. Fees: Quote separately for each work as per annexure-III.

5. Other terms and conditions

- a. **Service of a full time Chartered Accountant should be available on regular basis for the scope of work mentioned in III, and IV specified above.**
- b. Right to reject any or all Expressions of Interest-Notwithstanding anything contained in this document, the Corporation reserves the right to accept or

reject any EOI and to annul the Selection Process and reject all EOIs, at any time without any liability or any obligation for such acceptance, rejection or cancellation.

- c. The Corporation reserves the right to reject any Expression of Interest, if (a) At any time, a material misrepresentation is made or uncovered, or (b) the offerer does not provide, within the time specified by the Corporation, the supplemental information sought by the Corporation for evaluation of the Expressions of Interest.
- d. At any time before the submission of Expression of Interest, the Corporation may, whether at its own initiative or in response to a clarification requested by a potential offerer, amend the EOI by issuing an Addendum/Corrigendum, which shall be uploaded on website only and also may extend the deadline for submission of Expressions of Interest.
- e. Interested Persons/Organization may **submit the EOI on sealed cover on before 3.30pm on 27.10.2022 to the:**

The Chairman & Managing Director
Kerala State Road Transport Corporation
Transport Bhavan, Fort,
Thiruvananthapuram-695023
commerce.ksrtc@kerala.gov.in
Website: www.keralartc.com

- f. **EOI will be opened on 5.00PM on 27.10.2022.** Bidders may participate in tender opening. Selected bidder may be called for online evaluation of scope of work and fee negotiation.


Chairman & Managing Director

Annexure – 1

Format for submission of Expression of Interest

- Name of the Firm :
- Registration No. Of the Firm :
(Institute of Chartered Accountants of India)
- Date of Registration of the Firm :
- Details of Head Office & Branch Office (s) :
- No of Partners
FCA :
ACA :
- Details of qualified Assistants:
- Details of semi-qualified Assistants
- No of Articles :
- Details of Experience in public sector:
- Details of Experience other than Public sector:
- PAN number of the Firm:
- GST registration number if any:

It is confirmed that all the requirements as per EOI documents have been complied with.

- We confirm that we have not taken any deviation from the specified terms and conditions, of the EOI documents. A copy of complete EOI document duly signed and sealed on all pages as a token of acceptance of all terms and conditions is attached.
- Our firm is not debarred/disqualified/black listed by any regulatory/statutory body or Government entity or any International/National agency for corrupt or fraudulent practices.

**Signature of Partner with
Name & Seal of the Audit Firm**

Declaration of Confidentiality

Subject to conditions contained in this EOI, Firm shall take all necessary steps to safeguard the privacy and confidentiality of any information about KSRTC during the audit and shall use its best endeavors to secure that:

- No person acting on behalf of Firm divulges or uses any such information except as may be necessary in the course of providing services to KSRTC;
- No person seeks such information other than that is necessary for the purpose of internal audit works as specified in the EOI; and
- The Firm shall bind its employees to terms of confidentiality clause and shall take all action reasonably necessary to secure the confidentiality of such information against theft, loss or unauthorized disclosure.

This clause shall survive the termination or expiry of the assignment as Internal Auditor of KSRTC.

**Signature of the Authorized Signatory
of the Firm with seal**

Annexure – 3**Fee Quoted****Name of Firm:**

S. No.	Description	Rate Quoted
1	Auditing of Yathra Fuels Retail outlet accounts for the period from September 2021 to September 2022	
2	Internal audit of 15 District Offices- April 2022 to September 2022	
3	Internal audit of accounts of K-Swift for the period from April 2022 to September 2022	
4	Finalization and preparation of financials of KSRTC for the year ended 2020-21 & 2021-22	
5	Auditing of online passenger reservation system transactions for the past 3 years with M/s.Le Traenues Technology Ltd(M/s. Abhibus)	

**Signature of the Authorized Signatory
of the Firm with seal***(Use separate sheet if required)*

കെ.എസ്.ആർ.ടി.സി. ജില്ലാ ഓഫീസുകൾ

ക്രമ നമ്പർ	ജില്ല	ജില്ലാ ഓഫീസ് പ്രവർത്തിക്കുന്ന സ്ഥലം	പരിധിയിൽ വരുന്ന ഡിപ്പോ, സബ് ഡിപ്പോ, ഓപ്പറേറ്റിംഗ് സെന്റർ, വർക്ക്ഷോപ്പ്, ഡി.സി.പി.
1	TVPM South	CWs, PPD (Canteen Building)	TVM. CL., TVM CTY, PKDA, VKBN, PPD, CWs, NTA, PSLA, PVR, VZM
2	TVPM North	NDD (Admn. Block)	ATL, KMR, KPM, VJD, KTDA, NDD, ARND, VLND, VLRD, VTRA, PLD
3	KLM	KTRA (Temporary) (Pulamon Plaza 1 st Floor)	CDLM, CTNR, KLM, KNPY, KTRA, PLR, PTPM, KPZA, ARNKV
4	PTA	PTA (New Building Admn. Block)	ADR, PDLM, TVLA, MLPY, RNI, KNI, PTA
5	ALP	HPD (Temporary) (3 rd Floor New Building)	ALP, CTLA, EDVA, HPD, KYLM, MVK, CGNR, RW MVKA.
6	KTM	CHRY (Temporary) (Admn. Block)	CHRY, KTM, EMLY, PALA, PNKM, ETPA, VKM
7	Idukki	TDPA (Admn. Block - Ground Floor)	TDPA, KTPNA, MLMTM, KMLY, MNR, NDKM
8	EKM	Aluva (Temporary) (Admn. Block)	ALV, ANK, EKM, TVA, PVM, KTKLM, KMGM, MVPA, NPR, PBVR, RW ALV
9	TSR	TSR (Admn. Block)	CLDY, IJK, GVR, KDGLR, Mala, TSR, PDKD
10	PLKD	PLKD	PLKD, CTR, VDCY, MKD
11	MLPM	MLPM (New Building Admn. Block)	MLPM, PNI, PMNA, NLBR, RW EDPL
12	KKD	KKD (Admn. Block 1 st Floor)	KKD, TDY, TPLM, VKA, TSY, RW KKD
13	WYND	SBY	SBY, KLPTA, MNDY
14	KNR	KNR	KNR, PYNR, TLY
15	KSGD	KSGD	KSGD, KHD