



Kerala State Information Technology Mission

Department of Electronics & Information
Technology

Government of Kerala

“Saankethika”, Vrindavan Gardens

Pattom, Thiruvananthapuram 695 004, Kerala,
India

Tel.+91 471 2525444

Email: finance.ksitm@kerala.gov.in

No-Finance-Audi/1/2015-KSITM

Dated 16-12-2025

NOTIFICATION **KERALA STATE IT MISSION**

BID INVITATION FOR THE APPOINTMENT OF INTERNAL AUDITORS

Financial Year 2025–26

Kerala State Information Technology Mission (KSITM), a Society registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act XII of 1955), functioning as the nodal agency for e-Governance initiatives of the Electronics & Information Technology Department, Government of Kerala, hereby invites **sealed competitive bids** from eligible Chartered Accountants Firms for undertaking the **Internal Audit of KSITM and associated projects Friends, Akshaya, and District e-Governance Societies (DeGS) across 14 districts** for the Financial Year 2025-26.

2. Objective of the Appointment

The purpose of this bid invitation is to engage a competent Chartered Accountant firm to conduct systematic and periodic internal audits and to assist KSITM in the preparation of financial statements for the specified period.

3. Eligibility and Qualification Criteria (Mandatory)

Bidders must satisfy **all** of the following requirements:

1. Minimum **10 years of experience** in certification of accounts of Government-owned Charitable Societies/Autonomous Bodies/Similar Institutions.

2. Submission of **documentary proof** of relevant experience and professional qualifications.
 3. Conduct audits on a **half-yearly basis** for KSITM and its projects, including Friends, Akshaya, and DeGS (14 districts).
 4. Prepare and submit financial statements to KSITM as required.
 5. **The Head Office** of the firm must be located in **Thiruvananthapuram**, with at least **one branch office** elsewhere in Kerala.
 6. The firm must have **at least two partners** actively engaged in practice, signing partner must have **DISA qualification** issued by ICAI.
 7. Firm must have a **minimum staff strength of 20**, including qualified and semi-qualified audit personnel.
 8. Adherence to deadlines:
 - First half-year internal audit report: **within two months from the date of issue of the work order.**
 - Second half-year internal audit report: **on or before 31 May 2026.**
-

4. Scope of Work

The appointed auditor shall:

- a. Conduct internal audits of KSITM and related projects on a half-yearly basis.
 - b. Verify records, accounts, receipts, payments, advances, and utilisation of funds.
 - d. Prepare and submit **two (2) signed hardcopies** of each Audit Report to KSITM Management.
 - e. Provide a **soft copy** of each Audit Report.
 - f. Undertake preparation of **financial statements** for KSITM based on audit findings.
-

5. Audit Fee and Financial Terms

1. The **minimum audit fee** payable is **₹4,00,000/- (Rupees Four Lakhs only) plus GST.**
 2. No separate claims will be admissible for **travel, lodging, or incidental expenses.**
 3. Fees quoted by the bidder shall remain valid for the entire period of engagement.
-

6. Period of Engagement

The appointment shall be valid strictly for the **Financial Year 2025-26**. Extension of engagement may be considered subject to the decision and approval of the **Executive Committee of KSITM**.

7. Evaluation Methodology

Selection shall be based on the composite assessment of the following parameters:

- Audit fee quoted.
 - Number of partners meeting qualification criteria.
 - Staff strength and availability of skilled audit personnel.
 - Number of years of relevant experience.
 - Number and distribution of offices within Kerala.
 - The firms having peer review certificate issued by ICAI will be given more preference.
-

8. Submission of Bids

1. Bids shall be submitted in **sealed envelopes** addressed to:
The Director, Kerala State IT Mission, SAANKETHIKA, Vrindavan Gardens, Pattom P.O., Thiruvananthapuram – 695004
 2. The envelope shall be clearly superscribed:
“Bid for the Appointment of Internal Auditors”
 3. The last date and time for submission of bids is:
23 December 2025, 4:00 PM
 4. Bids received after the deadline will be summarily rejected.
-

9. Opening of Bids

The sealed bids will be opened at:

3:30 PM on 24 December 2025

at KSITM Head Office, Thiruvananthapuram, in the presence of bidders' representatives who choose to attend.

10. General Conditions

- KSITM reserves the right to accept or reject any or all bids without assigning any reason.
- Incomplete bids or those not fulfilling eligibility criteria will be rejected.
- Decisions of KSITM audit committee regarding evaluation and selection will be final and binding.

Yours Faithfully,

SANDIP KUMAR I A S
DIRECTOR

Copy to
.....

Signed by Sandip Kumar
Date: 16-12-2025 13:16:06



www.itmission.kerala.gov.in

I/We _____ on behalf of M/s
_____(Name of Firm) having Registered Office at

_____(Address) bearing Registration
No. _____(Firm Reg.No) do hereby
solemnly state that all the details mentioned herein above are true and correct.

Signature along with Seal of CA

Name _____

Designation _____

Membership No _____

Date:

Place