



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

**Invitation for Expression Of Interest (EOI) For
engagement as Internal Auditors for the Financial
Year 2025-26”**

E.O.I Notice No: C-DIT/EOI-IA/ACCTS/006/2026

Date of issue: 10.02.2026

Issued by Centre for Development of Imaging Technology (C-DIT)
(Department of Electronics & IT, Govt. of Kerala)

Chithranjali Hills, Thiruvallam.P O

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www.cdit.org

EOI NOTICE

INVITATION FOR EXPRESSION OF INTEREST

Ref. No: C-DIT/EOI-IA/ACCTS/001/2026

dated 10.02.2026

Centre for Development of Imaging Technology (C-DIT) invites Expression of Interest (EOI) from Registered Chartered Accountant firms to conduct the Internal Audit of the books of accounts of C-DIT for the Financial Year 2025-26.

Last date for submission of EOI : 3.00 PM, 23.02.2026

The EOIs shall be submitted to the following address in a sealed envelope marked as “EOI for the engagement of Internal Auditors for the Financial Year 2025-26”.

**The Registrar,
Centre for Development of Imaging Technology (C-DIT),
Chithranjali Hills, Thiruvallom PO,
Thiruvananthapuram –695027”**

Registrar, C-DIT

Note: C-DIT reserves the right to cancel this request for EOI and or invite a fresh one with or without amendments, without liability or any obligation for EOI and without assigning any reason whatsoever. Information provided at this stage is indicative and C-DIT reserves the right to amend/add further details in the EOI.

1. About C-DIT

Centre for Development of Imaging Technology, C-DIT is an autonomous institution registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955, having its registered Office at Chithranjali Hills, Thiruvallom, Thiruvananthapuram. C-DIT was established in the year 1988, with a vision to pursue advancement of research, development and training in imaging technology with an implied role in socially relevant science development communication. In addition to the head office at Thiruvallam, C-DIT has two offices functioning in Thiruvananthapuram city and Regional offices in Kannur, Ernakulam and Kayamkulam.

2. Objectives of the EOI

C-DIT invites EOI from Registered Chartered Accountants Firms satisfying the following eligibility criteria for conducting the Internal Audit of the Books of Accounts of C-DIT for the Financial Year 2025-26.

3. Eligibility Criteria

1. The Firm must be Registered with ICAI
2. The Firm should have minimum 5 years experience in Internal Audit, which shall include internal audit of at least two Government owned institutions /Autonomous bodies having annual turnover of atleast Rs.25 Crores.
3. The firm should have average annual turnover of atleast Rs.25 Lakhs for the past three consecutive years.
4. The firm should have a functional office in Trivandrum atleast for the last two years.
5. The applicant firm shall be independent of the entity being audited.
 - a. The audit firm/Chartered Accountant intending to carry out the Internal Audit shall not be the Statutory Auditor of C-DIT for the same Financial Year.
 - b. No partner of the audit firm or any qualified employee of the firm shall be related to any member of the Governing Body/Executive

Committee/Director/Registrar or any of the senior management staff of the C-DIT. Related would mean husband, wife, brother, or sister or any lineal ascendant or descendant.

c. Neither the firm nor its partners or associates shall have any interest in the business of the C-DIT.

d. The audit shall not be done by a person who was either an employee in C-DIT or a partner/employee of the retiring auditor, unless such person is employed with the firm for a period of at least one year.

(Signed Declaration on a,b,c & d above shall be enclosed)

6. The audit firm should not have been black listed by any Government Department/PSU/Autonomous bodies or should not be facing any legal proceedings initiated by any Department/PSUs/Autonomous bodies.

7. The audit firm should not be having any disciplinary orders issued against them by the ICAI. Also, any Partner of the audit firm shall not be associated with the audit in any manner if he/she;

a. has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949; or

b. is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board.

8. Following supporting documents must be submitted by the firm along with the EOI for Internal Audit.

(a) The Registration Certificate of the Firm along with details of Partners and relevant documents as proof for items in para 2-4 above.

(b) Declarations as in para.5-7 above.

(c) A self-attested copy of the latest firm constitution certificate issued by the ICAI. This certificate should not be older than 30 days as on the date of submission of Application.

(d) Client Reference list with contact details where audit was conducted during the last 3 years.

(e) Statement that the firm is not blacklisted by not facing any legal proceedings against Government Department/PSU/Statutory Bodies

4.Scope of work

1. The Audit assignment envisaged covers all the financial and accounting transactions of C-DIT at Head Office in Thiruvallom, two city offices in Thiruvananthapuram and Regional Centres in Kayamkulam, Ernakulam and Kannur for the accounting period 2025-26. There are 16 divisions/departments with separate books of accounts/ tally data in addition to the Head Office data.
2. The Auditors shall support the management of C-DIT in ensuring that all financial and accounting transactions taking place in C-DIT are carried out by the concerned C-DIT staff with paramount integrity and in accordance with the prevailing rules/accounting policies of the organization and generally accepted accounting principles and practices.
3. The Auditors shall verify and vouch the financial and accounting transactions and facilitate finalization and Statutory Audit of the books of accounts of C-DIT for the year 2025-26
4. The Internal Auditor shall, as and when required bring to the attention of management of C-DIT, deviations from established norms and practices.
5. The Internal Auditor shall make available to the management periodical suggestions and reports.
6. Specific assignment include:
 - I. Do the vouching and ensure that all accounting entries for the financial year are supported by proper documentary evidences and accounted in Tally data base on accrual basis.
 - II. Verify and confirm the opening balances brought down to the Tally Database for the financial year are as per last years Audited Statements.
 - III. Verify and ensure Bank Reconciliation.
 - IV. Do the Ledger Scrutiny and ensure :
 - Bill wise Accounting
 - Debtors Reconciliation
 - Creditors Reconciliation

- TDS Reconciliation with Form 26AS and Income booked and TDS Returns
 - Inter Branch and HO reconciliation.
 - GST Entries as per the Monthly GST Returns.
 - Capital Grant entries for purchase of Fixed Assets and Income entries for each division.
- V. Prepare Provisional Receipts and Payments Account/Income and Expenditure Account and Balance Sheet after passing relevant journal entries duly authorized by concerned authorities for the purpose of Statutory Audit.
 - VI. Submission of structured audit reports with actionable recommendations
 - VII. Verification of adherence to C-DIT accounting policies with the Guidelines, Act, decisions, etc. amended from time to time
 - VIII. Ensure accuracy and completeness of the accounting records and statutory compliances;
 - IX. It is also expected that internal auditor should check and ensure that treatment given to transactions is not ultra vires to the C-DIT's orders, circulars, guidelines and instructions issued from time to time.
 - X. Suggestions for improvement in accounting, following of rules, dealing with taxation matters, awareness about accounting standards, laws prevailing and amendments being introduced by government from time to time.
 - XI. Timely filing of Income tax returns
 - XII. Documentation support for timely filing of GST annual returns, GSTR 9 as per the prevailing rules.

5. General Conditions

1. The engagement will be initially for a period of one year i.e., for auditing the accounts of the Financial Year 2025-26. However, after considering satisfactory performance, the appointment may be extended mutually for another term.
2. EOI document can be downloaded from our website www.cdit.org
3. The audit fee offered/ quoted shall include all the expenses excluding taxes. Taxes shall be shown separately. Any claim towards extra costs/expenses will not be considered unless approved by C-DIT in writing.
4. EOI shall be furnished in the prescribed format in two separate sealed envelopes, one consisting the eligibility/technical details and one for submitting only the financial estimate. An outer envelope containing these two separate

sealed envelopes shall be addressed to 'The Registrar, C-DIT, Chithranjali Hill, Thiruvallam, Thiruvananthapuram - 695027.

5. The outer envelop should be superscribed as “EOI for Internal Auditors.”

6. The due date and time for receipt of EOI documents is **3 pm on 23-02-2026**. Late submissions will be summarily rejected. In case the due date declared happens to be a holiday/closed day for C-DIT, the following working day will be taken as the due date.

7. The EOIs received will be scrutinized to verify whether the participants meet the eligibility criteria mentioned in the EOI document and all eligible participants will be shortlisted for further evaluation.

8. Financial estimate of only the eligible participants will be opened in the presence of the shortlisted participants. Time & date time of opening of financial estimates will be intimated to all shortlisted participants.

9. The lowest quoted participant will be shortlisted for engagement and will be intimated accordingly.

10. C-DIT reserves the right to extend the tenure or terminate the appointment any time on account of unsatisfactory performance.

11. Each page of the EOI document and supporting documents/certificates shall be duly signed by the authorized signatory of the firm with office seal.

6. Application Procedure

Eligible and interested firms are requested to submit their EOI document in separate sealed envelope each for technical details and Financial estimates. in an outer envelope super scribed as “**EOI FOR ENGAGEMENT AS INTERNAL AUDITOR FOR CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**” so as to reach the address given below on or before **3 PM on 23-Feb-2026** as per given format (Annexure-I & II) along with all necessary documents duly signed by the authorized partner of the firm either by registered post/speed post/courier/in person.

Address:

The Registrar,
Centre for Development of Imaging Technology (C-DIT)
Chithranjali Hills, Thiruvallam. P O,
Thiruvananthapuram, Kerala - 695 027, India

A valid communication address along with contact number and e-mail address should be mentioned on the top of the envelope to enable us to contact the participant at the time of opening the financial estimates, if required.

Important information regarding Expression of Interest (EOI)

1	Date of EOI	10-02-2026
2	Last date & time of submission of EOI docs	23-02-2026 & 3 PM
3	Address for submission of EOI	The Registrar, Centre for Development of Imaging Technology (C-DIT) Chithranjali Hills, Thiruvallam.P O, Thiruvananthapuram, Kerala - 695 027, India
4	Fees for EOI	Nil
5	Contact details for any clarification	0471 – 2380910, 9387801541
6	E-mail	cditaccounts@yahoo.co.in
7	Website	https://cdit.kerala.gov.in

Annexure-I
Format for Technical details (In separate sealed cover)

1. Name of the Audit Firm:
2. Registered Address of the Firm:
3. Correspondence Address of the Firm:
4. Email ID:
5. Telephone Number:
6. PAN Number:
7. GST Number (if any):

S. No.	Particulars	Details	Documents Required
1	Experience of the firm (in years)		Copy of Registration Certificate of the firm
2	The Average Annual Turnover of the firm from Internal Audit for the past three consecutive years as per audited statements.		Copy of Audited Statements for the past three years.
3	Number of entities in which the firm has been worked as Internal Auditor in the previous three years		Copy of work orders/consent letters
4	Number of entities in which firm has Internal audit experience with Autonomous bodies / public sector undertaking / Government organizations		Copy of work orders/consent letters
5	Details of office in Trivandrum		Copy of proof of ownership/lease agreement

I,.....,authorized partner of the firm certify that the above information is true & genuine. I also declare that the firm will abide by all the terms and conditions in the Expression of Interest (EOI) for appointment as Internal Auditor. If appointed as internal auditor, our firm will abide by the rules of the C-DIT in maintaining the secrecy of data/information.

Signature of Authorized Signatory of the Firm

Seal of the Firm

Annexure-II

Format for Financial Estimate (In separate sealed cover)

The firm may quote their professional fees (all inclusive) in the following format:-

Sl. No	Particulars	*Amount
1	Professional fee for Internal Audit for the Financial Year 2025-26	
2	GST	
	Grand Total	

** Cost shall be for carrying out all the components mentioned in the EOI document.*

Grand Total [in words].....

Signature of Authorized signatory

Name:

Seal:

Date