



No. FinC2/1551/2022/HRD

Dated: 19.04.2022

NOTIFICATION

APPOINTMENT OF AUDITORS FOR AUDITING ACCOUNTS OF IHRD AND ITS ASSOCIATED INSTITUTIONS & TO CONDUCT GST AUDIT- 2021-22

IHRD is an autonomous Educational Institution established by the Government of Kerala during 1987, registered under the Travancore- Cochin Literary, Scientific and Charitable Societies Registration Act 12 of 1955. It is a group of 88 institutions spread all over Kerala.

IHRD Headquarters	-	1
Engineering Colleges	-	9
Model Polytechnic Colleges	-	8
College of Applied Sciences	-	45
Technical H.S.S	-	15
Regional Centres	-	2
Extension/ Study Centres	-	6
Model Finishing School	-	2

Competitive bids are invited from ICAI registered Chartered Accountants/ Accounting firms who satisfy the following conditions, to audit IHRD Head Office and 87 institutions under IHRD all over Kerala and to conduct GST audit of IHRD for the financial year, 2021-22.

CONDITIONS FOR THE APPOINTMENT OF AUDITORS FOR IHRD

1. Applicants should have minimum 3 years working experience in, certification of accounts of Government owned charitable societies/ autonomous bodies etc.
2. Applicants should attach proof of qualification and experience.
3. The minimum fee for the IHRD and GST audit together is Rs. 3,50,000/- (inclusive of TA/DA/GST etc). The fee includes audit fee for dealing with the income tax office in connection with filing of income tax return and other notices received, if any, during the period of audit.
4. Payment of audit fee will be considered on submission of audit report and ITR/ GST filing.
5. No representation for enhancement of fees once accepted will be considered during the contract period.
6. The appointment is for the specific period and purpose. It will not be extended or changed under any circumstances.
7. The audit of accounts of IHRD and GST audit should be completed within stipulated time and ITR / GSTR 9 & 9C of IHRD shall be filed before the date prescribed by IT/ CBIC department. 3 hardcopies of signed Audit report shall be submitted before the management and soft copies of Audit report should also be shared.
8. The Audit report should contain stream-wise/ institution-wise review of Receipt & Expenditure indicating surplus/ deficit statements in each case, indicating measures for improvement.
9. Applicants have to submit their bids in the prescribed format in sealed envelope addressed to "The Director, Institute of Human Resource Development, TC 86/1949(2), NH Bypass Junction, Chakkai, Pettah PO, Thiruvananthapuram, Kerala - 695 024" superscripted as "Bid for the Appointment of Auditors of IHRD (2021-24)" on or before **09.05.2022, 4 PM**
10. The sealed bids will be opened on **10.05.2022, 11.00AM**



DIRECTOR

Institute of Human Resource Development

APPLICATION FORM FOR THE APPOINTMENT OF AUDITORS
FOR IHRD- 2021-22

1.	Name of the Firm & Registration Number	
2.	Address of the firm	
3.	Phone number Office (LL) Mobile	
4.	Email	
5.	Branch Office (if any) 1. 2. 3.	
6.	Date of establishment of firm and computed years of existence	
7.	Registration with ICAI	
8.	Details of partners along with Educational Qualification & Experience	1. 2. 3.
9.	Number of Qualified auditors	
10.	Number of Audit Staff in the firm	
11.	Audit experience of the firm during last three financial years(No. of audit assignments of Internal/ Statutory Audit of Corporate/PSUs /Autonomous Institution)	

12.	Details of Internal/Statutory Audits of Corporate/PSUs/ Autonomous Institution	
Financial Year	Name of the Corporate/PSUs/ Autonomous Institution	Type of Audit (Statutory/ Internal)
2020-21		
2019-20		
2018-19		
13.	Quoted Audit fee (Inclusive of TA/DA, GST etc.) for the entire work	Rs (Rupees.....) <i>Both in numeric and words</i>

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/ICWA Firm

Name _____

Designation _____

Membership No. _____

Date:

Place: