



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

CAPEHO/655/2021-A(ACC1)

28.09.2021

Tender Notice No.01/2021

Sealed tenders are invited from reputed Chartered Accountant/ Firm for carrying out auditing of CAE Head Office and its Institutions viz. CE Muttathara, CE Perumon, CEM Punnapra, CE Pathanapuram, CE Aranmula, CE Kidangoor, CE Thalassery, CE Vadakara, CE Trikaripur, Sagara Hospital Punnapra, IMT Punnapra & KIMB Punnapra for the F.Y 2020-21 as per the appended terms and conditions.

The envelope containing the tender should bear the superscription "Auditing of CAPE and its Institutions for the F.Y 2020-21" and should be addressed to the Director, Co-operative Academy of Professional Education (CAPE), College of Engineering Muttathara Campus, St. Sebastian Church Road, Vallakkadavu P.O, Muttathara, Thiruvananthapuram-695008. Intending tenders may submit the quotations on their own papers.

Last date for the receipt of tender is 15.10.2021, 2.00 P.M. Late tenders will not be accepted. The tenders will be opened at 2.30 P.M on 15.10.2021 in the presence of such of the tenderer or their authorized representatives who may be present at that time


DIRECTOR

Appointment of Statutory Auditor for Auditing Books of Accounts of CAPE & its Institutions for the Financial Year 2020-21

TERMS AND CONDITIONS

Following terms and conditions will be applicable to Chartered Accountant/ Firm/ Firms appointed as Auditor for Auditing Books of Accounts of CAPE & 12 of its Institutions for the F.Y 2020-21.

1. The CA/Firm/Firms should have at least 5 year experience in Internal Audit.
2. Appointed CA/Firm/Firms will have to the audit themselves and no outsourcing will be allowed.
3. CA/Firm/Firms may quote their rate for conducting the said audit work for the above Financial Year.
4. The Quoted audit fee should include all taxes, TA/ DA and other incidental charges.
5. The firm should conduct audit work and submit the report to the Director, CAPE within 3 months from the date of agreement.

Objections of the Assignment

The objectives of assignment are to:

1. Assess/ review/ recommend/ comment whether accounting/ financial/ operational systems are reliable/ effective/ efficient and to assess whether they are properly followed.
2. Verify whether the systems of internal checks are effective and whether it facilitates detection of misappropriations/ misapplications/ irregularities/ negligence/etc., and whether it is commensurate with the nature and size of business of the organisation.
3. Identify areas of significant inefficiencies in current system and to suggest remedial measures thereof.
4. Verify compliance to statutory and regulatory requirements

Scope of Audit

The scope of audit it is as follows:

I. Financial

- A. The audit CA/Firm/Firms will verify the following and incorporate the finding in the Audit Report.
 - i) Cash vouchers, Journal vouchers, bank vouchers and ledger with Tally.
 - ii) Transactions related to purchase and collection of fees of colleges and also other bills for medical care with reference to admission registers, price list, case sheet etc, of Sagara Hospital Punnapra
 - iii) Classification of various account heads and entries. Also the CA/Firm/Firms will carry out rectifications, if needed.
 - iv) Bank reconciliation and incorporate relevant entries in the Book of Accounts.
 - v) All Earnest Money Deposits, Securities and outstanding balances etc.
 - vi) All other recoverable items (eg: receivables)
 - vii) Reconciliation of fees in respect of courses carried out by the organisation.

B. The Auditor will

- i) Prepare financial statements of the Institutions (i.e; Balance Sheet, Income & Expenditure, etc,)
- ii) Physically verify and confirm from banks all the Fixed Deposit Receipts and incorporate the finding in Audit Report.

C. The CA/Firm/Firms will check following registers and documents and submit report accordingly.

- i) Advance to employees and report whether these are being recovered/ adjusted during the year as per rules and regulations.

II. Taxation

The CA/Firm/Firms will check GST, Income Tax returns and report whether GST and Income Tax Returns are filed in time.

III.Information System

The firm should have assessed the extent of achievement of the objectives of computerisation by ascertaining whether:

1. Adequate internal and system controls were in place to ensure the achievement of intended results
2. Adequate security measures are in place.
3. Basic attributes of data/ information like confidentiality, integrity, availability, reliability, compliance etc. are maintained.
4. Reduce the possibility of errors by checking the systematic recording of business transactions in journals and helping in location errors, if any.
5. To facilitate the detection and elimination of errors in the system by implementing stock control measures.
6. To report whether changes in the system are introduced in controlled and co-ordinated manner.
7. To report that system is not exposed to the risk of fraud in case of uncontrolled backend access.
8. To report that no loss of records have taken place in the system.
9. To report that regular reports on important transactions such as exception reporting, individual deviant activities, major irregular and abnormal transactions, high value transactions, etc, are made available.
10. To report that overall controls and procedures of the organisation are in place.

IV.Other Work

Auditors shall also attend to any other work specifically assigned by the Director, CAPE.

V. Payment Condition

1. After submission of Draft Report - 50% of agreed amount
2. After submission of Final Report and approval of final Report by the Executive Committee of CAPE - 25% of agreed amount
3. After successful filing of Income Tax statement - Balance 25% of agreed amount as final payment


DIRECTOR

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APPLICATION FORM

A. General Information about Audit Firm

1. Registered Name :
2. Year of Establishment :
3. Registered Office Address :

B. Composition of Audit Firm

1. Please specify whether the firm is a :
Partnership Firm or Sole Proprietorship Firm
2. No. of Qualified assistants (Chartered/ Cost :
Accountants) Employed with the Firm

C. Experience of CA/Firm/Firms

1. Exposure of the CA/Firm/Firms as Internal/ :
Statutory Auditors in Centre/ State Govt.
2. Internal/ Statutory Audit fee (inclusive of all :
Taxes, TA/DA and other incidental charges)

I/ We do hereby declare that the above information are true and correct to the best of my knowledge and belief.

Place : Signature :

Date : Name of the Auditor :

Documents/ Information required

1. Attested copy of Registration certificate of the CA/Firm/Firms
2. Assignment letter or any other document issued by the concerned office along with any document showing successful completion of work.
3. Details of qualified assistants i.e their names and qualifications