



Bekal Resorts Development Corporation Ltd.

(Department of Tourism)

Govt. of Kerala undertaking

Notice inviting
**EXPRESSION OF INTEREST FOR APPOINTMENT OF
INTERNAL AUDITORS**

**'Al Ain Complex, Kottakunnu, Bekal Fort P.O, Kasaragod- 671316,
Kerala, Phone no. 0467-2950500, brdc@bekaltourism.com**

CIN: U55102KL1995SGC009189



NOTICE

BRDC/FIN/01/2022-23

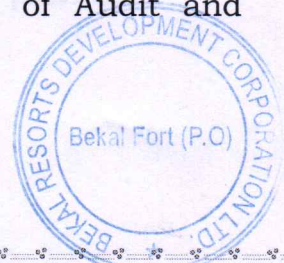
08.02.2023

INVITING EXPRESSION OF INTEREST FROM CHARTERED ACCOUNTANT FIRMS FOR INTERNAL AUDIT FOR THE FY 2023-24

Bekal Resorts Development Corporation Ltd invites expression of interest from 'Practicing Chartered Accountants in India' who fulfill the eligibility criteria as mentioned hereunder and are willing to have their Firms appointed as Internal Auditors in the Corporation for conducting Internal audit for the financial year 2023-24.

Eligibility Criteria:

- i. The Firm/LLP should be registered with "The Institute of Chartered Accountants of India (ICAI)" (Copy of self-attested empanelled certificate to be enclosed) and have Income Tax Permanent Account Number and GST Registration.
- ii. The Chartered Accountant Firm/LLP should be empanelled with The Comptroller and Auditor General of India (Copy of the certificate to be enclosed)
- iii. The Chartered Accountant firm should have been in practice for minimum 10 years after its registration and should have at least 5 years' experience in Internal Audit of Companies. The firm should have done Internal audit of minimum two Public Limited Company having paid up capital of Rs. 50 Crore or more and internal audit of one firm/ autonomous body/ company having minimum turnover of Rs. 10 Crore during the preceding 5 years.. Preference shall be given to Firms having experience in conduct of internal audit of Government Companies.
- iv. The Chartered Accountant firm should have minimum annual turnover of Rs. 25 lakh during the previous financial year.
- v. In addition to the partners, the firms should have more than 10 professional staff members (professional staff consists of Audit and





Articled Assistants with knowledge of Book-keeping and Accountancy) engaged in on-site audits at the place of audit.

- vi. The Firm/LLP should have its Registered /main Office within the State of Kerala.
- vii. The firm should have not been debarred/ blacklisted from audit of any Government company /PSU.

About the Company

Bekal Resorts Development Corporation Ltd (BRDC Ltd) is a Public Limited Company fully owned by Government of Kerala which came in to existence in the year 1995, with the objective of tourism and infrastructure development in Bekal. The company is having paid up capital of Rupees 56.49 Crores. The company has its registered office at Kottakunnu, Bekal Fort, Kasaragod.

Business

The main objective of the Corporation is the Bekal Destination Development through tourism development of Bekal, destination development, investment attractions/ entrepreneurship development, developing/ upgrading tourism attraction spots, tourism amenities etc., improving access/ conveyance opportunities in the destination and destination specific tourism product development and it's promotion. The project area consists of 130 Sq.Km. spread over 4 Panchayaths of Kasaragod district. The Corporation owned (acquired & purchased) 235.58 acres of land in Bekal Tourism Project area. Major source of Income of the Corporation is lease rent from leasing out of resort sites and tourism destinations.





Brief scope of the work

- Verification & Vouching of all cash & Bank payment vouchers & journal entries with regard to accounting, authorization, compliance with applicable legislations rules and policies etc. Check whether the payment vouchers are supported by proper supporting documents.
- Ledger scrutiny of all accounts to ensure whether all entries (Receipts and expenditure) are accounted under proper head and to report abnormal transaction if any.
- Check and report all statutory compliances (payments, return filing and follow up) relating to income tax, Central Excise, Service Tax, Goods and Service tax, work contract tax, Company Law, Labour Laws like EPF, ESI, or any other Law or statutes applicable to the Corporation.
- Report the status of Bank Reconciliation and report if there is unusual delay in accounting and delay in preparation of reconciliation statement.
- To verify whether contract payments are properly authorized as per Delegation of Powers/Agreement and to ensure that payment is made after deducting statutory deduction such as T.D.S, work contract tax/GST, applicable local taxes etc and other deductions such as advances, security deposit, penalty etc in accordance with the work order awarded/Agreement.
- To verify lease rent and interest collection.
- To verify advances (Travel and others) (both staff and others), its recovery /settlement and to report long pending advances.
- Scrutiny of payroll, ensure payment of correct salary by verifying attendance, leave, increments, statutory deductions etc. Verify whether Leave, increments, other emoluments are sanctioned by proper Office Orders.
- To verify Government grants/ Plan fund utilization.





- Verify the opening and maintenance of fixed deposits as per rules and procedures laid down by the Corporation.
- Verification of Fixed Asset Register, Physical verification of Assets including Land, Buildings and other assets. Verification of Land records, LAR Compensation.
- Tendering of all development works etc. verify and report deviations / non compliances from Government rules, norms, orders, circulars, instruction viz Store Purchase Rules, CVC Guidelines etc.
- Report any internal control weakness persists in the Organisation. Provide suggestions of improvement of the existing system of internal control.

Terms and Conditions

The detailed terms & conditions of offer for appointment of CA Firms for Internal Audit in our Corporation is as under:-

- a) The appointment shall be for a period of 1 year (ie for the financial year 2023-24).
- b) The Internal Auditor shall do at least (4) four visits (atleast once in each quarter) to the place of audit for audit job.
- c) CA Firms applying for appointment must submit along with application, the Copy of partnership deed, copy of registration certificate issued by the ICAI certifying the constitution of the Firm, their branches & date from which it is continuing as a Partnership Firm (latest).
- d) The periodicity of internal audit assignment will be for ONE YEAR with quarterly review of performance and would be extended based on the 'Satisfactory Performance' of the CA firm.
- e) Mere submission of application does not, in any way, constitute guarantee for allotment of the audit job of any nature from the Corporation.





- f) Incomplete Application' or 'Application without Requisite Enclosures' will not be entertained and shall be summarily rejected.
- g) The Internal Audit Firm will undertake that they will not sub contract/ sub assign the audit assignment.
- h) Only those applications which are received between the date of notice and the last date of receipt of applications, will be considered.
- i) Details about the company, scope of work, terms and conditions and fees are mentioned below
- j) The Company reserves the right to accept or reject any application at any time without assigning any reason.
- k) BRDC will not accept any claim other than professional fee/ charges etc specified in financial bid.
- l) Each page of the tender documents is required to be signed by the Partner of CA Firm. The documents/ Certificates in support along with the tender shall also be signed by the Partner.
- m) If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
- n) Tender shall be submitted in official tender document only. If submitted in any other form, the same shall be summarily rejected.

In addition to the above, the Chartered Accountants firm is advised to certify and ensure as follows: -

- o) The firm is not in any case disqualified under provision of Sec.141 (3) of Companies Act, 2013.
- p) The license of the proprietor / Key Person of the partnership concern have been issued for Full Time practice by The Institute of Chartered Accountants of India.





Fees

The maximum Annual Internal Fee for the audit shall be Rs 1,00,000/- and other expenses will be paid on actual basis. However, Goods and Service tax will be paid at prevailing rate.


The Bio-data should be submitted on the enclosed Format to **"The Managing Director ", Bekal Resorts Development Corporation Ltd, Al Ain Complex, Kottakunnu, Bekal Fort PO, Kasaragod - 671316** on or before 10th March, 2023.

"Expression of Interest for Internal Audit" should be mentioned on the envelope, carrying Bio-data.

Important documents to be enclosed with bid

- Attested copy of Partnership Deed
- Copy of Empanelment Certificate issued by CAG, New Delhi.
- Certificate in proof of experience in internal audit as per eligibility criteria. (Copy of the appointment letters from the auditee organizations)
- Copy of Audited financial statements for last financial year certified by 2 Partners.
- Declaration that the firm is not debarred/ blacklisted by Government/PSU.
- Declaration that the firm is not disqualified U/s 141 (3) of Companies Act, 2013.
- Brief profile of the Audit firm

Kottakunnu
08.02.2023


Managing Director





Annexure 1

BIODATA

General Information

1	Name of the Chartered Accountant Firm	
2	Registered/Main Office Address	
3	Registration No (FRN)	
4	Name of Partners	
5	Contact no. of Partners	
6	No. of branches in Kerala (Attach a list along with address)	

Eligibility Criteria

1	Whether the firm meets all the eligibility criteria (Yes/No)	
2	No. of years of experience	
3	Date and year of registration of Chartered Accountants firm (dd/mm/yy)	





4	Whether firm is empanelled with C&AG (Yes/No)	
5	C&AG empanelled no.	
6	Whether firm has peer review by members of ICAI for any financial year (Yes/No). The year of peer review shall be mentioned.	
7	No. of Partners (as on closing date of tender)	
8	No. of Chartered Accountant Employees (as on closing date of tender)	
9	No. of Article/Audit Clerks (as on closing date of tender)	
10	Whether the Chartered Accountants firm have its registered office in Kerala	
11	Whether the Chartered Accountants firm have an experience of conducting requisite no. of internal audit of eligible clients/organization (Provide list of eligible clients/organization along with their turnover financial year wise and enclose their appointment letters)	
12	Details of Audit and similar assignments undertaken during the last 5 years	
13	Annual turnover of CA firm for last Financial year	

