



**Kerala State Information Technology Mission**  
 Department of Electronics & Information  
 Technology  
 Government of Kerala  
 “Saankethika”, Vrindavan Gardens  
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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.

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**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.

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**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**.

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#### 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.

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#### 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.

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#### 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**.

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## **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.

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## **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.

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## **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.

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## **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

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[www.itmission.kerala.gov.in](http://www.itmission.kerala.gov.in)