



KERALA STATE ELECTRICITY REGULATORY COMMISSION
KPFC BHAVANAM, C.V. RAMAN PILLAI ROAD, VELLAYAMBALAM,
THIRUVANANTHAPURAM, KERALA, PIN 695 010

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No.371/ACCS/2015-16/KSERC

Date 02/11/2021

REQUEST FOR PROPOSAL

Kerala State Electricity Regulatory Commission seeks to invite proposals from Chartered Accountant firms in Thiruvananthapuram, having at least 3 partners possessing FCA qualification and experience of at least five years for being appointed as internal auditors of the Commission for the financial year 2021-22.

Auditor on getting appointment has to undertake the activities shown in the annexure attached.

As per Kerala State Electricity Regulatory Commission Fund Rules 2013, the accounts of the Commission is required to be sent for audit to the Comptroller and Auditor General of India within three months from the close of the financial year. Therefore internal audit of the financial year 2021-22 should be completed before 31st May 2022.

Details about the Commission and previous years' accounts are available in the Annual Reports published in the website.

RFP should contain fee proposal to conduct audit function.

Last date for submitting RFP is 17/11/2021. RFP may be submitted to "The Secretary, Kerala State Electricity Regulatory Commission, KPFC Bhavanam, C.V. Raman Pillai Road, Vellayambalam, Thiruvananthapuram, Kerala, PIN. 695010" Phone: 0471 2735544, Fax: 0471 273 5599, Website: www.erckerala.org, E-mail: kserc@erckerala.org

RFP may be submitted either by post or email.

Interested bidders shall submit their proposals within the deadline stated above and in compliance with all the terms stated herein. Any proposal received after the prescribed deadline will not be considered.

Secretary

Annexure showing activities

1. To verify the vouchers, relevant records and statement of accounts in accordance with the provisions of Kerala State Electricity Regulatory Commission Fund Rules 2013 as amended, Kerala State Electricity Regulatory Commission(Accounting Regulations) 2005, Kerala Financial Code and other relevant rules and manuals notified by State Government.
2. To ensure that all transactions having financial effect are in accordance with accounting rules and standards and the procedures laid down from time to time.
3. To verify all accounting records and ensure that those are maintained accurately and up-to-date.
4. To verify financial statements and bank reconciliation statements and submit statement for each quarter of the financial year.
5. To verify the annual accounts in accordance with applicable rules and standards and submit remarks before placing the same before the Commission.
6. To evaluate the compliance functions in respect of statutory and tax authorities.
7. To file monthly/.quarterly and annual returns in accordance with the provisions of Income Tax Laws
8. To file monthly/.quarterly and annual returns in accordance with the provisions of GST Laws.
9. To conduct and submit internal audit report on quarterly basis
10. To conduct bank and treasury reconciliation of all accounts.
11. To review the internal financial and accounting controls to safeguard fixed assets and all resources and ensure compliance with all statutory provisions.
12. To co-ordinate with Accounts Officer during the course of CAG audit and provide assistance for furnishing reply to audit queries
13. To make recommendations for improving the internal audit and internal control system
14. To conduct annual physical verification of stores
15. To perform tally updating works
16. Any other works relating to finance and accounting as assigned by the Commission from time to time.