



FOREST INDUSTRIES (TRAVANCORE) LIMITED

(A KERALA GOVERNMENT COMPANY)
THAIKKATTUKARA P.O., ALUVA-683 106,
KERALA STATE
CIN: U02001KL1946SGC000373

FIT/INTERNAL AUDIT/2019-20/2708

03.03.2020

**The Chairman,
Institute of Chartered Accountants of India,
ICAI Bhawan, Divan's Road, Kochi-682 016**

Sir,

Sub : **Expression of Interest for Appointment of Chartered Accountant Firms, having experience in Internal Audit in Manufacturing and Civil Construction Accounts, for Internal Audi of Accounts of FIT for the Financial Year 2019-20.**

Forest Industries (Travancore) Limited is a Kerala Government Company established in the year 1946 is engaged in manufacture of wooden furniture and joineries. FIT is a Govt. accredited agency for Civil works also. It is located at Thaikattukara near Aluva by the side of National Highway 47 (Metro Pillar No.101)

FIT invitees "Expression of Interest" from reputed and experienced Chartered Account Firms in the prescribed format for appointment of Internal Auditors for the F.Y 2019-20.

The firm must have atleast five years minimum experience in similar line of activity. The detailed scope of work (SOW) is enclosed herewith as ANNEXURE 1

The Expression of Interest should be submitted in the office of the undersigned by Courier or speed / Registered post only on or before **20/03/2020** in the prescribed format. EOI received after the prescribed date will not be entertained.

FIT reserve the right to reject any or all the offers without assigning any reasons thereof.

Thanking you

Yours Faithfully
For Forest Industries (Travancore) Limited

Managing Director



FOREST INDUSTRIES (TRAVANCORE) LTD

Scope and Extent of coverage of internal audit for the F.Y 2019-20

The internal auditor should work as a friend and guide to develop and motivate the staff of FIT as he/she is an important tool in the hands of the management in strengthening internal controls. The auditor may seek required information and explanations from the concerned officials / executives for accomplishment of his / her task. The auditor shall lay emphasis on compliance of all rules, regulations, policies, procedures, accounting standards, manuals, statutory obligations etc. The internal audit would, interalia, cover the following operational activities of FIT

1. Audit of transactions which involves examination of supporting documents, concurrence and approval from the competent authority.
2. Verify the issue of Purchase Order during the year 2019-20
3. Analysis of purchase orders executed during the year under audit with specific reference to receipt of goods & consumption / Sale of materials and cost overrun, if any.
4. Verify the Tendering procedures followed in the company and report the deficiencies, if any.
5. Verify whether the tax invoices are obtained by the company for payments towards procurement of materials.
6. Verify Stock inventory of Raw materials, Work in process and Finished Goods
7. Verify the bills paid by the company are duly certified, by the Competent Authority.
8. Verification of Cash, Bank and Journal transactions.
9. Verification of Bank Reconciliations and ensure that all the provisions have been made.
10. Scrutinization of ledger accounts and advances given to creditors and staffs.
11. Verify that all expenditures related to the Company have been accounted for. Similar checks to be done in respect of TA/ DA Claims for reimbursement.
12. Verification of compliances for various statutory dues such as TDS, GST, EPF, ESI etc.
13. Verification of tax returns filed with various Govt. Authorities within the prescribed time limit.
14. Verify the Contract Receipts based on revenue recognition and RA Bill
15. To review compliance with laid down policies and procedures in respect of calling of tenders, related approvals, budgetary provisions made and letters of award issued for Work Contracts.

16. 20. To verify whether the advance for works such as initial advance, interim advance, mobilization advances etc. are paid as per the terms of contract / provisions of LOA and is being adjusted from the running bills properly and regularly. Also to check whether the escalation bills are being paid as per the terms and formulae given in the LOA.
17. Whether provisions of penalty / damages / compensation / LD clauses are being invoked as per the LOA. invoked as per the LOA.
18. To verify the validity BGs obtained from parties to whom the work is awarded. To verify whether BGs are kept in safe custody of competent authority and related records are properly maintained.
19. To check whether the tender documents / contract documents are vetted by the Competent Officers.
20. Verify and analysis Debtors and Creditors on the basis of collection.
21. Verify acquisition of fixed assets/ Capital Assets.
22. Verify attendance details of Officers and Non officers, Gate Pass Entry, Salary increment etc.
23. Verify Vehicle Log book with vehicle request and TA Claims
24. ROC Compliance of the Company
25. Take financials after correcting all entries and it should be ready for Statutory Audit
26. Any other matters the Auditors may think necessary to verify from audit point of view.
27. Quarterly Audit Report should be submitted by the Internal Auditors directly to the Managing Director indicated in the appointment letter.
28. Audit Fees for the above assignment will be decided based on various quotations.

APPLICATION FORM

Expression of Interest for Appointment of Chartered Accountant

Accountant Firms, having experience in internal audit in Manufacturing and construction sector, for internal Audit of Accounts of FIT from Financial Year 2019-20.

Status of Firm: Partnership / Company/ Sole Proprietorship

1. (a) Name of the firm/organization (in Capital Letters) _____

(b) Address of Office _____

(Please also give telephone No and E-mail address): _____

(c) PAN of the firm/organization _____

(d) TAN of the Firm _____

2. Institute registration No. _____

3. (a) Date of constitution of the firm/organization

4. Full-Time Partners of the firms as on 01.04.2019

5. Numbers of part Time Partners/others if any, as on 01.04.2019 _____

6. Number of full Time C.A. Employee as on 01.04.2019 _____

7. Number of audit staff employed full-time with the firm:

(a) Articles / Audit Clerks _____

(b) Other Audit Staffs

(c) Other professional Staff (Please specify) _____

8. Copy of Profile of the firm.

9. Fee prescribed for Audit (Rs.) 25,000/-