



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016
Ph: 0471 2598122; Fax: 2598522 www.ktu.edu.in Email: registrar@ktu.edu.in

KTU/A/232/2015

13.02.2026

INVITATION FOR EXPRESSIONS OF INTEREST (EOI)

(Appointment of Internal Auditors)

DUE DATE: 20.02.2026, 15.00hours (3:00 pm).

Dear Sir/Madam:

APJ Abdul Kalam Technological University (APJAKTU) invites Expressions of Interest (EoI) in the attached format from experienced Chartered Accountant Firms, empanelled by C & AG Department to undertake audit works of PSUs, for appointment as Auditors for the University. The EoI is invited for the selection of internal auditors for the audit of the financial statements prepared for the current financial year (2025-26) which would be extended for two more financial years (2026-27 and 2027-28) at the same rate as quoted for 2025-26. The University reserves the right to sanction extended periods of contract for the audit works and the award of audit works for further years would be based on the review of their finished work by the statutory bodies of the University.

- The objective of inviting EoI is to appoint the Internal Auditors as per Chapter VI Section 52 of the Act of the University through an open selection process to ensure a transparent process and to provide equal opportunity. Interested firms may please complete the enclosed Covering Note, EoI-Capability Statement - **Annexure-1**, Financial bid -**Annexure-2**. The scope of the Internal Audit will be as per **Annexure-3**. Audit Fees and applicable TA/DA need to be as per Annexure 2.
- **Annexure-1** and **Annexure-2** should be sent to the following address:

The Registrar,
APJ Abdul Kalam Technological University
CET Campus, Thiruvananthapuram
Kerala- 695016

- **The financial quote should be submitted in a separate envelope.**
- The University reserves the right to reject any/all proposals received in response to this invitation in any manner deemed to be in the best interest of the University.
- The proposal submitted will be regarded as an expression of interest by the proposer and not an acceptance by the proposer of any offer by the University. No contractual relationship would exist except under a written letter of award signed by the Registrar, APJAKTU, Thiruvananthapuram, and the proposer.
- The University reserves the right to modify or exclude any consideration, information, or requirement contained in this invitation and to add new



considerations, information, or requirements at any stage including negotiations with proposers, at any time before any letter is awarded for the audit services outlined in this invitation.

ELIGIBILITY, REQUIREMENTS AND ASSESSMENT CRITERIA:

- The minimum eligibility requirements are –
 - The firms participating in the bidding process shall be empaneled by C and AG Department to undertake audit works of Public sector Units.
 - Professional Standing of the Chartered Accounting firm: Minimum 10 years (as of 31st March 2025)
 - Minimum number of Partners: 03 (All partners shall be FCAs and of which at least one Partner must have a standing of more than 10 years. In case, the firm has more than 3 Partners at least 3 partners should be FCA)
 - Gross Fees of the firm for the last three financial years with self-attested copies of financial statements and income tax returns of the firm for these periods.
- The EOI should be sent along with a Capability Statement including a profile of the organization's relevant technical and geographical coverage along with the financial turnover for the last three (3) financial years. A format for the capability statement is attached. Any EOI with inadequate information, those that do not meet the above criteria, or those received after the closing date will not be short-listed. EOI should be as concise and focused as possible to give evidence of the above requirements including the capability statement and organisation profiles.
- In the interests of equity of treatment, EOI will be processed strictly as per the prescribed formats enclosed. Non-adherence to the formats shall lead to the rejection of such EOIs. Further correspondence in this regard will not be entertained.
- EOI as per Annexure-1 along with the financial bid Annexure -2 should reach us on or before 20.02.2026 in a sealed cover duly super-scribed with our "**EOI for Appointment of Internal Auditors**" and "**DUE DATE**". EOI will be opened on the next working day after the due date at 15.00 Hrs. (IST). Responses received after the deadline shall not be accepted and no further correspondence on such responses shall be entertained. APJAKTU will not be responsible for any loss or delay in the receipt of EOI.
- It is expected that the audit will be undertaken following the Audit Standards issued by the ICAI to the extent they apply to the given scope.
- Respondents, if desired, may participate in the EoI opening after producing authorization/identity proof.
- EoI submitted should be free from correction, overwriting, erasures, etc., and each page should be suitably numbered.
- The authorized Signatory should sign the EoI submitted indicating the name and designation with the official seal. Unsigned EoI would be summarily rejected.
- Audit has to be conducted in a time-bound manner. One senior qualified staff along with support staff has to be compulsory at the Premises of the University to conduct the Audit. The Books, Vouchers, and any other documents will not be carried outside the premises of the University.



- Canvassing in any form, at any stage during the process, will result in the rejection of the EoI. We appreciate your cooperation and adherence to this policy.

**Registrar,
APJ Abdul Kalam Technological University**



Annexure-1**Format for Submission of Expression of Interest for short-listing Chartered Accountant Firms for the Statutory Audit of APJAKTU, Thiruvananthapuram**

| | |
|---|--|
| Name of the Firm (with the Firm's registration number) | |
| Number of Partners (Enclose full particulars of partners as separate sheet if required) | |
| Number of Qualified Employees (In words alone) | |
| Date of Formation (As per the constitution certificate issued by the Institute of Chartered Accountants of India. Attach supplement proof) | |
| Full Postal Address of Offices /Branch Offices. (This may be given on a separate sheet of paper attached) | |
| Name of contact person along with e-mail address and contact phone numbers | |
| Permanent Account Number (PAN) with a copy of PAN card | |
| Particulars of experience of Statutory Audit in the government sector <u>excluding bank audits</u> and particularly in universities/education/ government grants-assisted sectors (C and AG empanel details to undertake the audit works of PSUs to be provided) | |
| Gross Fees of the firm for the last three financial years with self-attested copies of financial statements and income tax returns of the firm for these periods | |
| Whether there are any court/ arbitration/any other legal cases against the firm? (If yes, give a brief note of the case indicating its present status) | |

Profile of the firm is *attached/not attached

* Strike off what is inapplicable

| | |
|-------------------------|--------------------|
| Seal of the Firm | Signature |
| | Name |
| | Designation |



Undertaking

We, _____ (name of firm), Chartered Accountants do hereby verify and declare –

- a. that the particulars given above are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
- b. that firm or partners has not been debarred or cautioned by ICAI during the last five years, if yes give details;
- c. that individual partners are not engaged in practice otherwise or in any other activity that would be deemed to be in practice under section 2(2) of the Chartered Accountants Act, 1949.
- d. the constitution of the firm as of 31st March 2025 shown in the Expression of Interest is the same as that in the constitution certificate issued by the ICAI.

| | |
|-------------------------|---|
| Seal of the Firm | Signature Name Designation |
|-------------------------|---|



Annexure 2**Financial Bid**

(On Firm's Letterhead)

(To be kept in a separate Envelope sealed properly while sending the proposal)

To

The Registrar,
APJ Abdul Kalam Technological University
CET Campus, Thiruvananthapuram-695016

Subject: Appointment of Chartered Accountant Firm for conducting Internal Audit as per Chapter VI Section 52 of APJ Abdul Kalam Technological University Act.

| | | |
|---|--|-----------------|
| Particular | <p>Price bid (all inclusive) shall be quoted in Indian Rupees for the entire scope of work covered under the Terms of the EoI on a Firm price basis which would be (With no. escalation provision for whatever reason) valid till the complete execution of the assignment for the Financial year .</p> <p>The rate quoted by the firm for the year 2025-26 would apply for three financial years, if extended for two more financial years. 2026-27 and 2027-28</p> | |
| | In figure | In words |
| Internal Audit Fee: 1. All-inclusive lump sum fee (including TA/DA, and other out- of- pocket expenses/ contingencies, etc. 2. Taxes, if any 3. Total | | |

Please Note:

- i. The above-quoted Lump sum fee shall be inclusive of all expenses/and taxes.
- ii. The firm shall raise its Invoice as per the payment terms enumerated in the EoI.

I have read and understood all terms and conditions and implications thereon of the document



Annexure-3

Scope of Work:

Audit to cover the areas ensuring that,

- Audit work should be completed within thirty days from the date of the agreement, which is to be executed after the selection of the audit firm.
- The audit needs to be undertaken on a quarterly basis and a term report for Q1, Q2, and Q3 shall be provided before the 20th of every proceeding month.
- Transactions are recorded as per the principles of Generally Accepted Accounting Principles and are booked to proper accounting heads
- Utilization of Govt. grants and to ensure that expenditure out of Grants is being made in accordance with guidelines
- Purchases and services have been procured in accordance with the relevant procurement guidelines issued by the University
- Transactions are duly supported by proper supporting documents.
- Checking the maintenance of books of accounts and records.
- Checking the bank reconciliation statements.
- Checking of component-wise, category-wise, and account-head-wise expenditures.
- Verification of fixed deposit register and checking of interest received.
- To give an executive summary incorporating all points/matters; which are of very importance in nature.
- To examine the purchase orders placed by the University with outside parties for the purchase of assets.
- To see that every voucher for payment for Capital Expenditure is properly generated, checked, crosschecked, approved, and duly recommended for payment by competent officials of the University.
- To check the invoices and receipts obtained from the suppliers to ensure that the payment is being properly made.
- To examine the documents about the acquisition and ownership of fixed assets.
- Physical examination of Capital assets purchased/created along with related documentation.
- To ensure that internal control procedure as and if laid down by the University has been followed.
- To review and help the management in implementing proper accounting procedures, internal control, and computerized systems. Review of Accounts and System Improvement
- To suggest measures for cost control and to increase the revenue of APJAKTU.
- After the finalization of the Audit, the Statutory Auditors shall submit a signed copy of the financials and Audit Report to the APJAKTU, before April 30 of every FY.
- The audit fee will be paid accordingly. 20% of the total fee on a quarterly basis after the submission of Q1, Q2, and Q3 reports. The balance fee will be paid in the proceeding Financial Year.



* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

