

## **KERALA MEDICAL SERVICES CORPORATION LTD.(KMSCL)**

*(A Govt. Of Kerala Undertaking)*

**Thycaud P.O., Thiruvananthapuram-14**

0471-2945646, 0471-2945600

www.kmscl.kerala.gov.in, email : admin.kmscl@kerala.gov.in

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Kerala Medical Services Corporation (KMSCL) is a fully Government owned Company for providing services to the various health care institutions under the department of Health and Family Welfare as per Section 617 of Companies Act; 1956. The company was incorporated on 28<sup>th</sup> December 2007. One of the key objectives of the KMSCL is to act as the central procurement agency for all essential drugs and equipments for all public healthcare institutions under the Department of Health and Family Welfare , Government of Kerala. Every year the company is procuring drugs worth more than Rs 600 crores & above 400 different types of medical equipments worth more than 350 crores and also provides services needed for health sector. The Corporation has also been entrusted with the setting up and running of all kinds of modern Medical and Paramedical or medical based ancillary facilities such as hospitals, pathological labs, diagnostic centres, x-ray/scanning facilities. The Government of Kerala formulated KMSCL to provide best in class healthcare infrastructure services to more than 1300 healthcare institutions under the Department of Health & Family Welfare, Government of Kerala. The Corporation started Karunya Community Pharmacies as a commercial division, with objective to provide the branded medicines at affordable price. Now Corporation have 74 karunya outlets and an average annual turnover of 250 crores.

The Corporation is on the search for a Chartered Accountant firm for performing Internal Audit of the Corporation. Eligibility criteria, scope of work, period of audit etc. enclosed herewith. Interested firms are requested to submit online tenders through Kerala Government E-tender portal.(etenders.kerala.gov.in).

Tender documents to be downloaded from the etender portal ((etenders.kerala.gov.in). Each Bidder shall submit their Bids on the e-tender portal www.etenders.kerala.gov.in. No other mode of submission is permitted as per the guidelines specified in this Tender Document and the instructions available on the e-tender portal. The authorized signatories of the prospective Bidders are required to register on the portal. The authorized signatories of the Bidders must

have an ID and Digital Signature Certificate (DSC) from designated firms listed on the e-procurement portal and register with the website using the allotted ID and DSC. (instructions are provided in the e-tender website).

The selected firm shall be required to provide audit services that are time-bound, efficient, and of high quality. The audit must be conducted within the stipulated time frame without compromising on accuracy, compliance, or professional standards. The firm should ensure optimal use of resources, adhere strictly to applicable auditing standards, and deliver comprehensive reports with actionable insights. Any delay or deviation from the agreed schedule or scope may lead to penalties or termination of the contract, as per the terms and conditions outlined in the tender document.

Tender No.	KMSCL/Admn/10702/2025 dated 07-11-2025
Name of the assignment	Engaging Chartered Accountant Firm for Internal Audit
Website & email address	www.kmscl.kerala.gov.in, admin.kmscl@kerala.gov.in
<b>Tender Publishing Date</b>	<b>13-11-2025, 11.00 PM</b>
Last Date of Submission of tender	20-11-2025, 6.00 PM
Bid opening date	22-11-2025, 11.00 AM
Kerala Medical Services Corporation Ltd 's Contact Information	KERALA MEDICAL SERVICES CORPORATION LTD.(KMSCL), (A Govt. Of Kerala Undertaking) Thycaud P.O., Thiruvananthapuram-14 0471-2945646, 0471-2945600
<b>Probable Bid Amount (PAC)</b>	<b>Rs. 1,50,000/-</b>
EMD	Rs. 7500/-
Security Deposit	Rs. 5% of total awarded value

### Eligibility Criteria

- The firm should be a Chartered Accountant Firm registered with ICAI. The firm or at least one of its partners should have a minimum of 10 years of post-qualification experience in practice as of the date of this notice."**
- The Average Annual Turnover of the firm from audit for the past three consecutive years as per audited annual accounts should not less than Rs.25 lakh;
- The firm of auditors should be Internal Auditors/Statutory Auditors for at least five entities in the previous three years.

## Scope of Work & Period of Audit

The key objectives of the internal audit should be to ensure the following at KMSCL

1. Ledger Scrutiny, closing of Books of Accounts with necessary closing/accounting entries in adherence of Income Tax Act, Companies Act, GST Act etc.
2. Preparation of Financial Statements as per Companies Act.
3. **Audit should be completed by 31-03-2026, and to be submitted before the Statutory Auditor for the speedy completion of the Statutory Audit from 2020-21, 2021-22, 2022-23, 2023-24, 2024-25.**
4. Suggestions for improvement in accounting, following rules, dealing with taxation matters, awareness about accounting standards, laws prevailing and amendments introduced by Government from time to time etc.
5. The rate (excluding taxes) should be quoted for doing audit for entire period.
6. Any delay in completion of the assigned work beyond the stipulated timeline shall attract a penalty, which may be levied at a rate specified by the department or as decided by the competent authority, depending on the extent of delay and the reasons thereof.

## Others

- i) In addition to the above, system anomalies and / or serious observation which requires the attention of the management for corrections have to be reported immediately.
- ii) The above scope of the work is not exhaustive, which may change according to the requirement of the management.
- iii) Rates quoted should be exclusive of all taxes. The Price Bid (BOQ) in the prescribed proforma shall be submitted online only. Submission of price bid (BOQ) in any other form will lead to rejection of bids.
- iv) After awarding of the contract, the successful bidder (L-1) fails to provide required service is liable to be cancelled along with forfeiture of Performance Security Deposit.
- v) The successful tender shall execute an agreement in the prescribed format on Rs. 200/- Kerala Stamp Paper and a performance security after notification of award, within 7 days from the date of the work order.
- vi) EMD of unsuccessful tenderers will be discharged/ returned as promptly through bank transfer. The successful tenderer's EMD will be discharged upon the tenderers signing the contract and furnishing the performance security. No interest will be paid for the EMD submitted. The EMD will be forfeited, if a tenderer; (a) misrepresents facts or submit fabricated / forged / tempered / altered / manipulated documents during verification of tender process. (b) withdraws its bid after the opening of technical bid (c) a successful tenderer, fails to sign the contract after issuance of Work order.

## Tender system / Selection Procedure

In the e-tendering process, a Two-Bid System is adopted wherein bidders are required to submit their offers in two separate parts. (i) Technical Bid (ii) Financial Bid.

The Technical Bid should contain all relevant documents pertaining to the bidder's eligibility, experience, etc., excluding any price information. Only the Financial Bids of technically qualified bidders will be opened and considered for final evaluation.

## **FORMAT OF APPLICATION FORM**

Name and address of the firm.  
Please also provide total number  
of partners and names of partners who will be  
engaged in this assignment

Registration No. of the firm

Date of Registration of the firm

Address for correspondence including contact No./  
Mobile No. and E-mail ID

PAN

GSTIN

Details of experience in Public Sector

Details of experience in other assignments

Details of Bank Account

I/We confirm that I/We have not taken any deviation from the specified terms and conditions, of the EOI documents. A copy of complete EOI document duly signed and sealed on all pages as a token of acceptance of all terms and conditions is attached.

I.....do here by declare that the information / details etc.  
submitted in / along with the Expression of Interest application are true and correct to the best of  
my knowledge and belief.

Our firm is not debarred/ disqualified /black listed by any regulatory/statutory body or  
Government entity or any international / national agency for corrupt or fraudulent practices.

Authorized signature with  
Name & Seal

**Format for Technical Bid**  
(Company/Firm letter head)

[Date]

To,

Managing Director  
Kerala Medical Services Corporation Ltd.,  
Near W& C Hospital, Thycaud, Thiruvananthapuram 695 014

Sir,

Ref: Tender for engaging Chartered Accountant For Internal Audit -reg.

We confirm that the information contained in the response or any part thereof, including its exhibits and other documents to be delivered to Kerala Medical Services Corporation Ltd, Thycaud, Thiruvananthapuram 695 014 is true, verifiable and complete.

Name of Firm :

Date of Establishment :

Address :

Phone No. & Mobile No. :