

EOI FORMS

Form I

On Auditing Firm's Letter Head
Technical Proposal

To,
 The Registrar,
 The Kerala Forest Research Institute
 Peechi P O, Thrissur
 Kerala 680 653

Sub: Appointment of Audit Firms for conducting internal audit for the Financial Year 2026-27- reg.

Sir,

With reference to your Notice No:dated
 for appointment of Audit Firms for conducting internal audit of The Kerala Forest Research Institute for the Financial Year 2026-27, I/we wish to apply for the appointment as internal auditor of KFRI and the particulars are as follows:

Sl. No.	Particulars	Point per criteria	Points Per Criteria (Maximum)	Response by bidder	Supporting documents required
1	No. of years of experience	Minimum 10 years- 4 points per year (1 point each for every 10 years above the minimum 5 years)	25		Copy of Certificate of Practice from the Institute.

2	No. of qualified ISA/DISA/CISA/CIA/ Partner or Employee	Minimum 1 person- 5 points for each person	10		Copy of Certificate in the name of the Partner/employee.
3# #	No. of Qualified staff CA/CMA) (Post Qualification experience of at least 1year)	Minimum 3 persons- 5 points per qualified Staff (preferably with Law Degree)	25		Copy of Certificate of Practice from the Institute.
4	Experience of Internal Audit / Statutory Audit assignment in Central Government / State Government / PSU in last three year: No. of assignments	Minimum 3 Nos. 5 points per every 3 assignments	20		Work Order and copies of completion certificate of respective PSU's/proof of final payment received.
5	Experience of Internal Audit / Statutory Audit in Educational Institutions / Colleges / Universities in last three years. : No of assignments	Minimum 3 Nos. 5 points per every 3 assignments	20		Work Order and copy of completion certificate /proof of final payment received.
	Maximum marks		100 #		
	Minimum marks required for qualification		50 #		

#Professional firms which obtain at least 50% marks based on the technical parameters would be considered for opening financial bids for selection of bidder based on the lowest commensurate fees quoted by the professional firm.

CA / CMA firms are eligible for award of work of Internal Audit for KFRI.

1. Further, I/we hereby certify that:

I/we have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me/us and I /we have not taken any deviation to any clause.

2. I/we further confirm that any deviation to any clause of Tender found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to KFRI.

3. Further, it is to confirm that our offer shall remain valid for acceptance for a period of 90 days from date of opening of bids.

Signature.....

Full name.....

Designation/Firm Name.....

Address with Phone.....

FAX & Mobile No:

E-Mail :.....

Seal

Note:

- a. In absence of above declaration/certification, the response is liable to be rejected and shall not be taken into account for evaluation.
- b. Bidders are requested to tick the respective checklist of documents being submitted.
- c. Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.

ANNEXURE "A"

On Auditing Firm's Letter Head

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 The Registrar,
 The Kerala Forest Research Institute
 Peechi P O, Thrissur
 Kerala 680653

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**Table for Quoting Fee for the Assignment in terms of the Tender.
 (To be kept in a separate Envelope sealed properly while sending the proposal)**

Sl. No.	Particulars	Fee in INR ()	
		Price bid shall be quoted	
1.	All-inclusive Lump sum fee (including travel and other out of pocket expenses, etc.) for the entire scope of work covered under the Terms of Reference on a Firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment.	<u>In</u> Figure	<u>In</u> words

Please Note: GST, if any, will be paid extra at the applicable rates and is not to be quoted above. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Date:

Place:

Signature.....

Full name.....

Designation/ Firm Name.....

Address.....

Phone.....FAX.....

...

Mobile No.....

E-Mail.....

Seal