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**EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS
AS INTERNAL AUDITOR FOR THE FINANCIAL YEARS 2026-2027**

1. Introduction

Sports Kerala Foundation (SKF), a Section 8 Company under the Directorate of Sports & Youth Affairs, Government of Kerala, invites Expression of Interest (EOI) from reputed and experienced Chartered Accountant (CA) or Cost Accountant (CMA) firms for engagement as Internal Auditors for the financial year 2026-27. Sports Kerala Foundation is responsible for the establishment, maintenance, and operation of sports infrastructure across the state.

This EOI is aimed at shortlisting qualified firms for conducting internal audit and tax compliance services for the company, in accordance with applicable laws and organizational policies.

2. Important Information regarding Expression of Interest (EOI):

1. Publish Date on Website	01.06.2026
2. Last Date of Submission of EOI	08.06.2026
3. Date of opening of EOI	09.06.2026
4. Address for submission of EOI	Managing Director & CEO Sports Kerala Foundation, Directorate of Sports & Youth Affairs, Vellayambalam, Thiruvananthapuram
5. Fees for EOI	NIL
6. Contact detail for any clarification	Sports Kerala Foundation Ph- 9567152377 Email- financemgrskf@gmail.com
7. Website	dsya.kerala.gov.in

3. Minimum Eligibility Criteria

Interested firms must meet the following eligibility conditions:

1. The firm must be registered with the Institute of Chartered Accountants of India (ICAI).
2. The firm should have experience in Internal Audit assignments, including at least one assignment in a Government/PSU/Autonomous Body.
3. The firm should have undertaken internal audit/Accounting and Bookkeeping Services of entities having a turnover of not less than ₹20 Crores.
4. The firm should have a minimum of 2 years of post-registration experience in the field of audit and taxation.
5. The firm must have expertise in GST, Income Tax, and TDS compliance.
6. The firm should have adequate qualified staff to carry out audit assignments effectively.

7. The firm should not be blacklisted by any Government, PSU, or Autonomous Body.

4. Scope of Work

The auditor shall review the existence and effectiveness of control system(s) and report on the adequacy of those controls, as well as, deficiencies, if any. The primary focus shall be on proprietary aspect in addition to authorization, internal control, reconciliation, recording, safeguarding and valuation aspects. The key objectives of the internal audit shall be to ensure the following at Sports Kerala Foundation:

1. Audit of books of accounts and propriety Audit of the Company.
2. Verification of payment vouchers and journal vouchers.
3. Prepare Financial Statements of company for the purpose of Statutory Audit.
4. Audit of tax accounts concurrently. Monthly verification and reconciliation of statutory payments like Income tax (TDS), GST, TDS on GST, KCWWF, EPF, ESI etc.
5. Return filing of tax accounts concurrently like TDS, GST (Monthly and Annually)
6. Annual Return Filing of Income TAX including CSR.
7. Verification and uploading of all taxes collected on behalf of State & Central Governments mainly TDS/GST and filing of periodic returns.
8. Periodic return filing with Registrar of Companies/ Ministry of Corporate Affairs, whenever necessary.
9. Sports Kerala Foundation on all financial & tax related matters mainly on Agreements, GST and Income Tax whenever required.
10. Evaluation of Internal Financial Control Mechanism and to advice and support Company to establish a strong and effective financial and Audit standards/Protocols.
11. To verify reliability and integrity of financial and operational information.
12. To check whether the transactions are complied with laws, regulations, and contract agreements.
13. Physical verification of fixed assets and review of method of charging depreciation/amortisation.
14. Verification of MOU/Agreements /Bank guarantees etc. and its payment/receipts.
15. Review of system of tender receipts and connected process.
16. Utilization certificate verification and issue
17. The Internal Auditor shall prepare the Financial Statement of the Company including following statements:
 - a. Balance Sheet
 - b. Profit and Loss account/Income and Expenditure account.
 - c. Cash flow Statements and other notes.
 - d. DCB (Demand Collection Balance)
 - e. Reconciliation Statements (with Bank accounts and Treasury Accounts)
 - f. Reconciliation of Receivables / Payable accounts
 - g. Preparation of Form 16 and allied statements relating to Income-Tax

- h. Project the quarterly, half yearly and annual requirement of the Company including the same in the Annual Plan proposal.
- i. Prepare progress reports for submission to higher authorities on monthly basis.
- j. Any other financial reports/statements required by Sports Kerala Foundation from time to time.
- k. Assist to prepare and submit records and documents required by Accountant General from time to time and assist the AG audit team during the audit.
- l. AG Audit reply preparation

18. The Internal Auditor's assistance in preparing and finalizing 12A, 80G, and GST Exemption Certificates ,FCRA will be considered as additional work, warranting additional payment.

5. Time Period for Engagement:

The appointment will be for a period of one (1) financial year, i.e., from 1st April 2026 to 31st March 2027, which may be extended annually up to two more years, subject to satisfactory performance and approval by the competent authority.

6.. Penalties:

The Firm shall bear full responsibility and accountability for delays, which can be directly attributable to the sole actions and scope of work of the Firm, in the contract timelines.

The timelines as provided by the Sports Kerala Foundation is to be strictly followed for each and every activity. In case, the Firm fails to adhere to the timeline as approved by Sports Kerala Foundation for any particular activity/assignment as per the scope of the work, penalty of 25% of the total value of the assignment / activity will be imposed on the firm beside the statutory legal provision.

7. Payment Terms

- a. No payment shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of work.
- b. The Internal Auditors shall be entitled, by way of remuneration for his services as Internal Auditors, to a fee, inclusive of GST, payable quarterly in arrears (without interest) on submission of audit report as per the terms of the Work Order.
- c. No TA or DA or food expenses or out of pocket expenses will be paid for the assignment
- d. Payment will be processed subject to the receipt of Audit Reports (in Hard and Soft Copies) in as per the conditions of this engagement, along with an invoice
- e. The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding Para

8. Arbitration:

All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the Arbitrator to be appointed by the Vice Chairman, Sports Kerala Foundation. The award of the sole Arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such Arbitration proceedings shall be at Thiruvananthapuram.

- a. The place of the arbitration shall be at Thiruvananthapuram.
- b. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act, 1996 as amended from time to time.
- c. The proceedings of arbitration shall be in English language.
- d. The parties are not entitled to approach any court of law without resorting to arbitration approach.
- e. The decision / award of the arbitrator shall be final and binding on parties to the arbitration proceedings.

9. Documents to be Submitted

Interested firms must submit their EOI along with the following:

- Firm profile with registration details (ICA)
- Experience summary: internal audit and tax assignments
- Client list (especially PSUs or government bodies)
- PAN, GST registration certificates
- Details of partners and qualified staff
- Declaration of non-blacklisting
- Any other credentials or certifications relevant to the scope

10. Other Terms & Conditions:

1. Firm should have an office at Thiruvananthapuram.
2. The Firm or any of its partners not having any pecuniary or other interest in the Sports Kerala Foundation.
3. The assignment, for which the firm is appointed, shall be completed by the firm only and shall not be allowed to sublet/ outsource the audit assignment.
4. The firm will have to handle the assigned work by maintaining strict confidentiality of the information and/ or any other process with any third party etc. which may come into the knowledge of the auditor or its employees/associates during the Course of audit.
5. All applications received after the due date and closing time of submission of applications shall be ignored.
6. Any amendment / corrigendum / clarification to the EOI will be posted on the website of the Sports Kerala Foundation, i.e. dsya.kerala.gov.in
7. The Sports Kerala Foundation shall not be liable for non-receipt/late receipt of any of the applications.
8. The Sports Kerala Foundation reserves the right to reject any of the applications or cancel the

EOI without assigning any reason whatsoever at any time and may seek any other details or additional information from any of the firms/members at its own discretion. Non submission of details sought for will render the firm ineligible for the assignment. In this regard, the decision of Sports Kerala Foundation shall be final and binding on all the applicants.

9. Evaluation will be done on the basis of information/data / documentary information provided by the firm.

10. Firm must provide self-attested photo copy of PAN and GST Registration certificates (if register).

11. Application Procedure:

Eligible and interested firms are requested to submit their applications in sealed envelope super scribing "APPLICATION FOR EMPANELMENT AS INTERNAL AUDITOR FOR THE SPORTS KERALA FOUNDATION" to the Managing Director & CEO, Sports Kerala Foundation and be sent at the Office address given below either by registered post/speed post/courier or through e-mail as mentioned below & should reach on or before 3.00 PM on 08.06.2026 as per given format (Annexure-I) accompanied by all necessary documents duly signed by the authorized partner of the firm.

Address:

Managing Director & CEO

Sports Kerala Foundation,

Directorate of Sports & Youth Affairs,

Vellayambalam,

Thiruvananthapuram -695033

Email- sportskeralafoundation@gmail.com

A valid communication address along with contact number and e-mail address should be mentioned on the top of the envelope to enable the Institute to contact the participant at the time of opening the EOI, if required.



Dr. M. C. Rejil IAS
Managing Director & CEO

Annexure-I
Format of the Application

1. Name of the Audit Firm: _____
2. Registered Address of the Firm: _____
3. Correspondence Address of the Firm: _____
4. Email ID: _____
5. Telephone Number: _____
6. PAN Number: _____
7. GST Number (if any): _____

Sl. No.	Particulars	Details	Documents Required
1	Experience of the firm (in years)		Registration Certificate of the firm
2	Annual Receipt of the Previous Year		Audited Annual Accounts of the Previous Year
3	Number of entities in which the firm is the Internal Auditor in the previous three years		Appointment letter and consent letter
4	Types of Audit conducted in other organizations including Sports related organizations if any (Details to be attached)		Attached supporting documents
5	Individual or partner of the firm should not be an Office-bearer of the Sports Kerala Foundation.		Undertaking
6	Number of full time FCA Partners		Attached supporting documents
7	Number of full time ACA Partners		Attached supporting documents
8	Number of semi qualified staff in the Firm		Attached supporting documents
	Address of the Branch offices. if any		Attached supporting

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along with contact number

documents