

Notification No-CDIT/ACCOUNTS/SA/01/20-21/T225 Dated 08.01.2021

NOTIFICATION FOR THE ENGAGEMENT OF STATUTORY AUDITORS

Centre for Development of Imaging Technology (C-DIT) is an autonomous body with its Head office at Thiruvallam. There are 16 major divisions, four offices at Thiruvananthapuram and Regional Centres at Kannur, Ernakulam and Kayamkulam. Project funds received from the government departments and institutions and the Plan fund received from the Govt of Kerala are the main funds inflow.

Applications are invited from registered Chartered Accountants/ CA Firms satisfying the following conditions to conduct the Statutory Audit of CDIT for the financial year 2018-19.

ELIGIBILITY CRITERIA

1. The Firm along with partners/proprietor must be Registered with ICAI.
2. The applicant firm shall be Independent of the entity being audited.
 - a. The audit firm/Chartered Accountant shall not be the incumbent Internal Auditor.
 - b. No partner of the audit firm or any qualified employee of the firm shall be related to any member of the Governing Body/Executive Committee/Directors/Registrar or any of the senior management of the C-DIT. Related would mean husband, wife, brother, or sister or any lineal ascendant or descendant.
 - c. Neither the firm nor its partners or associates shall have any interest in the business of the C-DIT.
 - d. From the time of appointment and for one year thereafter (to be counted from the date of issue of final audit report) the firm ceases to be the Auditor, and no other assignment of any kind to C-DIT (including consultancy) will be accepted, either by the firm/proprietor or by its partners or relatives of partners of the firm or by its associates, other than that for engagement as auditor for a subsequent period.
 - e. The audit shall not be done by a person who was either an employee in C-DIT or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least for a period of one year.
3. The audit firm is not one against which disciplinary orders have been issued by the ICAI. Also, any Partner/Proprietor of the audit firm is not associated with the audit in any manner if he/she,

- a. has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949; or
- b. is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board.

Conditions for the engagement of Statutory Auditors

1. Applicant (CA/Firms) should have 5 years experience in Audit of government owned institutions / autonomous bodies.
2. The engagement will be initially for a period of one year i.e., for auditing the accounts of the financial year 2018-19. However, after considering satisfactory performance, the appointment may be extended mutually for another term.
3. Application form can be downloaded from our website www.cdit.org/tenders.
4. Applicant should attach proof of registration, relevant experience and qualification.
5. The audit fee offered/ quoted shall include all the expenses excluding taxes. Break up of all the components shall be furnished. Any costs/expenses will not be considered extra unless approved by CDIT in writing.
6. Applications shall be furnished in the prescribed format in sealed envelope addressed to 'The Registrar, C-DIT ,Chithranjali Hills, Thiruvallam,Thiruvananthapuram - 695027.
7. The envelop should bear the superscription "Engagement of Statutory Auditors."
8. The due date and time for receipt of sealed applications is **3 pm on 22 Jan 2021**. Late application will be summarily rejected. In case the due date declared happens to be a holiday/closed day for CDIT, the following working day will be taken as the due date.
9. Sealed offers received in time will be opened on same day itself at **3.30 pm** in the presence of those applicants who choose to be present.
10. C-DIT reserves the right to extend the tenure or terminate the appointment any time on account of unsatisfactory performance.
11. Each page of the tender document and supporting documents/certificates shall be duly signed by the authorised signatory (partner/proprietor) of the firm also affixing the office seal.

12. Following supporting documents must be submitted by the firm along with the application for Statutory Audit.

- (a) The Registration Certificate of the **Firm along with Partners/Proprietor**.
- (b) A certificate from the firm to the effect that no Partner/Proprietor of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Companies accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner.
- (c) A Declaration signed by an authorized Partner/Proprietor of the audit firm verifying that the applicant is independent of the entity to be audited that they have no relationship with the entity to be audited (in particular, the auditor should not be employed by, serve as director for, or have any financial or close business relationship with the entity during the period(s) covered by the audit or immediately thereafter for a period of two years) for any purpose other than that for engagement as auditor for a subsequent period.
- (d) A self-attested copy of the latest firm constitution certificate issued by the ICAI (this certificate shall also act as evidence for verifying the Date of Constitution of the firm). This certificate should not be older than 30 days as on the date submission of Application.

APPLICATION FORM

1.	Name of the Chartered Accountant's Firm	
2.	Registered/Head Office Address	
3.	Office Contact No	
4.	Name of Full Time Partners	
5.	Details of Partners along with Education Qualification and Experience	
6.	Contact No. of Full Time Partners (Mobile No.)	
7.	No. of branches (Attach a list along with address)	
8.	Email ID of Full Time Partners	
9.	No. of Full Time Proprietor/ Partners associated with the firm for not less than 3 years with at least one being a Fellow CA (As per certificate of ICAI as on 01.01.2020)	
10.	No. of Years since the firm established	
11.	Date of registration of the firm	
12.	No. of professionally qualified/other staff (as on closing date of tender) - Partner - Audit Manager - Audit Staff	

The firm may quote their professional fees (all inclusive) in the following format:-

<i>Sl. No.</i>	<i>Particulars</i>	<i>*Amount</i>
	Annual Professional fee for Statutory Audit for the Financial Year 2018-19 (item-wise)	
	GST	
	Grand Total	

** break up of all components to be shown*

Grant Total [Professional fees in words].....

*Signature of Proprietor/ Partner With
Name and Firm seal*