



**Kerala Prisons &  
Correctional Services**

Prisons & Correctional  
Services Headquarters  
Poojappura,  
Thiruvananthapuram-12

☎:0471-2342532

✉:keralaprisons@gov.in

Dated : 05-12-2024

No A2-20087/2024/PrHQ

From

The Director General,  
Prisons & Correctional Services

To

1) Chairman,  
Thiruvananthapuram Branch of SIRC of the Institute of Chartered  
Accountants of India,  
ICAI Bhawan, Thycaud, Trivandrum.  
Phone: 8281848909  
Email: icaitvm@gmail.com

2) Kollam Branch of SIRC of the Institute of Chartered Accountants of  
India,  
ICAI Bhawan, Pallithottam, Thamarakkulam,  
Kollam - 691006  
Phone : 0474 2750583, 2763506, Mobile 9446916854.  
Email:quilon@icai.org

3) Ernakulam Branch of SIRC of the Institute of Chartered Accountants of  
India,  
ICAI BHAVAN, 57/3146, Dewan's Road,  
Ernakulam - 682016  
Phone : 0484 2362027,2910650.  
ernakulam@icai.org

4) Thrissur Branch of SIRC of the Institute of Chartered Accountants of  
India,  
ICAI Bhawan, Alumvettuvazhi, Chiyaram,  
Thrissur-680026  
Phone : 91 4872253400, 2253800  
Email:trichur@icai.org

5) Calicut Branch of SIRC of the Institute of Chartered Accountants of



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India,  
ICAI Bhawan, Cherooty Nagar, Eranhipalam PO, Kerala  
Kozhikode- 673006  
Phone : 0495 2770124, 2771008  
Email:calicut@icai.org

6) Kannur Branch of SIRC of the Institute of Chartered Accountants of  
India,  
ICAI Bhawan, Pallikkulam, Pallikkunnu PO,  
Kannur - 670004  
Phone : 0497 2936200/2766555, Mobile: 918078436325.  
Email: kannur@icai.org

Sir/Madam,

Sub : Prisons:- Inviting Expression of Interest for the Appointment of  
Chartered Accountant for the Audit of various Commercial Units in  
Prisons for the year 2023-24.

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Attention is invited to the subject and reference cited.

Under the department of Kerala Prisons & Correctional Services, various  
commercial units like Food unit, Cafeteria, Beauty parlour, Apparel unit, Petroleum  
outlet etc. are functioning in various jails. The department intended to assign the  
work of audit of these units for the financial year of 2023-24.

Therefore Expression of Interest from registered Chartered Accountant is  
invited subject to the terms and conditions as appended.

Yours faithfully



**Vinod Kumar M K**  
**Deputy Inspector General of Prisons (HQ)**  
For Director General of Prisons &  
Correctional Services

Copy To: Prisons Department Website





## Kerala Prisons & Correctional Services

A2-20087/2024/PrHQ\_EoI

Dated : 05-12-2024

### Expression of Interest for the Appointment of Chartered Accountant for the Audit of various Commercial Units in Prisons for the year 2023-24.

#### 1) Introduction

Kerala Prisons & Correctional Services Department intended to assign the work of audit of various commercial units like Food units Cafeteria, Beauty Parlour, Apparel Unit, Petroleum Outlet etc. which are working in various prisons. Therefore Expression of Interest is invited from the Chartered Accountants for the Audit of these units for the **financial year of 2023-24.**

#### 2) Scope of Work

Details of units to be audited are shown below;

SI No.	Institution	Units to be audited
1	Central Prison & Correctional Home, Thiruvananthapuram	i) Food unit
		ii) Cafeteria
		iii) Petroleum outlet
		iv) Beauty Parlour
		v) Paper bag unit
		vi) Apparel unit
2	Women Open Prison & Correctional Home, Thiruvananthapuram	Food unit
3	Women Prison & Correctional Home, Thiruvananthapuram	i) Food unit ii) Tailoring unit
4	Special Sub Jail, Thiruvananthapuram	Food unit
5	District Jail, Kollam	Food unit
6	District Jail, Ernakulam	i) Food unit
		ii) Consumer product



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		unit (very small unit)
7	Central Prison & Correctional Home, Viygur, Thrissur	i) Food unit ii) Petroleum outlet
8	Women Prison & Correctional Home, Viygur, Thrissur	Bakery unit
9	District Jail, Kozhikode	Food unit
10	Central Prison & Correctional Home, Kannur	i) Food unit ii) Petroleum outlet iii) Beauty parlour
11	Open Prison & Correctional Home, Cheemeni	i) Food unit ii) Petroleum outlet

### 3) **Pre-Qualification Criteria & Experience**

- i) Chartered Accountant (CA) qualification:- The bidder must be a certified Chartered Accountant with a valid membership in the Institute of Chartered Accountant of India(ICAI). [Attested copy of the certificate of registration of the firm has to be submitted]. Preference to those who prepared audited statements of State / Central Government.
- ii) The prospective offerers are to submit EoI proposal with details of similar work already undertaken, professionals available in the offerer's firm etc.
- iii) Experience:- Minimum of 5 years of experience in auditing.
- iv) Food and Beverage Industry Experience:- Experience in Food and Beverage industry is preferred.
- iv) Audit and Compliance:- Proven track record in conducting audit.

### 4) **Fees:**

Financial bid shall be furnished in Annexure-III, as appended.

### 5) **Period of scope of Work**

Account of units the above institutions for the period from 01-04-2023 to 31-03-2024 is to be audited.

### 6) **Tenure of completion of work**

Auditing work in all the units should be completed & all the reports should be furnished within a period of ONE month from the date of signing the agreement. Any extension should be based on valid reason.



## 7) Other terms and conditions

- a. Right to reject any or all Expressions of Interest:- Notwithstanding anything contained in this document, the Kerala Prisons & Correctional Services Department reserves the right to accept or reject any Eol and to annul the Selection Process and reject all Eols, at any time without any liability or any obligation for such acceptance, rejection or cancellation.
- b. The Kerala Prisons & Correctional Services Department reserves the right to reject any Expression of Interest, if at any time, a material misrepresentation is made or uncovered, or the offerer does not provide, within the time specified by the Jail Department the supplemental information sought by the Jail Department for evaluation of the Expressions of Interest.
- c. At any time before the submission of Expression of Interest, the Kerala Prisons & Correctional Services Department may, whether at its own initiative or in response to a clarification requested by a potential offerer, amend the Eol by issuing an Addendum/Corrigendum, which shall be uploaded on website only and also may extend the deadline for submission of Expressions of Interest.

## 8) **Prebidding meeting:-**

Prebid meeting will be held online on 10th December 2024 at 11 am for those who willing to participate in the Eol. For this, request can be send on email **phqacc@gmail.com**

9) Interested firms which fulfill eligibility conditions may submit Expression of Interest along with supporting documents annexures (I, II & III) and the same shall be furnished in two separate sealed cover.

**Cover-1 (Technical Bid)** shall contains qualification criteria, experience, firm profile, other documents and Annexure-I, Annexure-II etc.

**Cover-2 (Financial Bid)** shall contains price bid (Annexure-III) only.

Eol shall be submitted on or before **3.30 PM on 17-12-2024** to the following address.



**Deputy Inspector General of Prisons (HQ),  
O/o the Director General,  
Prisons & Correctional Services  
Prisons Head Quarters, Poojapura,  
Thiruvananthapuram -695012  
0471-2342532/2344161/2344162**

**10)** Eol will be opened on 17-12-2024 @ 4 pm. Bidders may participate in tender opening.

The cover will be opened in sequence. Cover-1 will be opened first and that will be verified by Bid Evaluation Committee.

Cover-2 will be opened of only those bidders who meets the qualification criteria.

Selected bidder may be called for evaluation of scope of work.

**11)** Firm who are interested to participate in Eol can visit the Units with the permission of concerned prison authorities.

**12)** For any clarifications regarding the terms and conditions in this Eol, please contact Accounts Section, Prisons Headquarters, Thiruvananthapuram – 695 012 on all Government working days from 10:00 am to 5:00 pm.

Ph:0471-2342532/ 2344161/ 2344162;

Email: keralaprisons@gov.in / phqacc@gmail.com



Vinod Kumar M K

Deputy Inspector General of Prisons (HQ)  
For Director General of Prisons & Correctional Services





## Kerala Prisons & Correctional Services

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Dated : 05-12-2024

### Annexure- I

### Expression of Interest for the Appointment of Chartered Accountant for the Audit of various Commercial Units in Prisons for the year (2023-24)

#### Format for submission of Expression of Interest

1	Name of the firm	
2	Registration no. of the firm (ICAI)	
3	Date of Registration of the firm	
4	Details of Head Office and branch office(s)	
5	No. of partners	
	FCA:	
	ACA:	
6	Details of qualified assistants	
7	Details of semi qualified assistants	
8	No. of articles	
9	Details of experience in Govt. sector	
10	Details of experience other than public sector	
11	Food and Beverage industry experience	
12	PAN of the firm	
13	GST registration no., if any	



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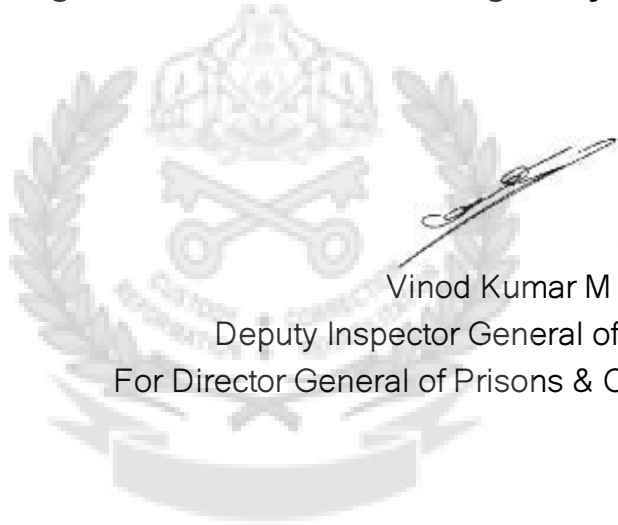
14	Annual Turnover of the firm during the last 3 years	2021-22	2022-23	2023-24
<b>(All the supporting documents shall also be attached)</b>				

It is confirmed all the requirements as per EOI documents have been complied with.

We confirm that 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.

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.

**Signature of the Authorized Signatory of the Firm with seal**



Vinod Kumar M K

Deputy Inspector General of Prisons (HQ)

For Director General of Prisons & Correctional Services





## **Kerala Prisons & Correctional Services**

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Dated : 05-12-2024

**Annexure – II**

### **Expression of Interest for the Appointment of Chartered Accountant for the Audit of various Commercial Units in Prisons for the year (2023-24)**

#### **Declaration of Confidentiality**

Subject to conditions contained in this EoI, Firm shall take all necessary steps to safeguard the privacy and confidentiality of any information about Department during the work and shall use its best endeavours to secure that:

No person acting on behalf of Firm divulges or uses any such information except as may be necessary in the course of providing services to department.

No person seeks such information other than that is necessary for the purpose of the works as specified in the EoI; and

The Firm shall bind its employees to terms of confidentiality clause and shall take all action reasonably necessary to secure the confidentiality of such information against theft, loss or unauthorized disclosure.

This clause shall survive the termination or expiry of the assignment of Audit of the commercial units in Prisons.

**Signature of the Authorized Signatory of the Firm with seal**

Vinod Kumar M K

Deputy Inspector General of Prisons (HQ)

For Director General of Prisons & Correctional Services



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## Kerala Prisons & Correctional Services

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Dated : 05-12-2024

Annexure – III

### Expression of Interest for the Appointment of Chartered Accountant for the Audit of various Commercial Units in Prisons for the year(2023-24).

#### Financial Bid:-

Unit wise split up of Fee shall be furnished in the following format.

SI No.	Institution	Units to be audited	Fee (Rs.)
1	Central Prison & Correctional Home, Thiruvananthapuram	i) Food unit	
		ii) Cafeteria	
		iii) Petroleum outlet	
		iv) Beauty Parlour	
		v) Paper bag unit	
		vi) Apparel unit	
2	Women Open Prison & Correctional Home, Thiruvananthapuram	Food unit	
3	Women Prison & Correctional Home, Thiruvananthapuram	i) Food unit ii) Tailoring unit	
4	Special Sub Jail, Thiruvananthapuram	Food unit	
5	District Jail, Kollam	Food unit	
6	District Jail, Ernakulam	i) Food unit ii) Consumer product unit	



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		(very small unit)	
7	Central Prison & Correctional Home, Viyyur, Thrissur	i) Food unit ii) Petroleum outlet	
8	Women Prison & Correctional Home, Viyyur, Thrissur	Bakery unit	
9	District Jail, Kozhikode	Food unit	
10	Central Prison & Correctional Home, Kannur	i) Food unit ii) Petroleum outlet iii) Beauty parlour	
11	Open Prison & Correctional Home, Cheemeni	i) Food unit ii) Petroleum outlet	
Sub Total			
GST @.....%			
Grand Total			

Audit of Commercial Units in Prisons at a fee of:-

Fee (Rs.)	GST (Rs.)	Total Fee (Rs.)
(Rupees in words):-		

**Signature of the Authorized Signatory of the Firm with seal**



Vinod Kumar M K

Deputy Inspector General of Prisons (HQ)

For Director General of Prisons & Correctional Services

