POLICE DEPARTMENT

KERALA

No. KPSYWS-232995/2026/PHQ
Police Headquarters,
Thiruvananthapuram
Vazhuthacaud
Pincode:695010
phq.pol@kerala.gov.in
04712721547
Dated. 16-11-2026

Quotation Notice No. 01/KPSYWS/2026

Sealed quotations are invited from practicing firms of Chartered Accountants registered with the Institute of Chartered Accountants of India (ICAI) for conducting an independent, risk-based Internal Control Review of the financial, administrative and operational controls of the Kerala Police Sports & Youth Welfare Society (hereinafter "the Society"), as per the scope and terms set out below.

Schedule

Item	Details
Date of issue of notice	16 November 2026
Last date for receipt of queries (by email)	23 November 2026
Last date and time for receipt of quotations	30 November 2026, 15:00 hrs
Date and time of opening of quotations	30 November 2026, 15:30 hrs
Place of submission and opening	The Secretary, Kerala Police Sports & Youth Welfare Society, Chandrasekharan Nair Stadium, Palayam, Thiruvananthapuram-695033

1. Objectives of the Review

The review shall:

1. Verify that transactions are properly authorised, supported by evidence and accurately posted.
2. Assess the completeness of revenue and the safety of funds and assets.
3. Assess the transparency, value-for-money and approval compliance of procurement.
4. Examine the monitoring of contracts, renewals and grant obligations end to end.
5. Identify control gaps, including in segregation of duties and reconciliations.
6. Provide graded, actionable recommendations, each with a responsible owner and target timeline.

2. Scope of Work

The review shall cover the following fourteen (14) modules for the financial year ended 31 March 2026:

No.	Domain	Module
1	Financial Governance	Governance and delegation of authority
2	Financial Governance	Budgeting and financial monitoring
3	Financial Governance	Financial close and reporting
4	Money Flows	Procurement, end to end
5	Money Flows	Expenditure and payment review
6	Money Flows	Revenue, full chain
7	Money Flows	Treasury and bank reconciliation
8	Assets and Obligations	Asset safeguards and facilities
9	Assets and Obligations	Contracts and third-party services
10	Assets and Obligations	Restricted grants and donations
11	Assets and Obligations	Compliance and insurance tracking
12	People and Systems	Payroll and HR controls
13	People and Systems	IT systems and data controls
14	People and Systems	Sports events and activities

The firm shall adopt a risk-based approach, including walkthroughs, documentation of process flows, identification of key risks and controls, and sample testing of transactions, reconciliations, contracts, revenue and assets. Preliminary observations shall be discussed with the process owners for factual accuracy before the report is finalised.

3. Period of Completion

The assignment shall be completed within **30 (thirty) days** from the date of commencement, as indicated in the work order. The firm shall submit, along with its quotation, a phase-wise work plan covering mobilisation and planning, process understanding, testing and analysis, validation, and reporting.

4. Deliverables

1. **Engagement and inception note** – confirming objectives, scope, approach, timelines and points of contact.
2. **Risk-control matrix** – mapping each key risk to its controls, evidence and identified gaps.
3. **Graded review report** – findings classified by severity, each with a responsible owner and target timeline, incorporating management responses.
4. **Closing presentation and improvement roadmap** – for presentation to the Governing Body of the Society.

The report shall be submitted in 3 hard copies and in soft copy (PDF and editable format).

5. Information to be Provided by the Society

The Society will make the following available to the selected firm:

- Financial statements
- Accounting ledgers and records
- Contracts and agreements
- Fixed-asset register
- Policies and procedures in force
- A nominated officer to co-ordinate the assignment

6. Eligibility Criteria

The bidder shall:

1. Be a firm of Chartered Accountants registered with ICAI, holding a valid Firm Registration Number (FRN) and a Peer Review Certificate [valid as on the date of this notice].
2. Have at least 3 partners, of whom at least [2] shall be Fellow Chartered Accountants (FCA), and at least [one partner or team member holding the DISA / CISA qualification], given the IT controls module.
3. Have been in practice for a minimum of 5 years as on the date of this notice.
4. Have completed at least [3] internal audit / internal control review assignments in Government departments, PSUs, statutory bodies, registered societies or non-profit organisations during the last 5 financial years.
5. Have an office in Kerala [or undertake to depute a team to the Society's office for the duration of the assignment].
6. Hold a valid PAN and GST registration.
7. Not have been blacklisted or debarred by any Government department, PSU or regulatory body.
8. Not be the current statutory auditor of the Society, and have no other conflict of interest with the Society or its office-bearers.

Empanelment with the Comptroller & Auditor General of India (C&AG) will be treated as desirable.

7. Documents to be Submitted

Quotations shall be submitted in **two separately sealed covers**, both placed in an outer sealed cover:

Cover A – Eligibility documents (self-attested copies):

- ICAI firm constitution certificate showing FRN and partners
- Peer Review Certificate [if required]
- Details and supporting evidence of relevant assignments (work orders / completion certificates)
- PAN and GST registration certificates
- Brief profile of the firm and CVs of the proposed team, including the engagement partner
- Proposed phase-wise work plan and approach
- Self-declaration of non-blacklisting and absence of conflict of interest (Annexure II)

Cover B – Price quotation in the format at Annexure I.

Cover B of only those firms found eligible on the basis of Cover A will be opened.

8. Price Quotation

1. The fee shall be quoted as a **lump-sum professional fee** for the entire scope, inclusive of all out-of-pocket expenses, travel and incidental costs. GST shall be shown separately.
2. No escalation or additional claim will be entertained on any account.
3. Quotations shall remain valid for **90 days** from the last date of submission.
4. Conditional quotations will be rejected.

9. Method of Selection

The work will be awarded to the eligible firm quoting the **lowest lump-sum professional fee (excluding GST)**. In the event of a tie, the Society may select on the basis of relevant experience.

10. Terms of Payment

- No advance payment will be made.
- 30% of the fee on submission of the inception note and risk-control matrix, and the balance on acceptance of the final report and closing presentation. [Alternatively: 100% on acceptance of the final report.]
- Payment will be made by bank transfer, subject to deduction of tax at source as applicable.

11. General Terms and Conditions

1. The selected firm shall maintain strict confidentiality of all information and records of the Society and shall not disclose them to any third party.
2. The assignment shall not be sub-contracted.
3. The engagement partner and team members named in the quotation shall not be changed without prior written approval of the Society.
4. In case of delay attributable to the firm, a deduction of 1% of the fee per week of delay, subject to a maximum of 10%, may be imposed.
5. The Society reserves the right to accept or reject any or all quotations, or to cancel this notice, without assigning any reason.
6. Quotations received after the due date and time, or incomplete in any respect, will not be considered.
7. Any dispute shall be subject to the jurisdiction of the courts at Thiruvananthapuram.

12. Submission of Quotations

The outer sealed cover shall be superscribed **"Quotation for Internal Control Review – Notice No. 01/KPSYWS/2026"** and addressed to:

The Secretary

Kerala Police Sports & Youth Welfare Society

Chandrasekharan Nair Stadium

Palayam, Thiruvananthapuram-695033

Quotations may be submitted by hand or by registered post / speed post so as to reach the above address before the last date and time. The Society will not be responsible for postal delays.

Queries may be addressed to Administrative Manager, Chandrasekharan Nair Stadium, Palayam, Thiruvananthapuram-695033, Phone: 94465 05588, Email: secretarykpsyws@gmail.com. Annexure I & Annexure II are attached herewith.



SUJITHDAS S IPS
Assistant Inspector General
For Director General of Police-cum-State Police Chief

To : IP Cyber Security for publishing it on the official website of Police.

Copy To : 1. Duty Officer PHQ has to put in the notice board and to give wide publicity among the existing firms. 2. Administrative Manager, CSN Stadium for follow up action. 3. CA to IGP (HQ) for info.

Annexure I – Price Quotation Format

(On the letterhead of the firm)

To: The Secretary, Kerala Police Sports & Youth Welfare Society Ref: Quotation Notice No. 01 / KPSYWS / 2026 dated [16 November 2026]

Having examined the scope of work and terms and conditions of the above notice, we offer to undertake the Internal Control Review for the financial year ended 31 March 2026 as follows:

Sl. No.	Description	Amount (₹)
1	Lump-sum professional fee for the entire scope (inclusive of all out-of-pocket, travel and incidental expenses)	
2	GST @ [18]%	
	Total	

Amount in words: _____

We agree to complete the assignment within 30 days of commencement and to abide by all the terms and conditions of the notice. This quotation is valid for [90] days from the last date of submission.

Name of firm / FRN: _____

Name and signature of partner / Membership No.: _____

Date and place: _____

Annexure II – Self-Declaration

(On the letterhead of the firm)

We hereby declare that:

1. Our firm has not been blacklisted or debarred by any Government department, PSU or regulatory body.
2. We are not the statutory auditor of the Society and have no conflict of interest with the Society or its office-bearers.
3. All information furnished in our quotation is true and correct, and we understand that any false information will lead to rejection of our quotation or termination of the engagement.

Signature of partner / Membership No.: _____

Name of firm / FRN: _____

Date: _____