



## KERALA DEVASWOM RECRUITMENT BOARD

Travancore Devaswom Board Buildings (II Floor)  
Ayurveda College Junction  
M.G. Road, Thiruvananthapuram – 695001.  
E-mail: kdrbtvm@gmail.com  
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Ph: 0471-2339377

No. 2368/EA2/2025/KDRB

06.01.2026

### NOTICE INVITING QUOTATION

Kerala Devaswom Recruitment Board (KDRB) a grant-in-aid institution under the State of Kerala, undertaking the recruitment process of various posts in the Devaswom Boards across the state, invites sealed quotations from the Chartered Accountant Firms satisfying the eligibility criteria as mentioned below for the preparation of the receipt and payment accounts, Income and expenditure accounts, Bank reconciliation statement, Annual financial statement, Preparation and Maintenance of relevant registers etc for the financial year 2024-25 and 2025-26. Interested Firms may send / submit sealed quotations in the following format with attested copies of all relevant documents. in an envelope superscribed '**QUOTATION FOR THE ACCOUNTING WORK**' to the undersigned latest by **3PM on 28.01.2026**. The quotation shall be opened on the same day in the presence of the Firms/ authorized representatives who wish to be present.

#### Format

1. Name of the firm.
2. Firm Registration no. allotted by ICAI.
3. Address/es of the Head Office as well as Branch Offices, if any
4. Telephone Nos.
5. Details of Registration with CAG office, if any
6. Details of Internal Audit and Statutory Audit of Government of Kerala organization undertaken by the firm during the last ten years.
7. Details of experience as Internal Auditors/Statutory Auditors of Government of Kerala organizations.
8. **Audit fee proposed per annum**

## Scope of work

- I.
  1. Internal audit of books of accounts and ancillary records and submission of report.
  2. To assist the Board in preparation of Final Accounts as per uniform format of accounts applicable to the Autonomous Bodies and certification thereon.
  3. To assist the Board in preparation of Final Accounts of the own fund of the Board.
  4. Review of the Grants-in-aid received and its utilization as per the terms and conditions.
  5. Review of the own fund received and its utilization as per the terms and conditions.
  6. Review of additions to fixed assets, fixed assets register and physical verification of the same
  7. Suggestions for improvement of the existing system of accounting and management information system may also need to provide.
  8. Assist in maintenance/ correction of registers
  9. Maintenance of accounts of inflow/outflow of own fund.
- II. GST return filing for the financial year 2026-27.
- III. Income tax/ TDS retrun filing for the financial year 2026-27.

## Eligibility Criteria

1. The firm should have satisfactorily completed the internal audit of similar Government of Kerala organizations.
2. The firm should have a minimum of 10 years experience in carrying out statutory Audit/Internal Audit of Government of Kerala organizations.
3. The firm should have the capability of doing the internal audit at Kerala Devaswom Recruitmernt Board, Travancore Devaswom Board Buildings (II Floor) , Ayurveda College Junction, M.G. Road, Thiruvananthapuram – 695001

The Firms may quote their rates ( inclusive of all taxes, cesses other charges etc. ) for each item for the above work. Payment will be made only after successful completion of the work assigned.

  
Secretary

Kerala Devaswom Recruitment Board

To ,

1. Notice Board
2. Website of KDRB