



MTOII/1209/2024/SDMA

13/09/2024

Quotation Notice

State Disaster Management Authorities are statutory bodies constituted under the Disaster Management Act, 2005 (Central Act 53 of 2005). The Kerala State Disaster Management Authority is a statutory non-autonomous body constituted as per the Act under the Chairmanship of the Chief Minister of Kerala. The Head Quarters of KSDMA is situated at Thiruvananthapuram. The Authority is funded by both the State Government and Central Government and certain projects are also undertaken from agencies like UNICEF, UNDP etc.

Quotations are invited from reputed & registered firms of Chartered Accountants with 10 years experience in the filed of auditing for conducting an internal audit of funds other than Plan Funds managed by the Authority. Interested firms may submit their quotations to the above address on or before 30.09.2024.

Date of Opening : 01.10.2024

Terms of reference for carrying out the internal audit of the accounts:

1. Verification of all receipts and payments related to non-plan funds.
2. Examination of supporting documents, approvals, and authorizations for all transactions.
3. Ensuring compliance with statutory and regulatory requirements laid by the concerned donor agency
4. Review of internal controls and procedures, suggesting improvements if necessary.
5. Preparation of detailed audit reports with observations, recommendations, and compliance status.

Terms & Conditions:

1. The quotation should include a detailed fee structure, including taxes and other charges if applicable.
2. The selected firm will be required to complete the audit within a stipulated timeframe to be agreed upon.
3. KSDMA reserves the right to accept or reject any quotation without assigning any reason thereof.
4. The decision of KSDMA in this matter will be final and binding.

Approved for Issue

Office Manager

MEMBER SECRETARY
Kerala State Disaster Management Authority