

2023/5610/HQ

14.10.2026

**NOTICE INVITING
APPLICATION FOR EMPANELMENT OF STATUTORY AUDITORS(Revised)**

The Kerala Institute of Local Administration (KILA) invites applications/quotations from interested and reputed Chartered Accountants/Chartered Accountant firms practising in Thrissur for empanelment as Statutory Auditor for the financial year 2026–2027.

The selection will be based on a single-bid system. Quotations shall be submitted in a single sealed cover, comprising both the Technical Bid and the Financial Bid.

Technical Bid Comprises:

I. A copy of the constitution/registration certificate of the bidder/organisation issued by the ICAI, containing, inter alia:

- a) Date of formation of the firm.
- b) Details of Chartered Accountants and CA Final/Intermediate employees as on the date of submission of the application.

II. A copy of the Income Tax Returns acknowledgement of the bidder for the last three years, along with a photocopy of the PAN Card and GSTIN certificate.

III. Details of court cases, arbitration cases, or any other cases pending against the bidder/organisation, if any.

IV. Details of the statutory audit experience of the bidder/organisation during the last three years.

Financial Bid

I. The Financial Bid shall comprise the professional fee to be charged for the financial year, inclusive of Out of Pocket (OPE) expenses, all applicable taxes, duties and levies.

II. The audit fee for the year 2025–2026 was Rs. 92,925/- (Rupees Ninety-Two Thousand Nine Hundred and Twenty-Five only), inclusive of GST and out-of-pocket expenses.

The scrutiny and selection of the applications will be based on the lowest quoted fee and relevant audit experience, particularly in Government undertakings.

Applicants intending to participate in the empanelment process may submit their quotation and detailed biodata in the prescribed format attached herewith to:

The Director General

Kerala Institute of Local Administration (KILA)
Mulamgunnathukavu P.O., Thrissur

Kerala – 680581

The application shall be submitted in a sealed cover superscribed with:

“APPLICATION FOR EMPANELMENT OF STATUTORY AUDITORS”

Critical Dates

Last Date for Submission of Application: 20.10.2026

Sikha Surendran, IAS
Director General

* This is a computer generated document. Hence no signature is required.

****Statutory Auditor's / Statutory Auditor Firm's Letterhead Application format
for empanelment as statutory auditor**

No.:

Date:

The Director General,
Kerala Institute of Local Administration (KILA) Mulamgunnathukavu PO
Thrissur, Kerala Pin-680581

Dear Sir / Madam,

I/we hereby apply for empanelment as Statutory Auditor and furnish hereunder the requisite bio data/information / documentation for your consideration

Technical Aspects

1	Name of the Applicant	:			
2	Constitution	:	Individual / Proprietorship / Partnership		
3	Firms Details (Address, Phone No e-mail etc)	:			
4	Date of Establishment	:			
5	Firm's PAN / TAN	:			
6	Practicing as auditor since	:			
7	Membership/ affiliation details with Institutes of Chartered Accountants				
#	Name of the Body		Member Since	Membership Type	Membership No
7	Experience of statutory audit since	:			
	Statutory audit handled in last 3 years with name of clients			Attach separate sheet if required	
	Statutory audit (of Autonomous Statutory Body) handled in last 3 years with name of clients				

8	Names of proprietor / all partners (also mention managing/key/senior partner)	:	1. 2. 3. 4. 5.	
9	Details of Partners	:		
10	Educational / Professional qualifications			
Sr. No.	Qualification	Nature*	University/ Institution/Examining Body	Date of award

FINANCIAL BID

Total Consolidated Amount (in Rupees) for the financial year 2026-27.

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(Rate shall include all taxes & charges for Audit Work)

Self-Declaration

I/We solemnly declare that the information furnished above is complete and entirely true and nothing has been concealed. I/We also affirm that terms & conditions of Council relating to empanelment of statutory auditors are acceptable to us and I/We also undertake to keep the Council informed of any events /happenings which would make me/us ineligible for empanelment / remaining empanelled as statutory auditor.

13. Additional information, if any

For & on behalf of (Firm) Date:
Place

(Signature)

Name

Designation

(Signature)

Name

Designation

[All partners to subscribe their signatures]