

**INVITATION FOR  
APPOINTMENT OF STATUTORY  
AUDITORS FOR  
THE FY 2024-25**



International Centre for Free and Open Source Solutions,  
Sports hub, karyavattom, Trivandrum 695581

The International Centre for Free and Open Source Solutions (ICFOSS) is inviting quotations from competent Chartered Accountant firms for the appointment of an Statutory Auditor for the Financial Year 2024-25.

## **Introduction**

ICFOSS (International Centre for Free and Open Source Solutions) is an autonomous institution under the Electronics & IT Department, Government of Kerala, which was set up with the mandate of providing services to the Government, Industry (particularly SMEs), and Civil Society, for the promotion of Free and Open Source Solutions and related domains. Since it started functioning in 2011, ICFOSS has undertaken several activities to achieve the objectives, including Training & Capacity Development, Research, Consultancy; studies and surveys; International and domestic advocacy and networking. ICFOSS also strives to promote Kerala as a destination for FOSS based IT work including Open Source Hardware through creating critical mass of trained human resource and by providing mechanism for market interface. ICFOSS has started on the above concepts and currently focuses on FOSS based support services to Government departments, innovators, young graduates and students. ICFOSS also works with groups that want to work towards incubation, by providing pre-incubation services.

## **Scope of Work**

The appointed Statutory Auditor will be responsible for conducting a comprehensive audit of ICFOSS' financial records, practices, and procedures for the fiscal year 2024-25. The scope of services would include the following work.

- **Statutory Audit:** The appointed firm must conduct thorough audits of ICFOSS's accounts. These audits should encompass all financial transactions, records, and statements to ensure compliance with relevant regulations and standards.
- **Fixed Fee:** Interested applicants are requested to provide a quotation stating a fixed fee for the execution of audit assignments. This fee should cover all services mentioned in the scope of work, including but not limited to audits.

## **Eligibility Criteria of Firm / Company**

- The firm applying for the position of Statutory Auditor must be listed on the Comptroller and Auditor General (C&AG) approved panel. This ensures that the firm meets the necessary standards of competence and integrity required for auditing public sector organizations like ICFOSS.
- Experience of Statutory audit of Government and Public Sector organisations shall be of added advantage.
- The Firm must have experience of handling Audit related matters for at least 3 years.
- The applicant should not have been black listed/debarred/ disqualified by any regulatory/statutory body or Government entity or any International/National agency for corrupt or fraudulent practises.
- The applicant should not have an adverse litigation history.

## **Evaluation Criteria**

Quotations will be evaluated based on several factors, including but not limited to:

- Compliance with stated requirements
- Demonstrated experience and expertise in conducting statutory audits for public sector organizations
- Competitive pricing
- Reputation and references

## **Selection Process**

Upon receiving quotations, ICFOSS will review and evaluate each submission based on the outlined criteria. Shortlisted firms may be invited for further discussions or presentations before a final decision is made.

## **Term of engagement**

The selected firm will be engaged as Statutory auditor purely on contract basis. The contract will be for a period of 1 year.

## **Important Note**

- Last day and time for submission of quotation is 06/03/2025 4 PM. The quotation will be opened on the same day at 4.30 PM. The organisation will not entertain any communication initiated by applicants and received after the last date of submissions. Any additional information or material or evidence so requested would be required to be submitted within 7 days of the requisition.
- ICFOSS reserves the right to reject any or all quotations without assigning any reason thereof.
- Submission of a quotation does not guarantee selection.
- All information provided in the quotation shall be accurate and truthful to the best of the firm's knowledge.
- Quotations may be submitted in sealed covers addressed to the Secretary & Registrar, ICFOSS

## **Contact Information**

For any inquiries or clarification regarding this request for quotations, please contact:

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