State Health Systems Resource Centre,
Thycaud, Thiruvananthapuram-14
Ph: 0471-2323223, Fax : 2323213
E-mail :shsrckerala@shsrc.kerala.gov.in
Web : www.shsrc.kerala.gov.in

No. SHSRC/24/2026/FIN1 Dated: 27/07/2026

Notice Inviting Expression of Interest (EOI)

To

As per the list identified
Through interest/local enquiry
& web site of SHSRC – K

Sir,

Sub:- Proposal for the Appointment of Chartered Accountant for conducting Statutory Audit, filing of tax returns (Bothe 24Q and 26Q), Issue of quarterly certificates and other advisory services to the State Health Systems Resource Centre, Kerala for the Financial Year 2025-26.

Your Expression of Interest may be submitted to the Executive Director in sealed envelope on or before 17/08/2026 (Date), 3 PM in the format as given at Annexure 1 (in the letter head form) as per the following terms and conditions. In the EOI, the letter number and date of NIQ may be mentioned.

Terms and conditions

1. The Proprietor/Firm should be a Chartered Accountants firm and have at least 5 years of experience from the date of registration of the firm and Head Chartered Accountant should be a FCA. **(Copy of the self-attested Registration Certificate is required to be submitted).** CA firm should have conducted either Statutory audits and/or internal Audits, Taxation and Revenue Audit, Legal matters etc, of the autonomous bodies/statutory bodies/Institutions under Health Department/other Government Departments.
2. The Firm submitting EOI should have Registration Certificate of the Firm, Fellow Membership No. (FCA), PAN Card No. and service tax number shall be submitted along with the EOI. The cover shall contain the Financial Quote as given at Annx-1.

3. The Audit shall be completed within **three weeks** and the report of the statutory Audit viz: certifies copy of annual accounts along with the auditor's report will have to be submitted to the Executive Director within a fortnight on completion of the Audit.
4. SHSRC- K shall not bear the expenditure incurred on the boarding of the staff deputed by the firm. However, firm should make their own arrangements for the same.
5. The financial proposal is for a period of one year i.e; FY 2025-26. The same may be renewed on the similar terms and conditions for a period of another two years if the service of the firm seen satisfactory to SHSRC.
6. Payment shall be made through cheque of NEFT/RTGS within a week after completion of job. Details of bank A/c (Name of bank account holder, Nature of account, Account Number, Bank name/branch, IFSC Code) shall be specified in the EOI.'
7. Declaration that the firm has not been blacklisted or barred by any regulatory or Government authority.
8. SHSRC-K reserves the right to cancel the notice even after receipt of EOI's without assigning any reason there of.
9. Professional fee should be mentioned in the EOI Letter.
10. EOI shall be submitted to the Executive Director in sealed envelop super scribing **"EOI for Appointment of Chartered Accountant" in response tro SHSRC-K bearing no. SHSRC-K/24/2026/FIN1 dated 27/07/2026".**

Yours faithfully,

Assistant Director.

Format for Financial Quote

Annexure -1

Format (should be on the letter head of the Firm submitting the EOI)

Letter No. Dated:

To

The Executive Director
State Health Systems Resource Centre
Thiruvananthapuram

Sir,

Please find our EOI with respect to your NIQ bearing No. SHSRC /24/2026/FIN1 Dated: 27/07/2026.

Sl.No	Items	Amount in Rs.
(i)	Statutory Audit for the FY 2025-26	
(ii)	Issuance of audit report	
(iii)	e-TDS return (24Q & 26Q), on quarterly basis, along with issuance of TDS Certificates 24Q : 26 Q (Professionals) : (contractors) :	
(iv)	Filling of Annual Income Tax Return for the FY 2025-26	

Total Amount ₹ ...../- (In words .....only)

I accept all the terms and conditions stated in the notice issued bearing no. SHSRC/24/2026/FIN1 Dated: 27/07/2026.

Signature of Authorised Signatory
Name of the firm with stamp and date