



കേരള സർക്കാർ  
**ലൈഫ് മിഷൻ**  
Livelihood Inclusion and Financial Empowerment

LIFE MISSION , Navakeralam Karmapadhathi-II, B.S.N.L Bhavan, 3<sup>rd</sup> Floor, Uppalam Road, Statue, Thiruvananthapuram.  
PHONE : 0471- 2335524, 2449939, Website : [www.lifemission.kerala.gov.in](http://www.lifemission.kerala.gov.in), E-mail : [lifemissionkerala@gmail.com](mailto:lifemissionkerala@gmail.com)

Notification No. LF/17/Fin/2019

Dated: 25.06.2025

**Expression of interest and submission of offer  
for appointment as Internal Auditor.**

Sealed offer are invited from reputed firms empanelled by C&AG, showing Expression of Interest and submission of their offers for the appointment as Internal Auditor of this office. General terms and conditions are given in our Website. The offers complete in all respect shall be submitted to the Chief Executive Officer, LIFE Mission in the above address on or before 15.07.2025, 3.00.pm.

Chief Executive Officer  
LIFE Mission

**Expression of interest and submission of offer  
for appointment as Internal auditor.**

**1. LIFE Mission**

Livelihood Inclusion and Financial Empowerment (LIFE) is a flagship scheme launched by Government of Kerala to provide affordable and decent housing to the landless and homeless in Kerala. The mission also aim, to enable them to determine a sustainable livelihood through skill development, leading to financial self reliance and ensuring an inclusive development scenario. Apart from the completion of incomplete homes, restoration of existing dilapidated homes and financial support for constructing homes for those having own land, the mission is also addressing the landless-homeless beneficiaries in the state by rehabilitating them into apartment complexes built by LIFE Mission.

**2. General Terms and Conditions**

Duties and scope of work

- (i) All accounts/records required to be maintained are maintained in the prescribed form and the account are compiled accurately.
- (ii) Payment are made in accordance with rules and order governing them and arithmetical calculations are correct.
- (iii) Recovery/deduction wherever necessary are made from the bills and they are in order.
- (iv) The balance outstanding under various heads are reviewed at periodical intervals and steps taken to clear the same.
- (v) To advice on all statutory compliances related to Income Tax, GST and accounting standards.
- (vi) Filing of quarterly/ annual Income Tax return and GST returns.
- (vii) Reconciliation of bank accounts and verification of FDs.
- (viii) Verification of return filing of Income Tax and GST

- (ix) Assisting in the preparation of Financial statements.

### **3. Period of Audit**

The period of internal audit will be initially for a period of one financial year commencing from 2021-22 and could be extended for a period up to three financial years, including initial period of appointment, on mutual consent.

### **4. Eligibility criteria**

- i) The CA firm:
  - a) must be empanelled by C & AG, and
  - b) must have office in Thiruvananthapuram District.
  - c) must have established on or before January 1, 2020.
  - d) not served as an Internal Auditor of LIFE Mission earlier.

### **5. Criteria for selection and Audit fee**

Selection will be based on the lowest amount quoted by the eligible firms (as per para 4 above) as professional fee for the service for one year (inclusive of GST).

### **6. Terms of payment of Fee**

Fee for the audit will be paid on completion of audit for the financial year and submission of final report subject to deduction of tax at source as per the provision of IT Act. All other taxes or other statutory levies will be paid extra. No TA/DA and other incidental charges shall be paid.

### **7. Procedure for submission of offers.**

The offer has to be submitted in two envelope separately sealed and put in a single cover (Sealed) superscribing "Offer for internal audit service"

**First envelope :** The credentials of CA firm such as

- (i) A copy of UDIN/the constitution certificate of the firm issued by ICAI, containing inter-alia the date of incorporation of the

firm, details of partners/employees as on date of submission of the offer.

- (ii) Copy of the partnership deed, if any.
- (iii) Proof of empanelment by C&AG
- (iv) Details of experience of audit conducted by the firm in grant in aid institutions under Government of Kerala.

**Second envelope :**

The audit fee for one year specifically mentioning the rate and taxes separately for the complete service stated in the proposal duly signed and stamped by the competent person of the firm.

**8. Last date/Time of submission of offer : 15.07.2025, 3.00 pm**

**9. Date of opening of offer : 16.07.2025, 11.00 AM**

The interested parties may submit their offer as mentioned above to "The Chief Executive Officer, LIFE Mission, BSNL Bhavan, 3<sup>rd</sup> Floor, Uppalam Road, Statue, Thiruvananthapuram" directly or through registered post.

**10. LIFE Mission reserves the right to accept or reject any or all the offers without assigning any reason thereof.**

Chief Executive Officer  
LIFE Mission