



SAHEED ANURUP CHANDRA MAHAVIDYALAYA

A DEGREE COLLEGE OF ARTS & COMMERCE

Affiliated to the University of Calcutta
Recognized by the University Grants Commission



Memo No. : 77/SACM/Tender/2023

Date : 21/06/2023

TENDER NOTICE

Saheed Anurup Chandra Mahavidyalaya invites sealed quotations from registered Chartered Accountant Firms for appointment of Internal Auditor in respect of Internal Audit of College Accounts for the Assessment Year 2020-21, 2021-22, 2022-23.

JOBS TO BE UNDERTAKEN:

1. To verify the various documents relating to receipts and payments specifying the nature of such receipts or payments whether capital or revenue expenditure incurred thereon and any surplus amount lying in which shape i.e., Cash of bank deposit or any govt securities or Sundry expenses and liabilities.
2. To prepare annual accounts in the form of receipt and payment account, profit and loss account in the format prescribed by the accountant general.
3. To prepare the annual balance sheet and books of account.
4. To verify all bills and vouchers.

TERMS AND CONDITIONS:

1. The firm must be a registered firm having minimum experience of 5 years.
2. The firm should have its headquarters at Kolkata.
3. The average annual turnover of the firm for financial years 2020-21 and 2021-22 must be at least Rs. 05 lakhs.
4. The firm should not be black listed by any Government, C&AG, PSU or any other government organization.
5. The firm should have experience in audit of central/state autonomous bodies, semi government organizations, public sector undertakings, government companies either as statutory/ internal auditors/tax consultants/govt aided college
6. The Authority reserved the right to cancel any or all quotations without assigning reason thereof. All legal disputes, if any relating to the quotations and consequential action of the Authority are subject to jurisdiction of the Calcutta Court of Law.
7. Price and period to be taken to complete the work should be quoted.

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DOCUMENTS TO BE SUBMITTED AND INFORMATION SOUGHT:


- 1 NAME OF THE FIRM:
- 2 FIRM REGISTRATION NO.:
- 3 DATE OF FORMATION:
- 4 REGISTERED ADDRESS:
- 5 CONTACT NO. & MAIL ID:
- 6 NAME OF THE PARTNERS:
- 7 NAME OF THE NODAL PARTNER:
- 8 CONTACT NO. & MAIL ID OF NODAL PARTNER:
- 9 C & AG EMPANELMENT NUMBER (if any): ACKNOWLEDGEMENT LETTER OF C & AG
- 10 CATEGORY AS PER C & AG RECORDS:
- 11 PERMANENT ACCOUNT NO: COPY OF PAN CARD
- 12 GST REGISTRATION NO: COPY OF REGISTRATION CERTIFICATE/LETTER
13. AUDIT CHARGES QUOTED (including TA):

LAST DATE OF QUOTATION SUBMISSION:

Quotation should be dropped at the Tender Drop Box of Saheed Anurup Chandra Mahavidyalaya, Burul, Nodakhali, 24 PGS(S) between **21.06.2023 to 28.06.2023 upto 04.00 p.m.**

Date of Tender opening: 30.06.2023 (12.00 Noon)

Payment Procedure: Payment will be made after the completion of the work through Cheque/RTGS/NEFT (Govt Taxes will be applicable).


21/6/2023

Teacher-in-Charge
Saheed Anurup Chandra Mahavidyalaya
Burul, South 24 Pgs.