



PHONE : 2287-5509 / 2283-5797

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani
Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

No.....

TENDER NOTICE

Reference No. 90 /Tender - 5/2023

Date: 25/02/2023

Rani Birla Girls' College 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 and 2021 – 22.

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.
5. To detect ant irregularities of financial nature.

TERMS AND CONDITIONS

- 1.The firm must be a registered firm having minimum experience of 10 years.
- 2.The firm should have its headquarters at Kolkata.
3. The average annual turnover of the firm for financial years 2020-21and 2021-22 must be at least Rs. 10 lakhs.
4. The firm should not be black listed by any Government, C&AG, PSU or any other government organization.
- 3.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
- 4.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.
6. 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:

LAST DATE OF QUOTATION SUBMISSION:

Quotation should be dropped at the Tender Drop Box of Rani Birla Girls' College, Kolkata between **25/2/23 to 6/03/23** (Monday-Friday: 10:00 A.M. to 4:00 P.M. and Saturday: 10:00 A.M. to 1:00 P.M.).

S. Bhattacharya

PRINCIPAL

Rani Birla Girls' College, Kolkata

PRINCIPAL

RANI BIRLA GIRLS' COLLEGE

38, SHAKESPEARE SARANI

KOLKATA - 700017