



PHONE : 2287-5509 / 2283-5797

RANI BIRLA GIRLS' COLLEGE

38, Shakespeare Sarani

Kolkata - 700 017

GOVT. AIDED NAAC ACCREDITED

No.....

TENDER NOTICE

INTERNAL AUDIT

Reference No.106/Tender - 5/2023

Date: 20/03/2023

Rani Birla Girls' College invites sealed quotations in the prescribed quotation format with the terms and conditions of the appended to the format, from the registered Chartered Accountant Firms having minimum of 15 years of experience for appointment of Internal Auditor in respect of Internal Audit and Tax Audit for the Assessment year 2020 – 21 and 2021 – 22.

JOB TO BE UNDERTAKEN

1. To verify the various documents relating to receipt of government aids and advance specifying the nature of such receipts 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 and the type of expenditures supported by the bill/vouchers and corresponding heads thereof.
2. To prepare annual accounts in the form of receipt and payment account in the format prescribed by the accountant general (A.G).
3. To prepare the annual balance sheet.
4. To prepare and file return of income tax in complete shape relating to the financial year 2017-18 to 2022-23 and A.Y 2018-19 to 2023-24 within the due dates.

TERMS AND CONDITIONS

1. The firm must be a registered firm having minimum experience of 15 years.
2. The firm should have its headquarters at Kolkata.
3. The Chartered Accountant firm should have work experience in PSUs/Higher Education Institutes/Autonomous bodies & Authorities of similar operational activities/Nationalized Banks/Development Banks.
4. The selected firm will enter in to an agreement with the college to do the operation of audit internally in fair way and method.



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5. 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 Court of Law.
6. Price and period to be taken to complete the work should be quoted.

DOCUMENTS ARE TO BE SUBMITTED IN THE ENVELOPE CONTAINING THE QUOTATION.

1. Copy of proof of up-to-date clearance of Service Tax/GST & I.T.
2. Copy of valid certificate relating to Registration of the firm.
3. Copy of experience certificate (S) in support of experience of the firm.
4. CAG empanelment, if any, whether current or previous, will be preferred and to be submitted along with the numbers and the year of duration.

Tender Opening Date: **Monday 20.03.2023**

Tender Closing Date: **Saturday 30.03.2023**

Tender Opening Date: **Wednesday 03.04.2023**

Quotation should be dropped at the Tender Drop Box of Rani Birla Girls' College,
Kolkata

(Monday-Friday: 10:00 A.M. to 4:00 P.M. and Saturday: 10:00 A.M. to 2:00 P.M.)



Bhattacharya
Principal
Rani Birla Girls' College
20/3/23

PRINCIPAL
RANI BIRLA GIRLS' COLLEGE
38, SHAKESPEARE SARANI
KOLKATA - 700017