



# The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata 700073 | E-mail: regoffice.scu@gmail.com

[Established by the Act No. XXXIII of 2015; Vide W.B Govt. Notification No 187-L, Dated- 19.02.2016]  
<https://www.sanskritcollegeanduniversity.ac.in>

No. FO-20/2021/SCU/0458

Date: 04.12.2024

## Expression of Interest (EOI)

### For execution of Internal Audit

Request for proposal (RFP) for engagement of Internal Auditor is invited from Chartered Accountant Firms for the Financial Year 2023-24 of The Sanskrit College and University, Kolkata. Interested Chartered Accountants / CA firms may submit their "Expression of Interest (EOI)" in a sealed envelope which may be sent by Registered Post or by hand delivery to the below mentioned address latest by 11/12/2024 upto 3:00 PM. The sealed envelope may be addressed as follows: -

The Finance Officer,  
The Sanskrit College and University,  
1, Bankim Chatterjee Street,  
Kolkata - 700073.

  
4.12.24  
(S. Laha)

Finance Officer  
Finance Officer  
The Sanskrit College And University

Date: 4<sup>th</sup> December, 2024

**TERMS & CONDITIONS**

1. The envelope shall be prominently marked on top with "EOI FOR CONDUCTING THE INTERNAL AUDIT OF THE SANSKRIT COLLEGE AND UNIVERSITY, KOLKATA" for the F.Y. 2023-24. The envelop should be properly sealed.
2. The EOI should reach this office latest by 11/12/2024 within 3:00 P.M. and the same will be opened at 3:30 P.M. on the same day in presence of the participating firms.
3. The bidder should be CAG empanelled audit firm.
4. Head Office / Regional Office must be situated in Kolkata.
5. Atleast 5 (five) years' audit experience in PSU/ Government (excluding Bank audit) /Educational Institution / Govt. Aided College and Universities is required.
6. Incomplete or conditional quotations will not be entertained.
7. No quotation will be accepted after the stipulated closing date and time.
8. The bidder may remain present himself /herself or his/her authorized representative may be allowed to be present at the time of opening of bids.
9. All the C.A. firms participating must submit a list of their partners etc. along with their contact numbers and a Certificate to the effect "that the firm is neither blacklisted by any Govt. Department / Institutions nor any Criminal Case is registered against the firm or its owner or partners anywhere in India" needs to be attached with this EOI. Any firm blacklisted by a Govt./Semi Govt. Deptt. shall not be considered for this EOI and the bidder concerned will be rejected straightway.
10. The scope of work, timelines and payment terms for the Internal Audit is attached in Annexure II.
11. A copy of terms & conditions in Annexure – I and Scope of Work and Terms of Payment in Annexure – II duly signed by the bidder, as a token of acceptance of the same should be attached along-with the price quotation in Annexure - III.
12. The Tender Committee reserves the right to relax any terms and condition in the institution's interest, with the approval of the Competent Authority.
13. All disputes shall be subject to the exclusive jurisdiction of the Courts in Kolkata.

**NOTE:**

**(A) DOCUMENTS REQUIRED TO BE ATTACHED WITH THE EOI:**

1. GST Registration Certificate along with GST No.
2. Income Tax Permanent Account Number.
3. Copy of documents evidencing empanelment certificates from CAG



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4. Copy of this quotation duly signed with seal.
5. All other supporting documents as required in the EOI shall be attached.
6. Price Quotation should be in the format given at Annexure-III.

ANNEXURE-II

**Scope of Work and Term of Payment for the Internal Audit**

1. Reliability and Integrity of Information
2. Compliance with Policies and Procedures
3. Safeguarding the Assets
4. Economical and Efficient Use of Resources
  - a. under utilization of capacity.
  - b. Non-productive work.
  - c. Procedures, which are not cost justified
  - d. Over staffing or under staffing.
5. Accomplishment of the Established Objectives and Goals
6. Payment of Audit Fees only after completion of Audit assignment and submission of Final Audit Report (both in soft and hard copies) to SCU.

ANNEXURE-III

**PRICE QUOTATION**

Name of the Bidder:

Address for Correspondence with Phone No.:

We hereby submit the quotation for conducting Internal Audit as per the Scope of work given in this document within the time specified and in accordance with the terms and conditions.

The bidders are required to quote the rate in the following format.

Sl. No.	Internal Audit Fees	Base Price (Rs.)	Tax (Rs.)	Total Price (Rs.)
	For the Financial Year 2023-24			

Note: The rate quoted must be reasonable and valid for a period of three months from the last date of submission of quotation.

(signature by the bidder)

