



The Sanskrit College
and University

The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata - 700 073 | ☎ : 033 2241- 3611 / 1906

[Established by the Act No. XXXIII of 2015; Vide WB Govt. Notification No. 187-L, Dated- 19.02.2016]

<https://www.sanskritcollegeanduniversity.org.in>

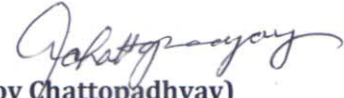
NOTICE INVITING QUOTATION

For conduction of Internal Audit

Request for proposal for engagement of Internal Auditor from Chartered Accountant Firms for the Financial Year 2019-20 and 2020-21 of The Sanskrit College and University. Interested Chartered Accountant / CA firms may submit "Expression of Interest" in a sealed envelope and should reach by post or by hand to the below mentioned address latest by **28/02/2022 at 4:00 PM**. The sealed quotation is to be raised in the name of following: -

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

Date: 18th February, 2022


(Ajoy Chattopadhyay)
Finance Officer
18/02/2022
Finance Officer
The Sanskrit College And University

TERMS & CONDITIONS

1. The envelope shall be prominently marked on top with "QUOTATION FOR CONDUCTING THE INTERNAL AUDIT OF THE SANSKRIT COLLEGE AND UNIVERSITY". The envelope should be properly sealed.
2. The quotations should reach this office by 28/02/2022 at 4:00 P.M. and the quotations will be opened on 28/02/2022 at 4.30 P.M.
3. The bidder should be CAG empanelled audit firms.
4. Head Office must be situated in Kolkata.
5. Experience in PSU/ Government (excluding Bank audit) /Educational Institution / Govt. Aided College and Universities.
6. Incomplete or conditional quotations will not be entertained.
7. No quotation will be accepted after closing date and time.
8. The bidder may remain present himself /herself or his/her authorized representative at the time of opening of the quotations. Only authorized representative will be allowed to attend at the time of opening of quotations.
9. All the firms participating in the Quotation 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 registered against the firm or its owner or partners anywhere in India that to be attached with this quotation / tender. Any firm blacklisted by a Govt./Semi Govt. Deptt. shall not be considered for this quotation and bidder will be rejected straightway.
10. The scope of work, timelines and payment terms for the functional audit is attached in Annexure II.
11. A copy of terms & conditions attached as and Scope of work attached as duly signed by the bidder, as a token of acceptance of the same should be attached along-with the quotation.
12. The Tender Committee reserves the right to relax any terms and condition in the institution's interest, with the approval of 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 QUOTATION:

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 / tender document duly signed with seal.
5. All other supporting documents as required in the quotation / tender shall be attached.
6. Price Quotation should be in the format given at Annexure-III.

ANNEXURE-II

Scope of Work 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

ANNEXURE-III

PRICE QUOTATION

Name of the Bidder:

Address for Correspondence:

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

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

Sl. No.	Internal Audit Fees	Base Price (Rs.)	Tax (Rs.)	Total Price (Rs.)
	For the Financial Year 2019-20			
	For the Financial Year 2020-21			

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

(signature by the bidder)