

The Sanskrit College and University
1, Bankim Chatterjee Street, Kolkata – 700073



TENDER NOTICE

Request for proposal for appointment of Internal Auditor from Chartered Accountant Firms for the Financial Year 2018-19 and 01.04.2019 to 30.11.2019 of The Sanskrit College and University. Interested 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 16/12/2019 at 1:00 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

Tender document with other details is available on The Sanskrit College and University website [http://
https://www.sanskritcollegeanduniversity.org.in](http://https://www.sanskritcollegeanduniversity.org.in)

(Kunal Kanti Jha)

Date: 06.12.2019

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ANNEXURE-I

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 16/12/2019 at 1:00 P.M. and the quotations will be opened on 16/12/2019 at 2.30 P.M.
3. Turnover for last three Financial Year – 1 Crore or More.
4. CAG Empaneled audit firms for Major Audit
5. At Least 7 partners of which at least 4 partners should be FCA.
6. Head office must be situated at Kolkata.
7. Experience in Educational Institution/University/ Autonomous Institutions – at least 3 No.
8. Experience in PSU/ Government (excluding Bank audit) – at least 10 No.
9. Incomplete or conditional quotations will not be entertained.
10. No quotation will be accepted after closing date and time.
11. The tenderer 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 the meeting of the Tender Committee.
12. All the firms participating in the Tender 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 nor any Criminal Case registered against the firm or its owner or partners anywhere in India be attached with this tender. Any firm blacklisted by a Govt./Semi Govt. Deptt. shall not be considered for this tender and tender will be rejected straightway.
13. The scope of work, timelines and payment terms for the functional audit is attached in Annexure II.
14. A copy of terms & conditions attached as and Scope of work attached as duly signed by the tenderer, as a token of acceptance of the same should be attached along-with the tender.
15. The Tender Committee reserves the right to relax any terms and condition in the Govt. interest, with the approval of competent authority.
16. 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 and last 3 years Income Tax Return.
3. Copy of documents evidencing empanelment certificates from different bodies.

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4. Details of the previous service provided for last 3 years.

5. Copy of this tender document duly signed with seal of the firm, in token of acceptance of terms and conditions.

6. List of the partners etc. of the firm and a Certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India.

7. All other supporting documents as required in the tender shall be attached.

B. Price Quotation should be in the format given at Annexure-III.

C. The total revenue grant and other revenue received during the Financial Year 2018-19 is amounting Rs. **26,217,227.00.**

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 of 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.	Description	Base Price (Rs.)	Tax (Rs.)	Total Price (Rs.)
	Internal Audit For the Financial Year 2018-19 and 01.04.2019 to 30.11.2019			

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