

Ananda Mohan College

Affiliated to the University of Calcutta
A NAAC Re-accredited College with Grade 'B+'



102/1, Raja Rammohan Sarani, Kolkata – 700009

Phone: (033) 2360-5767 (Principal)
2352-7327 (Office)

E-mail: anandamohancollegecalcutta@gmail.com
Website: www.anandamohancollege.ac.in

Ref. No. AMC/College/Internal Auditor/23-24/06

Date: 18-04-2024

TENDER NOTICE APPOINTMENT OF INTERNAL AUDITOR

Expressions of Interest from bonafide Chartered Accountants (C.A.) firms are invited for appointment of Internal Auditor to undertake internal audit of the college. The interested firms are informed to send their quotations in the sealed envelope superscripting as "QUOTATION FOR INTERNAL AUDIT SERVICE" and should reach to "**The Principal, Ananda Mohan College, 102/1, Raja Rammohan Sarani, Kolkata- 700 009**" within 6th May, 2024 (8pm).

The Expressions of Interest must include:

1. A detailed profile of the proprietor/firm including but not limited to information relating to past experience, major clients etc.
2. The C.A. Audit firm must have valid registration certificate from the competent authority
3. The Audit firm should have at least 5 years post registration experience in Government aided colleges as on March, 2024.

The Nature and the scope of work:

The internal auditor will report to the management about the final status of the college from time to time to minimize loss of revenue, increase transparency, detect /prevent mismanagement, financial or otherwise for the betterment of the college.

- To check the accounting practices prevailing in the organization
- Suggesting and assisting management in laying down policies, procedures and practices and its documentation thereof.
- Designing and recommending control measures in respect of the gap(s) in the existing system.
- Verification of Budget and Budgetary control procedures.
- Physical Verification of Cash & bank balances, investments, inventories and fixed Assets regularly.
- To check the tendering process for construction works and other supplies.



(Signature)
18/04/2024

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TENDER NOTICE APPOINTMENT OF INTERNAL AUDITOR (Contd.)

- To check the purchase procedures as required by the law and prudence
- To check the disbursement of all pays and allowances to all the employees.
- To check the advances to all the employees and vendors and their settlement(s).
- To check authenticity of all the cash payments.

The above points are only indicative. The Internal auditors may carry additional areas of inspection and examination of the documents/ areas of operation for efficient application of resources and adherence to Accounting Standards applicable to Aided colleges, Standards on Internal Audit and such other areas as may be requested by the management of the college from time to time.

TERMS & CONDITIONS

- i. The quoted rates should be inclusive of all taxes.
- ii. The Authority reserves the right to either accept or reject any bid without assigning any reasons whatsoever and tenderer shall have no claim on this account.
- iii. The vendor should have a valid Trade License, PAN, GST No., Bank Account details. After completion of the aforesaid job, these documents need to be produced with the ~~delivery challan (two copies)~~ and invoice (two copies).



PKL
Principal 18/04/2024

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Principal
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