



Office of the Principal
A. B. N. Seal College, Cooch Behar
Government of West Bengal
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Memo No: 253/24

Date: 27.06.2024

NOTICE INVITING TENDER
NIT NO: WBHED/ABNSC/NIT-02/2024-2025

**TENDER NOTICE INVITING QUOTATIONS FOR ENGAGEMENT OF INTERNAL AUDITOR AT
A.B.N. SEAL COLLEGE, COOCH BEHAR, WEST BENGAL, PIN-736101**

Sealed Tenders/Quotations are hereby invited by the Principal, A.B.N. Seal College, Cooch Behar from reputed Chartered/Cost Accountant Firms for engagement as Internal Auditor of A.B.N. Seal College, Cooch Behar for the FY 2024-2025. **Price should be quoted in INR currency inclusive of all taxes.**

SL No.	Name of the Work
1.	ENGAGEMENT OF INTERNAL AUDITOR AT A.B.N. SEAL COLLEGE, COOCH BEHAR, WEST BENGAL, PIN-736101

Background:

The college needs to appoint an internal auditor primarily to foresee the issues related with financial transactions. This includes but not limited to the following:

Fees collected from students, money received from the mother University in order to conduct University Examinations, centre fees/charge received from Open Distance Learning Centre (in July session and December session). Besides, funding for organizing seminars, conferences, Extra mural research funding or any kind of fund received in the college account will also be considered for internal audit. In addition to these financial transactions, the firm will also be responsible to the assignments as stated in scope of work.

I. Terms of Reference

1. Eligibility for submitting tender:

The interested Bidders shall have to comply to the following criteria to participate in the tendering process:

- a. Must be registered with the Institute of Chartered/Cost Accountants of India for not less than 5 years as on 1st April 2024. (Self-Attested copy of Registration Certificate issued by Institute to be furnished.)
- b. Must be having a minimum three years of experience as on 31st March, 2024 in last 5 years in conducting Internal Audit of Central or State Government Institutes/ PSUs/ Autonomous Institutes. (Self-Attested copies of Appointment Letters/Agreements/Work Orders issued by such Institutes along with extract of Audited Financial Statements in support of income or expenditures to be furnished of such Institutes.)
- c. Preference will be given to Firms having experience in conducting Internal Audit of the Govt. College/Govt.-aided college/ University / Technical or Management Institutions in West Bengal for at least 2 years in last five Financial Years. (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such Institutes to be furnished)
- d. Must be registered under Goods & Service Tax Act. (Self- Attested GST Registration Certificate to be furnished.)
- e. The internal auditor appointed by A. B. N. Seal College, Cooch Behar or any person employed by him shall not have any direct or indirect interest, whether pecuniary or otherwise, in any matter concerning or related to the administration or functions of the Institute.

2. Scope of Work:

The Firm shall be responsible for the following works –

Review and Recommendation of Improvement of Internal Control:

- i. Independently review and appraise the systems of control throughout the year (not just the financial controls);
- ii. Recommend improvements to internal controls;
- iii. Ascertain the extent of compliance with procedures, policies, regulations, statutory obligations and other legislations;
- iv. Ensure that assets and interests are safeguarded from fraud, deter fraudsters and possibly identify fraud.
- v. Department wise system/process audit and recommendation for best practice to improve the system.
- vi. Stock audit of the Departments, College office and of the Central Library.

Detailed Scope of Work:

Sl. No.	Area	Detailed Scope
01	Revenue	<ol style="list-style-type: none">i. Reconciliation of Fees from students / participantsii. Interest on Bank Interestiii. Grants for research projectsiv. Any other Incomev. Treatment in accounts for all Income and recommendations
02	Expenditures	<ol style="list-style-type: none">i. Procedures followedii. Treatment in Accountsiii. 100% vouching of the transactionsiv. Reporting for any Rectification or improvement
03	Procurement of Goods & Services	<ol style="list-style-type: none">i. Tendering process and selection of vendor/contractorii. Store & Purchase Processes

04	Physical Verifications of Inventory & Fixed Assets	<ul style="list-style-type: none"> i. Inventory verification on yearly basis ii. Fixed Assets verification on yearly basis except library books/journals iii. Verification of Library Books on yearly basis.
05	Statutory Compliances	<ul style="list-style-type: none"> i. Compliances to Income Tax Act ii. Compliance to GST and other Indirect Taxes iii. Compliance to Labour Laws iv. Compliance to FEMA laws v. Any other statutes
06	Finance & Accounts	<ul style="list-style-type: none"> i. Review of Account Payable and Receivable ii. Verification and checking of financial transactions from bank book and other ancillary record maintained by the Institute. iii. Review the record/system of bill payment to various contractors and also to review the compliance on them with terms of contract. iv. Bank Management v. Checking of Bank Reconciliation Statement on monthly basis. vi. Review the expenses incurred with the approved Budget vii. Vouching/Ledger Scrutiny viii. Review the last statutory/Internal audit comments and compliances and action taken report ix. Review of expenses on Sponsored Projects and Its Accounts x. Review of Subsidiary Accounts at a quarterly Intervals
07	Others	<ul style="list-style-type: none"> i. As and when required comments/ observation of the Internal Audit will be taken on financial transaction of special value or special nature

		<ul style="list-style-type: none"> ii. As and when required comments/ observation of the Internal Audit will be taken on statutory requirement for financial transactions. iii. Suggestion for improvement of the existing System of Accounting, internal control and Management Information System (MIS) from time to time iv. Periodically reconciling Physical Assets with Books of Accounts so as to submit Annual Physical Verification Report latest by 30th April. v. Issue of Utilization Certificates for Grant Based projects as and when required vi. Any Other Internal Audit related matters
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3. Audit Report:

- a. Quarterly Internal Audit Report
- b. Yearly Internal Audit Report
- c. Audit/Review Report on Quarterly Accounts
- d. Audit/Review Report on Yearly Accounts
- e. Issue of Utilization Certificates for Grant Based projects as and when required.
- f. Physical Verification of Inventory, Books & Fixed Assets on yearly basis.

4. Process of Audit:

a. Auditor's field personnel will segregate the audit observations and discuss the same with the Principal for having an in depth understanding of the issue and prepare the draft audit report accordingly.

b. The draft audit report will be discussed by senior level personnel of the Audit Firm with the Principal of the College. If the auditor is not satisfied, the para will be dropped or otherwise the para could be considered and incorporated in the Audit Report.

c. All the documents received during the course of audit should be returned after completion of the audit and it shall be the responsibility of the

firm to ensure that all documents and information received from the institute will be used exclusively for the internal audit purposes and should be kept confidential and not to be disclosed to third party at any point of time.

d. In case any serious financial irregularity and Points relating to grave deficiencies if found, the same may be communicated to the Principal immediately without waiting for the time of submission of the report.

e. As per requirements of the Institute, the auditors may also be asked to give presentation on finding in the Audit Reports to the Principal or any committee presided by the Principal.

5. Responsibilities of the Service Provider:

Following are the responsibilities of the Firm (Service Provider) –

a. Personnel deployed should ensure proper conduct of the deployed personnel in the office premises and should carry Laptops.

b. The personnel deployed should be polite, cordial and efficient and their actions should promote goodwill and uphold the image of A. B. N. Seal College. The Firm shall be responsible for any act of indiscipline on the part of the person(s) deployed.

c. Shall submit their observations on quarterly basis to the Principal and ensure necessary compliance along with rectification/correction, if any, by the Principal within 20 days of receipt of audit observations.

6. Timeline:

The auditor should submit internal audit reports by the 15th of the subsequent quarter and the yearly audit report by 15th April of the following year.

7. Payment & Price Validity:

i. The Firm shall be paid after successful completion of requisite services as per availability of fund from Govt. of West Bengal and through IFMS portal.

- ii. The price as quoted by the Firm (as per Annexure) shall remain unchanged during the contract period. The fees should be quoted is inclusive of TA/DA/Boarding/Lodging etc
- iii. Goods & Service Tax, if any, shall be paid at the applicable rate.

8. Period of Engagement:

- i. The engagement shall be for a period of one year i.e., F.Y. 2024-25. The contract may be renewed on yearly basis in the same terms and conditions subject to satisfactory performance of the firm and with the mutual consent of both the parties.
- ii. The agency shall start providing services (actual engagement of personnel) within 10 days of issue of Letter of Award/Intimation.

9. Termination/ Suspension of Agreement:

The contract can be terminated at any time prior to its completion by either Party with 60 days of notice period.

10. Instructions to Bidders Submission of the Proposal:

- i. The bidders are to deposit the tender papers on company letter pad.
- ii. Quotation price should not exceed Rs.60,00/- inclusive of taxes.
- iii. Scan copy of form of Income Tax return for the last three financial year, copy of valid PAN card in the name of the company, audited financial Statements for last three years, GST Registration Certificate, Papers bearing company details (e.g. company registration certificate, partnership deed, company bylaws etc.) and self-authenticated copy of proofs as mentioned in Eligibility criteria are to be submitted along with application for tender.
- iv. The Financial Proposal shall be submitted in the format given in Annexure

Evaluation and Selection:

Selection will be based on the Quality & Cost.

Award of Contract:

- a. Contract shall be awarded to the firm whose evaluated bid price will be the lowest.
- b. In case two or more technically qualified firms quote the same lowest price, i.e. more than one L1, then, the firm with superior credentials shall be awarded the contract.**

- c. Any effort by a firm to influence A. B. N. Seal College in its decision on bid evaluation or placement of Work Order may result in rejection of the firm's offer.
- d. Any legal dispute arising out of this is subject to Cooch Behar jurisdiction only.

Additional Conditions of Contract:

- a. A. B. N. Seal College may advise the firm to disengage any of their staff from service, with 24 hours prior intimation, in case the Institute found any negligence on the part of that particular staff.
- b. The firm shall be totally responsible for the conduct of the personnel engaged for the service and the Institute shall not be responsible for their conduct at any point of time.
- c. In case of any damage/pilferage caused to the property of A. B. N. Seal College due to mishandling, carelessness of the firm's personnel, the same shall be recovered from the firm adjusting the amount against their quarterly bill.
- d. The persons deployed shall, during the course of their work, will have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the firm liable for penal action under the applicable laws besides action for breach of contract.
- e. The College shall provide suitable place for sitting for the deployed persons.
- f. The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act and A. B. N. Seal College shall provide TDS certificate to the Agency.
- g. In case of non-performance, part performance or non-adherence of the statutory obligations due to negligence on part of the Firm, penalty would be imposed by the A. B. N. Seal College proportionate to the extent of default/non-compliance.
- h. A. B. N. Seal College shall not be responsible for any financial loss or any injury to any person deployed by the Firm in the course of their performing the functions/duties, or for payment towards any compensation.

Penalty Clauses:

- i. In case the Firm fails to commence/execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the tender and reserves the right to impose the penalty as detailed below:
 - a. 2% of cost of order/agreement per week, up to 2 weeks delay.
 - b. After 2 weeks delay, A. B. N. Seal College reserves the right to cancel the

contract and withhold the agreement and get this job becarried out from other firm(s) from open market at the competitive rates. The defaulting firm will be blacklisted for a period of 3 years.

- ii. For any breach of contract, A. B. N. Seal College shall impose a penalty to the extent of Rs. 10,000/- only on the first occasion upon the firm in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of A. B. N. Seal College.
- iii. If the lapse is repeated, the extent of penalty will be doubled on each such occasion.

II. Date and Time Schedule of the tender:

Sl. No.	Particulars	Date & Time
1	Tender publishing date	29.06.2024
2	Bid submission start date	29.06.2024
3	Last date of submission of quotations	11.07.2024
4	Date and time of opening of Quotations	12.07.2024(at 3p.m.)


Principal
A B N Seal College
Cooch Behar

Principal
A.B.N. Seal College

ANNEXURE I

FURNISHING BASIC INFORMATION (To be furnished in the Company's official letter pad)

1	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN (Please enclose copy of PANCard)	
7	GST No. (Please enclose copy of GST)	
8	Do you have previous experience for working as Internal auditor at Educational Institute of Higher Learning (Please enclose copy, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	FY 2021-22: Rs..... FY 2022-2023: Rs..... FY 2023-24: Rs..... Average Annual Turnover: Rs.....

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the College.

Signature of the bidder
(with seal)