



Estd.: 1991

# SAHEED ANURUP CHANDRA MAHAVIDYALAYA

BURUL, SOUTH 24 PARGANAS, West Bengal- 743318

State-Aided College, Govt. of West Bengal

Affiliated to University of Calcutta; Approved by UGC 2(f) and 12B



NAAC B+ (3<sup>rd</sup> Cycle)

**Memo No.:** SACM/Tender/12/25/101

**Date:** 05.12.2025

## **INTERNAL AUDIT – TENDER NOTICE**

Saheed Anurup Chandra Mahavidyalaya (SACM) invites **SEALED TENDER / QUOTATIONS** from registered Chartered Accountant Firms for appointment of Internal Auditor in respect of Internal Audit of College Accounts **for the Assessment Year 2023-24, 2024-25.**

### **JOBS TO BE UNDERTAKEN:**

1. To verify the various documents relating to receipts and payments specifying the nature of such receipts or payments whether capital or revenue expenditure incurred thereon and any surplus amount lying in which shape i.e., Cash of bank deposit or any govt securities or Sundry expenses and liabilities.
2. To prepare annual accounts in the form of receipt and payment account, profit and loss account in the format prescribed by the accountant general.
3. To prepare the annual balance sheet and books of account.
4. To verify all bills and vouchers.
5. To detect any irregularities of financial nature.

### **TERMS AND CONDITIONS:**

1. The firm must be a registered firm having minimum experience of 5 years.
2. The firm should have its headquarters at Kolkata.
3. The average annual turnover of the firm for financial years 2023-24 and 2024-25 must be at least Rs. 05 lakhs.
4. The firm should not be black listed by any Government, C&AG, PSU or any other government organization.
5. The firm should have experience in audit of central/state autonomous bodies, semi government organizations, public sector undertakings, government companies either as statutory/ internal auditors/tax consultants/govt aided college
6. The Authority reserved the right to cancel any or all quotations without assigning reason thereof. All legal disputes, if any relating to the quotations and consequential action of the Authority are subject to jurisdiction of the Calcutta High Court of Law.
7. Price and period to be taken to complete the work should be quoted.



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## **DOCUMENTS TO BE SUBMITTED AND INFORMATION SOUGHT ON COMPANY'S LETTERHEAD:**

1. NAME OF THE FIRM:
2. FIRM REGISTRATION NO.:
3. DATE OF FORMATION:
4. REGISTERED ADDRESS:
5. CONTACT NO. & MAIL ID:
6. NAME OF THE PARTNERS:
7. NAME OF THE NODAL PARTNER:
8. CONTACT NO. & MAIL ID OF NODAL PARTNER:
9. C & AG EMPANELMENT NUMBER (if any): ACKNOWLEDGEMENT LETTER OF C& AG
10. CATEGORY AS PER C & AG RECORDS:
11. PERMANENT ACCOUNT NO: COPY OF PAN CARD
12. GST REGISTRATION NO: COPY OF REGISTRATION CERTIFICATE/LETTER
13. AUDIT CHARGES QUOTED (including TA):

## **LAST DATE OF QUOTATION SUBMISSION:**

Tender/Quotation should be dropped at the Tender Drop Box of Saheed Anurup Chandra Mahavidyalaya, Burul, Nodakhali, 24 PGS(S) between 05.12.2025 to 15.12.2025.

**Date of Tender Opening:** 16.12.2025 (01.00 p.m.)

**Payment Procedure:** Payment will be made after the completion of the work through Cheque/RTGS/NEFT (Govt. Taxes will be applicable).

Prof(Dr.) Santanu Kumar Sen  
Principal

*Principal*  
Saheed Anurup Chandra Mahavidyalaya  
Burul, South 24 Parganas

