



KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla Bypass More

P.O. – Kalla (C.H.)

P.S.- Asansol (North), Dist- Burdwan, Pin – 713340

E-mail:-regknuasn@gmail.com, website: - www.knuedu.in

Ref.No- FO/2911/KNU/15

Date: 09.12.2015

Proposals are invited from Chartered Accountants Firms (CA Firms) for appointment as KNU internal Auditors for the Financial Year 2015-16. The KNU internal auditor will be required to conduct the internal audit since the inception of the University i.e. from 2012.

Relevant documents may be downloaded from the University website www.knuedu.in and the same after filled up must be submitted in a sealed envelope addressed to Registrar, Kazi Nazrul University, Asansol, West Bengal.

The interested CA firms must comply the Terms and Conditions as mentioned in the Annexure-1 of the Tender Documents. Note: For any sorts of query, please contact the undersigned at regknuasn@gmail.com

Last date of receiving tender document either by hand or by post: 23.12.2015 up to 12:00 hrs..





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Annexure-1

ELIGIBILITY CRITERIA:-

The interested CA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their tender:-

1. The CA firm should have at least an experience of 10 years from the date of registration of the firm out of which two years audit experience in sa state University[preferably new University]. (Copy of self attested registration certificate is required be submitted)
2. The CA firm should have the registered / main office preferable in Kolkata or Asansol. The CA firm may provide a list of their branch offices located across India.
3. The CA firm should have conducted either statutory audits and /or internal audits of the State Govt. aided University and preferably newly formed State Govt. aided University. The copy of self attested appointment letters from above organizations should be enclosed.

SCOPE OF WORK:-

4.The KNU internal auditor has to cover all issues relating to the internal audit including the issues as specified below:-

- 4.1 The checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
- 4.2 The checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.
- 4.3 The checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles and the UGC/H.E. Education, Govt. of W.B. rules.
- 4.4 The checking and verification of fees / incomes / receipts on test check basis and the review of the reconciliation of fees / income /receipts to ensure that no revenue leakage exists.
- 4.5 Checking and verification of Government Grants (Central / State) received and utilized and their quarterly reconciliation.
- 4.6 The scrutiny of all assets and liabilities accounts to ensure their correctness.
- 4.7 The review of fixed assets register / records and their reconciliation with accounting records.
- 4.8 The review of liability registers and their reconciliation with accounting records.
- 4.9 To ensure the compliance with applicable statutory requirements like income tax, Service tax, EPF and ESI etc.
- 4.10 To ensure that the salary to staff is being paid as per their terms and condition and to ensure the Correctness of pay fixation.
- 4.11 Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.
- 4.12 Checking and verification of procurements of capital items to ensure that prescribed procedure mentioned in Purchase /procurement in compliance G.O. No -5400- F(Y) dated 26/6/2012 have been followed.
- 4.13 Review of accounting and internal control systems for particulars type of financial transactions and suggestions for improvements where weak lacunae are accounting and internal control systems are observed.
- 4.14 Detection of systemic flaws and suggestions for adopting the corrective measures.





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4.15 To advice on income tax, service tax, sales tax, excise duty and custom laws etc. applicable time to time. To help in preparation and submission of necessary compliance with applicable laws.

4.16 Preparation of income tax return and submission of same to income tax authorities.

4.17 Preparation and filling of e-TDS quarterly returns within applicable due date.

4.18 Preparation and filling of service tax returns within applicable due date.

4.19 The internal audit report is to be prepared as per format of H.E. Deptt. Govt. of W.B.:-

5. Methodology for review of the performance of the auditors:

The system of internal audit has been introduced mainly with the following objectives.

5.1 To examine transaction of accounts, income, expenditure, payment & receipts.

5.2 To ensure that violation, if any, in the procedures of the University are brought to the notice of the management.

5.3 To report serious irregularities/fraudulent activities noticed at any level.

5.4 To examine system of control including internal check

5.5 To recommend for improvement to build preventive safeguards against frauds, misappropriation or other losses

6. The audit firm shall own professional responsibility for concealment of facts, not reporting serious irregularities or losses on account of non-reporting/non detection of early warning signals/frauds.

7. If the performance is found wanting, then the services of the auditors shall be terminated / blacklisted with due intimation at the discretion of the University and such Audit firms shall stand de-empanelled. These are without prejudice to referring the issues to the professional body and also claim damages for such unsatisfactory service, whatsoever by the firm or any of its employees.

8. The Audit firm shall follow the time norms for completing the Audit and submitting the Audit report to the University.

9. TECHNICAL BID

General Information

9.1. Name of the CA Firm :

9.2. Registered / Main Office Address :

9.3. Name of Nodal Partners :

9.4. Contact No. & email ID of Nodal Partner :

10. Eligibility Criteria

10.1. Whether the firm meets all the eligibility Criteria (Yes/ No) :

10.2. No. of years of experience:

10.3. Date of registration of CA firm :

10.4. Annual turnover of CA firm for (Enclose Copies of IT Returns)

a. FY 2013-14 :

b. FY 2014-15 :

11. Undertaking of the applicant:

11.1 We have read the above terms and conditions for reappointment of internal auditor and agree to abide by the same. We also undertake to execute the undertaking letter in the prescribed format agreeing to abide by the specific terms and conditions of appointment before taking up the assignment in case the firm is selected for Concurrent Audit.





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11.2 We hereby declare that all the partners of the firm are full time practicing Chartered Accountants.

11.3 We hereby declare that individually, no partner is engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2(2) of the Chartered Accountants Act 1949.

11.4 We hereby declare that neither our Firm nor any of the partners have been disqualified/debarred/cautioned by ICAI during the last 5 years.

11.5 We hereby declare that the constitution of the firm as on the date shown in this profile/Resume is the same as that of in the Constitution Certificate issued by the ICAI and any changes in the constitution will be intimated to the University as and when takes place.

11.6 We undertake to submit the latest copy of the Registration Certificate issued by the ICAI duly attested (self attestation is permissible), on receipt of offer letter from the University

11.7 We hereby declare and confirm that the above particulars are true, complete and correct and no other material information has been withheld.

11.8 The above particulars/information/details are given on behalf of the applicant, by the undersigned who is authorized to do so.

11.9 We undertake to follow the time norms for completing the Audit and submitting the Audit report to the University. If there is any delay in submission of the report or the report is wanting in material aspect we are liable to cancel the contract

11.10 In case of any dispute, the decision of the University is final and only the appropriate Courts in Kolkata shall have the jurisdictional authority.

Place : Signature
Date : Name of the Auditor
Membership Number:
Name of the firm
PAN
Service Tax No.

We will be grateful if you would kindly send us your acceptance of this appointment.

Yours faithfully,



S. Sougata Chakrabarti
(Dr. Sougata Chakrabarti)
Finance Officer
Kazi Nazrul University
Asansol

Copy to:

1. Registrar
2. Personal Assistant to Hon'ble Vice Chancellor