



NETAJI SATABARSHIKI MAHAVIDYALAYA, ASHOKNAGAR

NAAC Accredited Institution
(Affiliated to W.B.S.U., Barasat)

SAHIDBAG

P.O. : Haripur, Dist. : North 24 Parganas, PIN : 743223

Estd. - 2000

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

Ref. No. NSM/

Date

Ref. No.: NSM/Quotation/Audit/01/2026

Date: 30/09/2026

NOTICE INVITING QUOTATION

Sealed Quotations are invited from experienced, resourceful, and empanelled Chartered Accountant (CA) / Cost Accountant firms or professional auditing agencies having proven track records in conducting audits for Government Aided College, for carrying out the **Internal Audit** for the financial years **2023-24, 2024-25, and 2025-26**.

1. Scope of Work & Details

Sl. No.	Name of Work	Coverage	Deliverables
1	Conduct of Internal Audit for the FY 2023-24, 2024-25, and 2025-26.	Verification of all financial records, cash books, bank statements, ledgers, fees collection receipts, utilization certificates of grants (if any), PF records, and statutory compliances.	Submission of comprehensive signed Internal Audit Reports along with audited financial statements for each respective financial year.

2. Schedule of Dates

- Date of Issuance of Notice: 30/09/2026
- Last Date & Time for Submission of Quotation: 08/10/2026 up to 2:00 P.M.
- Date & Time of Opening of Quotations: 08/10/2026 at 3:00 P.M. (in the presence of available bidders or their authorized representatives)

3. Terms and Conditions

1. Submission Procedure: The sealed quotation must be addressed to the **Principal, Netaji Satabarshiki Mahavidyalaya, Sahidbag, P.O.- Haripur, North 24 Parganas, PIN- 743223**, and submitted either by Registered/Speed Post, Courier, or dropped directly into the Quotation Box kept at the college office on any working day within the stipulated time.
2. Envelope Marking: The outer envelope must be superscribed clearly with "**Quotation for Internal Audit (2023-24, 2024-25, 2025-26)**" along with the Ref. No.
3. Documents to be Enclosed:
 - Valid Trade License / Certificate of Practice.
 - Firm Registration Certificate / Partnership Deed (as applicable).
 - PAN Card and GST Registration Certificate.
 - Copy of Income Tax Return (ITR) for the last financial year.
 - Credentials/Work Orders for similar audit works executed in educational or government-aided institutions during the last 3 years.
4. Quoted Rate: The rate should be quoted inclusive of all taxes, professional fees, out-of-pocket expenses, and GST, explicitly mentioned in both figures and words.
5. Tax Deduction: Statutory deductions like TDS and GST-TDS (if applicable) will be deducted from the bill as per prevailing Government guidelines.
6. Right to Reject: The undersigned reserves the right to accept or reject any or all quotations in part or full without assigning any reason whatsoever and is not bound to accept the lowest quotation.
7. Completion Period: The final audit report for all three financial years must be submitted within **30 days** from the date of issuance of the formal work order.

[Signature]
30/09/26
Principal

Netaji Satabarshiki Mahavidyalaya

Principal
Netaji Satabarshiki Mahavidyalaya
Sahidbag, Ashoknagar, 24 Pgs (N)