



Memo No. 569/SDBI/Quotation/2024

Dated 11/11/2024

## NOTICE INVITING QUOTATION

### **FOR PROVIDING SERVICES TO CONDUCT INTERNAL AUDIT**

Sealed Quotations are invited from Chartered Accountant firms having experience in conducting Internal Audit for the financial year 2024-25 of Shibpur Dinobundhoo Institution (College), 412/1, G. T. Road(South), Howrah-711 102.

The brief Financial of the college as per Audit Report 20-18 is as under:

Balance Sheet Size	Rs. 13.11 Crore
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### Eligibility Criteria

The Chartered Accountant firm should have at least an experience of 3 years' experience of conducting Internal Audit in educational institutions including non-government colleges of West Bengal.

### Scope Of Work

Conducting Internal Audit for the financial year 2024-25 and the Audit Report should be submitted within 30 days from the date of start of Internal Audit.

### Submission Of Quotation & Time Schedule

1) Submission :

Quotation in Chartered Accountant Firm's **Letter Head & Duly Signed by the Authorized Signatory (s)** must be submitted to the college **ONLY by POST or COURIER**. Hand delivery/delivery of Quotation through messenger will not be accepted and the **quotation will be treated as cancelled**.

2) ALL Taxes :

Rates should be quoted inclusive of all kinds of taxes. **GST to be shown separately**.

3) GST Registration Documents :

GST registration document must be submitted along with the quotation. **Otherwise, the quotation will be treated as cancelled**.

4) LAST Date of Submission of Quotation by POST or COURIER: **18/11/2024 (MONDAY)**  
(quotation received by POST or COURIER after LAST date will be treated as cancelled)

5) Address for submission of Quotation by POST or COURIER :

**Shibpur Dinobundhoo Institution (College),  
412/1, G. T. Road(South),  
Howrah-711 102.**

**Principal**

SHIBPUR DINOBUINDHOO INSTITUTION (COLLEGE)