



Memo No. 805 /SDBI/Quotation/Internal Audit/2025

Dated 12/12/2025

NOTICE INVITING QUOTATION**For Conducting Internal Audit (After Preparing Final Accounts)**

Sealed Quotations are invited from Chartered Accountant firms having experience in conducting Internal Audit for conducting Internal Audit (after preparing final accounts) the financial year 2024-25 of Shibpur Dinobundhoo Institution (College), 412/1, G.T. Road (South), Howrah-711102. The brief financial data of the college as per Audit Report 2023-24 is as under:

Balance Sheet Size	Rs.13.72 Crore
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Submission of Quotations & Time Schedules:**1) 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.**

2) Scope Of Work

Preparation of final accounts and conducting Internal Audit for the financial year 2024-25 and the Audit Report should be submitted.

3) Submission:

Sealed Quotation in **Letter Head and duly signed** must be submitted in the "DROP BOX" kept at the Main Entrance of the College.

- "Quotation for conducting Internal Audit (after preparing final accounts) for financial year 2024-25" must be superscribed on the Sealed Envelope.
- Quotations submitted by post/courier/e-mail will be rejected.

4) All Taxes & Delivery Charges:

Rates should be quoted inclusive of all kinds of taxes including GST. The fact must be clearly mentioned in the quotations

5) GST Registration Documents:

GST registration document must be submitted along with the quotation.

6) LAST Date of Submission of Quotations in the "Tender Drop Box": 20-12-2025.


Principal
SHIBPUR DINOBOUNDHOO INSTITUTION COLLEGE