

THE CENTRE FOR STUDIES IN SOCIAL SCIENCES, CALCUTTA

R -1, B P Township, Kolkata - 700094

**Dated: 5 February 2023
No. CSSSC/Tender/2022-23/01**

TENDER NOTICE

Sealed Quotation is invited from the reputed Chartered Accountant Firm having office in Kolkata for conducting the Audit of the CSSSC for following scope of work under terms & conditions.

1. SCOPE OF WORKS

- A. The appointing Firm would be required to submit "Audit Report" after auditing the Accounts of the CSSSC along with project accounts for the financial year 2022-23 to the Board of Governors, CSSSC. The engagement is likely to continue for 2023-24, 2024-25 depending on the approval given by the Board of Governors, CSSSC.

- B. The Firm will also check, analyse and comment/suggest on the annual accounts prepared by the Account Section of the CSSSC which will subsequently be placed in the "Annual General Meeting" of the CSSSC. A representative of the firm will have to be present in the meeting, if required.

C. CHECKING

I. Finance and Accounts

- i. Checking the Bank transaction and journal voucher etc.
- ii. Review of Account payable and Receivable
- iii. Checking of classification of Expenditure under Object Head wise as per guideline of IDP
- iv. Checking of periodical bank Reconciliation Statements.
- v. Verification and classification of assets created by the CSSSC
- vi. Verification and classification of CASH BOOK (Hard copy)

II. Investment:

- i. Physical Verification of Investment Certificates
- ii. To obtain management confirmation and reconcile it with the banks confirmation in the form of certificates

- iii. To Check the Interest Income with the TDS certificates, Interest

III. Physical Verifications of Moveable and Immovable Assets

2. DURATION OF CONTRACT

The firm will be required to provide the stipulated services as mentioned above in 1 (A). Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Firm in the event their services are evaluated as unsatisfactory at any time during the period.

3. MINIMUM ELIGIBILITY CRITERIA

- i. The Chartered Accountants firm should be empanelled with the CAG.
- ii. The Chartered Accountants firm should be enlisted as per the Institute Rule.
- iii. The firm must have adequate experience in Auditing at least 03 (three) PSU/Govt. Organisation during last 3 years.
- iv. The firms should possess adequate knowledge of General Financial Rules, 2017 and common Accounting format of Govt. of India.
- v. The audit will not be done by a person who was either an employee in the CSSSC, or a partner/employee of the retiring auditor, unless such person is employed with the firm for a least one year.
- vi. A certificate from the firm to the effect that no partner of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountant of India is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner.

4. ACCEPTANCE OF TENDER & WITHDRAWALS

The right of final acceptance of the tender is entirely vested with the Director, CSSSC who reserves the right to accept or reject, any of the tender in full or in parts without assigning any reason whatsoever. There is no obligation on the part of CSSSC to communicate with rejected applicants. After acceptance of the tender, the applications shall have no right to withdraw his tender. The tender accepting authority may also reject all the tenders for

reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.

5. SUBMISSION OF TENDER:

Quotation should be submitted in a sealed cover, superscripted by quotation No. & date according to ANNEZURE-A and ANNEXURE -B. **Quotation should be submitted at the Office of the Registrar, The Centre for Studies in Social Sciences, Calcutta. R - 1, B P Township within stipulated time.**

Last date of submission of Quotation is by 5:00 pm on 20 February 2023

6. OTHER GENERAL TERMS AND CONDITIONS:

- i. Tender received after the schedule date and time shall not be considered
- ii. Of progress/ performance of the audit team are not satisfactory, the management reserves the right to terminate the appointment of the Firm with 7 days prior notice.
- iii. The Management reserves the right to seek any information / clarifications related to engagement at any time during the process of audit as per the requirement.
- iv. The Audit Firm is not permitted to sub-contract the work to any other firm. They should keep themselves away from illegal & dishonest practices.
- v. The Audit Report should be in conformity with the Scope of Work and Auditor may add more meaningful inputs depending on the findings in the course of Audit
- vi. Settlement of Disputes: The decision of the Director, CSSSC will be final and binding on the parties. If differences still persist, the settlement of the dispute may be sought in the court of law in Kolkata jurisdiction.
- vii. The Court of Kolkata in the State of West Bengal only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.
- viii. The prices should be quoted including of all other charges. GST shall be shown separately

7. Disclaimer: The CSSSC reserves the right to accept or reject any or all responses and may request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process

8. TENDER OPENING DATE:

The quotation will be open on 21 February 2023 in presence of participating bidder or their representative, whosoever are present.

- Encl.: 1. ANNEXURE-A
2. ANNEXURE-B

ANNEXURE-A

Tender Form

1. Name of the firm:
2. Address with phone no. & e-mail
 - a) Permanent
 - b) Branch Address
3. Quoted Rate:

For Financial Year	Audit Fees (Without GST)	GST %	Total Audit Fees (With GST)

Signature of the Authorized person of the Firm with seal

ANNEXURE-B

Credential Form of the Firm

1. Name of the firm:
2. Address with phone no. & e-mail
 - a. Permanent
 - b. Branch Address:
3. Date of Registration of Firm
4. Whether Proprietary / Partnership
5. Name of the Proprietor/Partners
6. Registration of Firm with ICAI (**Attach copy Firm Card from ICAI**)
7. PAN of Firm (**Attach copy of PAN**)
8. GST Registration No.: (**Attach copy of GST Regd.**)
9. Whether your firm or any partner has been Disqualified/Terminated/black listed/debarred by any of the Govt./PSU's Educational Agencies : YES/NO

We the Partner/Proprietor of M/s. _____ (Name of the firm), hereby declare that the above mentioned facts are true and correct to the best of our knowledge and anything found incorrect may result in the cancellation of our engagement in CSSSC.

Date: _____

with seal

Place: _____

Signature of the Authorized person of the Firm