



WEST BENGAL STATE UNIVERSITY

Berunapukuria, Malikapur Barasat
24 Parganas (North), Kolkata - 700 126

Phone : (033) 2524 1975 / 1976 / 1978 / 1979 Fax : (033) 2524 1977

Ref. No : WBSU/Reg/NIQ/Internal Auditor / 298 /2021-22

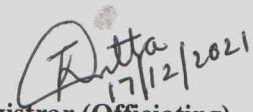
Date : 17.12.2021

NOTICE INVITING QUOTATIONS of Engagement of Internal Auditor in West Bengal State University for the Financial Year 2020-21 and 2021-22

The West Bengal State University, Berunapukuria, Barasat, Kolkata-700126 established under the West Bengal State University Act, 2007 [West Bengal Act XXVIII of 2007] to impart higher education in India invites quotations from the interested Chartered Accountant Firms having office in Kolkata for conducting Internal Audit of the transactions of the University on quarterly basis. The University has over the period of years acquired a good number of movable and immovable Assets. Hence, the scope of internal Audit would extend to Finance, Accounting Works, Establishment, Stores & Purchases, Statutory Compliances, Library and any other area(s) that may be during the course of Audit felt necessary. The detailed scope of work is also mentioned herewith.

At present, we are having volume of financial transactions about Rs. 35 to 36 crores per annum. Accounts of the University are maintained in Tally ERP 9. Proposal containing Fees/Charges for preparation of quarterly report of Internal Audit along with complete bio-data and particulars about the firm may be sent to the following address by 2.30.p.m. of 31.12.2021 (AN) and the same will be opened on the same day at 3.00 p.m. before the firms or their authorized representatives.

Notwithstanding anything contained herein above, the University, however, is not bound to accept the lowest or any rate quoted and reserves the right to reject any or all the tenders without assigning any reason.


Registrar (Officiating)

West Bengal State University
Registrar (Officiating)
West Bengal State University
Barasat, Kolkata-700126

Address for communication and submission of quotation:

Registrar (Officiating), West Bengal State University, Berunapukuria, Malikapur, Barasat,
24 Parganas (North), Kolkata-700 126.

ELIGIBILITY CRITERIA:-

The CA firm should have at least an experience of 10 years from the date of registration of the firm.
(Copy of self attested registration certificate is required be submitted)



WEST BENGAL STATE UNIVERSITY

Berunanpukuria, Malikapur Barasat
24 Parganas (North), Kolkata - 700 126

Phone : (033) 2524 1975 / 1976 / 1978 / 1979 Fax : (033) 2524 1977

Ref. No : WBSU/Reg/NIQ/Internal Auditor / 298 /2021-22

Date : 17.12.2021

SCOPE OF WORK:-

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

1. The checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis with the bank statement and necessary actions are taken for unmatched transactions.
2. The checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles.
3. 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. Checking and verification of Government Grants received and utilization.
5. Verification of Stock Register
6. To ensure the compliance with applicable statutory requirements like Income Tax Salary and Contractors, Professional Tax, GST(TDS) etc.
7. To ensure that the salary to employees are being paid as per their terms and condition and to ensure the correctness of pay fixation.
8. Verification of pay fixation at new pay scale effective from 1st January 2020
9. Verification of calculation of arrear salary
10. Verification of advance adjustment
11. Verification of purchase procedure followed by WBSU
12. Verification of project grants, accounts and utilization certificate.
13. Verification of Leave Book , Attendance
14. Verification of overtime wages calculation
15. Checking and verification of procurements of capital items to ensure that prescribed procedure mentioned in WBSU purchase policies have been followed.
16. Ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions.
17. Ensure that the WBSU policies, regulation and procedures are adhered to be all accounting matters and transactions.
18. 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.
19. Any other area to be decided at the time of audit.
20. Quarterly Audit to be completed within 7 days.
21. To submit the final internal audit report to appropriate authority within a period of 7 days from the date completion.
22. To discuss the draft internal audit report with the Campus-in-Charge and incorporate their comments before issuing final internal audit report.

Registrar (Officiating)

West Bengal State University
Registrar (Officiating)
West Bengal State University
Barasat, Kolkata-700126