

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
KALYANI-741 235, WEST BENGAL

Engagement of Chartered Accountants for Internal Audit

Offers are invited from leading Kolkata based Chartered Accountant Firm, having a minimum annual turnover of Rs. 100 lakh for engagement as Internal Auditor of IIIT, Kalyani. The firm should be empanelled with C&AG. Interested firms may submit their applications with all details within 28th December, 2020 to the Registrar.

For further details log on to : www.iitkalyani.ac.in

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A pre-bid meeting of the short listed and eligible firms will be convened as early as possible. The purpose of this meeting will be to understand the firms and clarify the requirements as envisaged by the Authority and also to address the queries, if any, for the Technical bids by the applicants.

SCOPE OF WORK

The scope of work is stated below :

I. INTRODUCTION

While discharging audit function, the Internal Auditor would generally ensure the following :

- a) Compliance with Govt. rules and Internal Governance procedures wherever applicable.
- b) Effectiveness of internal control system.

II. SCOPE OF WORK

1. PRE-AUDIT

Pre-audit of certain specified transactions on case to case basis restricted to compliance vis-a-vis processes and procedures.

The pre-audit of following areas may be covered by the Internal Audit :

- (i) Pre-audit of civil construction/maintenance jobs awarded by the Institute.
- (ii) Pre-audit of payments to employees leaving the institute either on retirement or otherwise.
- (iii) Pre-audit of proposals for purchasing capital goods and issuance of purchase orders for purchasing capital goods for value equal to or more than Rs. 5lakh.
- (iv) Pre-audit of proposals for any other payment as may be decided by the institute.

2. TRANSACTION AUDIT AREAS – Quarterly Basis.

The items to be covered under transaction audit are given below. The Firm would provide a suitable software module to this effect & train the employees.

- (i) Scrutiny of Cash and Bank Book.
- (ii) Scrutiny of General Ledger and Subsidiary Ledger.
- (iii) Verification of Bank Reconciliation Statements.
- (iv) Physical verification of cash in hand and cheques in hand.
- (v) Verification of Service Tax Reconciliation.
- (vi) Verification of TDS transactions.
- (vii) Verification of investment of various funds ((including Corpus and P.F.)).
- (viii) Scrutiny of advances to suppliers, contractors, employees.
- (ix) Checking of Bills of Contractors and Payment Vouchers.
- (x) Scrutiny of monthly salary/Pension Bill.
- (xi) Scrutiny of recovery of PF, NPS, Income Tax, P. Tax, GLIS etc. from Salary Bill and payment to respective authority.
- (xii) Test Check of calculation and deduction of Income Tax from the Salary of the employees.
- (xiii) Any other items as may be decided by the institute.

3. FINALISATION

- (i) Audit of half-yearly and Annual Final Accounts and Provident Fund account before submission to the Board.
 - Audit of Half yearly Accounts.
 - Audit of Annual Accounts.
 - Audit of Provident Funds Accounts (Yearly)

4. THURST AREA AUDIT – To be covered over the year

- (I) Academic Programme
 - (ii) Library
 - (iii) Purchase & Stores and Transport
 - (iv) Tender Process including selection of vendors.
- (V) Personnel Department/Retirement Benefits.

III. AUDIT REPORT

Submission of

- (i) Quarterly Internal Audit Report
- (ii) Audit Report on Half-Yearly Accounts
- (iii) Audit Report on Yearly Accounts (including Provident Funds)

IIIT, Kalyani intends to have two trained manpower from the Firm on regular basis in the campus.

REGISTRAR

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI
Kalyani – 741 235, West Bengal

Application Details:

A. The application should be submitted in a sealed envelope containing the following information:

1. Name and Address:
2. Year of Registration & No.
3. Registration details with CAG (endorse the letter/documents issued by CAG)
4. No. of full time partners (FCA & ACA)
5. No. of qualified assistants
6. Details of experience in the audit of large PSU/Govt. Dept. & autonomous bodies (give details of audit conducted in last 3 years)
7. Details of experience in the audit of educational institutions (give details of audit conducted in last 3 years)
8. Yearly Turnover (Rs. In lakh) : For 2018-19 (enclose audited accounts for 2018-2019)
9. Expected fees per annum inclusive of all incidental charges excepting applicable service tax.
10. Name, Contact no. of the principal partner
11. Any other information

N.B. :

1. Bidders are requested not to submit any financial bid with the application.
2. Shortlisted candidates, who are fulfilling the criteria, will be requested to submit the financial bid.

