

Memo. No. 2542/III/D-79/BDA

Dated 03/07/2024

NOTICE INVITING QUOTATION

Sealed quotations are invited for conducting internal Audit & preparation of Annual books of accounts including ledger, Trial Balance, Balance sheet other subsidiaries etc. of the Burdwan Development Authority for the financial Year 2023-24 from the **empaneled auditors (List displayed in the Website of UD & MA Department, Govt. of West Bengal)**. The concept to be followed while conducting the internal audit is given below.

1	Voucher	Receipt: - Checking the Cash Book Receipt Voucher in Tally Prime with all Money Receipts of manual Misc Collection Book. Payment: - Checking the Payment Vouchers in Tally Prime with all manual Payment Vouchers.
2.	Checking the balance of Bank Accounts and Pass Book of Treasury Accounts.	
3.	Checking and posting	Checking of all TDS and GST related issues through GST & Income Tax Portal.
4.	Checking of Subsidiary registers maintained by the Authority	
5.	Preparation of annual books of account including Receipt and Payment Account, Income & Expenditure Account, Balance Sheet, Ledger & Other Subsidiaries.	
6.	Study of internal control system of this authority & suggestion for improvement.	

Interested firms are requested to go through the Job details and to quote lumpsum fees (inclusive of all taxes) using their office pad and submit the same in sealed envelope to the Chief Executive Officer, Burdwan Development Authority on any working day within **18/07/2024** vide post/ Courier Service with a copy of Trade License, Pan Card, experience certificate/ documents G.S.T Registration Certificate and Firm's Constitution Certificates as on date for conducting audit as stated above.

The authority reserves the right to cancel and reject the quotation without assigning any reason whatsoever.

The tenure of appointment will be for the financial year 2023-24. The audit report should be completed within 30 days from the date of appointment, failure of which the appointment order may be treated as cancelled. No further time extension will be allowed from this end.

It is to mention here that the accounting is being maintained through Tally Prime Software.


Chief Executive Officer,
Burdwan Development Authority.
Purba Bardhaman.