



Government of West Bengal
Office of the Principal
Cooch Behar Government Engineering College
Vill.-Harinchawra, Post.- Ghughumari, Dist.-Cooch Behar-736170.

Memo No.: 318/eqee/2025

Dated: 18.07.2025

Notice Inviting Quotation for Internal Audit at CoochBehar Government Engineering College.

Quotations are hereby invited from bonafide and registered Chartered Accountant Firms for the Internal Audit of book of records in Cooch Behar Govt. Engineering College for the financial year 2016-17 to 2024-2025.

The scope of work is given in Annexure A. The rate must be including of all taxes and other charges. The quotation must be reached within 25.07.2025, 5 p.m.

Date of opening of the quotation will be 28.07.2025, 11 a.m.

Terms and Conditions

1. DEPOSITTING THE TENDER/Quotation.

Bidders need to deposit their quotation in SEALED ENVELOPE super scribing "Quotation for Internal Audit" deposit box in Cooch Behar Govt. Engineering College.

2. Bidders need to enclose following documents along with their offer in their envelope

- a. Quotation in letter head/office pad (Self-attested with Seal & Signature).
- b. GST Reg. certificate (Self-attested with Seal & Signature).
- c. PAN photocopy (Self-attested with Seal & Signature).
- d. Trade Licence (Self-attested with Seal & Signature).
- e. Previous experience related documents (desirable)

3. The bidder must indicate the GST at the time of billing.
4. GST and Income tax deductions will be made from this end at the time of payment.
5. Billing must be made in proper format having seal, stamp pad, letter head, indicating memo/ref/challan number etc.
6. All the charges of lodging, travelling etc should be borne by the bidder.
7. Internal audit must be completed within 30 days of issuing work order from this end.
8. The supplier must get the acknowledgement of their supply from the concerned official of the Cooch Behar Govt. Engineering College and that acknowledgement have to be attached at the time of payment.
9. The Quotation inviting authority will not be responsible for delay in payment. However, the payment will be done as per the work order issued.
10. The Quotation inviting authority has every right to cancel/postpone/reject/ postpone the notice at any time without assigning any reason to the bidders.
11. Any false untrue, suppresses more than reveals, even at a later stage of the of any documents already submitted by the said Bidder and in case the Bidder the applicant shall be liable to be debarred from taking up of any work in the Organization apart from cancellation of the order issued, if any. The authority may also initiate other legal actions and measures under the law.
12. Applications received without the specified certificated/documents shall be rejected.

13. Any conditional and incomplete bid shall be rejected. Any deviation from conditions specified herein shall not be allowed. Any condition or qualification or any other stipulation contained in the bid offer which is found to be inconsistent with the terms of the bid documents, shall be summarily rejected.
14. However, validity may be extended by mutual consent Upon acceptance of the offer of a bidder.
15. The Cooch Behar Govt. Engineering College does not bind it to accept the lowest rate offered and reserves the right to reject in part or in full all bids received, without assigning any reason. Bidders shall not be entitled to get any compensation for rejection of any such offers by the authority. If any bidder withdraws his offer before acceptance or refuses to carry on/execute the work order within a Reasonable period of time, without assigning any satisfactory explanation acceptable to the authority for such withdrawal, the said bidder may be disqualified by the authority to participate in other bidding process.

Sd/-

Officer-in-Charge
Cooch Behar Govt. Engineering College

Memo No.

Dated:

1. Accounts officer, CGEC, Cooch Behar College Website, Cooch Behar Government Engineering College.
2. Notice Board/Advertisement Copy
3. Office Copy



Officer-in-Charge
Cooch Behar Govt. Engineering College

Officer-in-Charge
Cooch Behar Govt. Engg. College
P.O. Ghughumari, Dist. Cooch Behar
Pin- 736170, West Bengal (India)

Annexure A

1. Preparation of yearly category wise Receipt and Expenditure statement with specific schedule of receipt and expenditure
2. Scrutiny and verification of cash book and bank account
3. Verification of department wise stock register and preparation of P.V. report
4. Preparation of B.R.S and Final accounts
5. Detail asset marking of all dept with proper entry in stock register
6. Segregation of total amount of college fund
7. If there is any other as per requirement

Chitaji