

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Date: 03-03-2022

NOTICE INVITING EOI

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR INTERNAL AUDIT OF THE ACCOUNTS OF DIAMOND HARBOUR WOMEN'S UNIVERSITY (DHWU) FOR THE FINANCIAL YEAR FROM 2019-20 TO 2021-22.

Expression of interest (EOI) are invited from the Chartered Accountant Firms having their Registered Office / Branch Office situated in South 24 Parganas, Kolkata or Howrah for conducting Internal Audit (including periodical Bank Reconciliation Statement and proper accounting of interest earned from different deposits) in improving the accountability of use of funds.

The coverage of the period of the work will be from the Financial Year 2019-20 to 10th February, 2022.

Applicant must furnish the required particulars at **Annexure-I** clearly and precisely along with the documents as asked for in their official stationery with seal and signature of the authorized representative of the Firm. Applications containing incorrect or incomplete information will be summarily rejected.

The work must be completed within 31-03-2022 in normal circumstances. The boarding and lodging in normal circumstances will be provided as per the University norms on complementary basis at the Guest House at Diamond Harbour, if available and if required. The consolidated fees for the total work shall be as per the Govt. rules and **it is to be quoted at column (h) of Annexure-I** in both figures and words. The consolidated Fees will be paid after completion of the delegated works satisfactorily within the above mentioned scope of work and within the stipulated period.

All applications must be addressed to **the Finance Officer, Diamond Harbour Women's University**. Applications addressed otherwise will be rejected. Application form along with all required certificates / documents should be sent to the **Diamond Harbour Women's University**, Diamond Harbour Road, Sarisha, South 24 Parganas, West Bengal-743368, India. Applications should reach the above address positively by **11th March, 2022** before 3.00 p.m. DHWU will not take responsibility for any delay in receipt or loss of any communication in postal transit.

By order

Annexure – I

(To be filled up by the Chartered Accountant Firm in response to the Notice inviting EOI)

a)	Name, Address and Style of the firm under which practice is being done.	
b)	The actual date from which the applicant has been engaged in whole time practice	
c)	Registration details with the Institute of Chartered Accounts of India (ICAI)	
d)	The Membership Number with the ICAI	
e)	Copy of Certificate from the ICAI as full-time practitioner	
f)	Professional Address, Telephone Numbers and E-mail address	
g)	Name of few Govt. Offices where engaged for different work in recent past (Optional).	
h)	Consolidated fees for the total work including Travelling Allowances and Taxes if any (Quoted in both figures and words)	

Date:

(Signature with seal)