

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES, KOLKATA

ASSIGNMENT OF AUDIT FIRMS FOR INTERNAL AUDIT

Applications with sealed quotations are invited from eligible Indian Audit firms for the Internal Audit assignment of Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS), Kolkata, commencing from the Financial Year 2026-27 for a period of 1 (one) year extendible upto 3 (three) years of this Institute purely on Contract Basis subject to satisfactory performance of the audit firm on the same rate, terms and conditions. The applicants should carefully read the Advertisement with reference to the Eligibility Criteria including Professional Experiences required for the assignment. The details of the same are as hereunder:

Sl.No.	Name of the Assignment.	Professional Experiences and Eligibility Conditions.
I	ASSIGNMENT OF AUDIT FIRMS FOR INTERNAL AUDIT. Number of Vacancy – 01	Scope of work: 1) Conduct of half yearly Internal Audit and submission of reports to the Institute within 60 days from the half year end. 2) Visiting MAKAIAS office for verification of data & preparation of monthly challans for payment of statutory liabilities such as TDS/TDS on GST/ P tax etc and filing of all applicable returns strictly within the deadlines given under applicable laws. Generation of Form 16 & 16A & annual filing of Income Tax returns as applicable. 3) To ensure filing of application & obtaining Income tax exemption certificate from IT authority as per relevant rules in name of MAKAIAS. The Internal auditor should also attend before Income tax/GST authorities on case to case basis if called for & assist in filing reply of notices issued, if any by tax department. All relevant updates/circulars/notifications for changes/amendments in any taxation laws to be shared with MAKAIAS on timely manner for its due compliance.

- 4) Half yearly checking of Cashbook & BRS of all bank accounts of the Institute and suggesting rectification of errors found, if any.
- 5) Verification and certification of annual financial statements of the Institute along with utilization certificates before its submission to the Governing body (EC & Society) & CAG.
- 6) Yearly reconciliation of all Fixed Deposits/Security Deposits/Advances (of grants etc) paid or held by the Institute vis-à-vis with book entry.
- 7) Assist the Institute in reply of CAG audit objections or queries raised of any nature and for any period.
- 8) Advise MAKAIAS on any accounting, taxation & legal matters as necessary & called for in consonance with applicable laws of the land.

No TA/DA shall be paid for visiting MAKAIAS office

Eligibility Conditions:

- 1) The bidder should be a partnership firm or LLP of CA's duly registered with ICAI having valid PAN & GST registration. Only Indian Nationals may apply.
- 2) The firm must be empaneled with CAG.
- 3) The bidder firm must have its office in Kolkata city.
- 4) The firm should have minimum 3 full time qualified CA's as partners out of which atleast one should be having atleast 5 (five) years of post qualification experience in the field of Internal Audit, taxation and in dealing with institutional accounts under Govt. of India.

		5) The bidder should not be debarred/black listed/disqualified by any regulators/statutory body in India. The firm should not been penalized for any disciplinary proceedings & no disciplinary action should be pending against them on the date of application. (Self-declaration to be submitted on letter head with stamp & signature) 6) The period of contract shall be for a period of 1 (one) year initially and may be renewed annually for a further period of two years subject to satisfactory performance of the audit firm on the same rate, terms and conditions. 7) The bidder shall quote the price on yearly basis in INR (including GST) for the entire scope of work. No further negotiation or application for fees revision shall be entertained. Applicable taxes shall be deducted during payment of professional fees by the Institute.
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Information to the Applicant firms:

- 1 A set of application with sealed quotation completed in all respects with copies of self-attested certificates and other documents to be submitted at the time of interview.
- 2 Selection Committee's decision on the selection of firms are final.
- 3 The Institute reserves the right to reject any application/s without assigning any reasons whatsoever.
- 4 Canvassing and/or to influence the authority in any form will disqualify the assignment.
- 5 The Institute does not undertake any responsibility for sending or replying to the firm/s not selected, however important and relevant information will be displayed on the website www.makaias.gov.in
- 6 The Institute reserves the right for any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving any notice.
- 7 Applications accompanied with sealed quotations, copies of all relevant documents may be sent within 15 days from the date of uploading of the advertisement on the Institute's website to - The Director, Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS), Block-IB, Plot.166, Sector-III, Salt Lake, Kolkata-700 106 or by email at makaias.directorsoffice@gmail.com

Director
Maulana Abul Kalam Azad
Institute of Asian Studies (MAKAIAS), Kolkata