



व्यावहारिक प्रशिक्षण बोर्ड (पूर्वी क्षेत्र) BOARD OF PRACTICAL TRAINING (EASTERN REGION)

भारत सरकार के शिक्षा मंत्रालय के उच्चतर शिक्षा विभाग के अधीन
UNDER MINISTRY OF EDUCATION, GOVT. OF INDIA, DEPARTMENT OF HIGHER EDUCATION



सशक्त युवा, समर्थ भारत
www.mhrdnats.gov.in

BOPT/ ADMIN/ AUDITOR/22-23

Dated: - 21.09.2022

Notice

Subject: - Invitation of quotation for Engagement of Auditor of Board of Practical Training (ER), Kolkata.

Start date of submission of quotation	22.09.2022
Last date of submission of quotation	21.10.2022
Date of opening of quotation	24.10.2022

Quotations are invited from the registered CA Firms for engagement of Auditor for Board of Practical Training (Eastern Region), Kolkata initially for 1 year and may be renewed for further 1 year maximum upto 3 years, if performance is found satisfactory.

Duties and Responsibility of the Auditor

- (i) Audit is to be done annually, keeping in views the rules & regulations of the Govt. of India specially provision of General Financial Rules(GFR) 2017 and Internal Audit Manual of this Board.
- (ii) Annual Audit report is required to be submitted in the prescribed format.
- (iii) Audit to be done of contract of apprentice registered, for which the claim bill is raised by the establishment and subsequently stipend is reimbursed.
- (iv) Audit of ERP (A customised package of Pay Roll & HRMS) is also required to be audited.
- (v) Contract shall be given initially for one year and may be renewed at the discretion of the competent authority.
- (vi) To audit the annual accounts at the end of the financial year.
- (vii) Auditor has to file Form 10B followed by filing of IT Return. Any error/ mistake in filing of Form 10B & ITR shall be responsibility of the Auditor.
- (viii) To prepare the audit report to be filed before various authorities.

[Handwritten Signature]
21/09/22

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ब्लॉक - ईए, सेक्टर -1 (लाबोनी संपदा के विपरीत), साल्ट लेक सिटी, कोलकाता - 700 064, दूरभाष /Phone - (033) 2337-0750/51, फैक्स /Fax - (033) 2321-6814
Block - EA, Sector -1 (Opposite. Labony Estate), Salt Lake City, Kolkata - 700 064, ई-मेल /E-mail - inf@bopter.gov.in, वेबसाइट/website - www.bopter.gov.in





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Terms of Payment

Professional fee will be paid on annual basis after deduction of TDS (if applicable) and after submission of reports and filing of Return etc.

Documents required (within 7 days from the receipt of Work Order):

- Registration number of the firm with ICAI
- PAN
- GSTIN
- TAN
- A copy of Work Order of the existing company/organisations, specially Government/PSUs/Autonomous Bodies, where you're providing services.

Fall Clause:

If any loss occurred due to negligence of the auditor, i.e. incorrect calculation of taxes, duties, levies, etc. and delay to comply the various statutory provisions will be charged from the auditors without any relaxation.

Pecuniary Conditions:

- The Auditor shall be entitled to vary the charges with immediate effect to the Principal employer if there is any new levy or tax by any Government Department or statutory authority.
- That the Auditor shall abide by the law/rule applicable under Indian law.

Terms & Terminations:

- This agreement shall remain valid for a period of One Year with effect from the date of issue of work order and renewable for a further period of one year on satisfactory performance with such amendments as may be mutually agreed to and also subject to the necessary approval of Principal employer.
- That either party can terminate this agreement by giving one month's notice in writing to other. The Agreement can be extended by mutual Agreement on a month to month basis.



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Governing Law & Jurisdiction:

- That both parties shall endeavour to resolve disputes arising in relation to this Agreement amicably at the level of their Business Head failing which they will be referred to Sole Arbitrator appointed by BOPT(ER) under the Indian Arbitration and Conciliation Act 1996.
- That this Agreement shall be governed and construed in accordance with the laws of India, and any disputes therein shall fall within the jurisdiction of the Courts in Kolkata.

Please make a note that two teams of Internal Auditor (one own team of this office and another external CA firm) are already working and doing detailed audit throughout the year on quarterly basis. In addition to that, annual audit is also being carried out by Director General of Audit (Central) Kolkata of C&AG.


S. M. Ejaz Ahmad
Director



एक कदम स्वच्छता की ओर

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