

GANDHI CENTENARY B.T. COLLEGE, HABRA

P.O. Habra – Prafulla Nagar, Dist. North 24 Parganas, PIN – 743268

QUOTATION CALL NOTICE

Sealed quotations are invited from CAG-empanelled Chartered Accountant firms for conducting the Internal Audit of the College for the last three financial years, i.e. 2023-24, 2024-25 and 2025-26. CAG non-empanelled firms may also participate, provided that they have sufficient experience in conducting similar/related audit work in Government or Government-aided organisations. The quotation should reach the undersigned by Speed Post at the college address given below, along with the duly filled-in Prescribed Format attached herewith, on or before 13.10.2026. The quotations will be opened on 14.10.2026 in the presence of the authorised representatives/persons of the participating firms and college authority. Quotations received after the prescribed date and time will not be entertained. The decision of the Authority regarding acceptance of the quotation shall be final and binding. The Authority reserves the right to reject any or all quotations without assigning any reason.

College Address:

Gandhi Centenary B.T. College, Habra

P.O. – Habra – Prafulla Nagar

Dist. – North 24 Parganas

PIN – 743268

Mobile: 9051167912


Dr. Rajib Mukhopadhyay
PRINCIPAL
7.10.26

Copy to:

1. College Notice Board
2. College Website
3. Hon'ble President, Gandhi Centenary B.T. College

DR. RAJIB MUKHOPADHYAY
PRINCIPAL
GANDHI CENTENARY B. T. COLLEGE
HABRA, 24 PGS.(N)

GANDHI CENTENARY B.T. COLLEGE, HABRA

P.O. Habra - Prafulla Nagar, Dist. North 24 Parganas, PIN - 743268

PRESCRIBED FORMAT FOR QUOTATION

For Internal Audit of the College for FY 2023-24, 2024-25 & 2025-26

Sl.	Particulars	Details
1.	Name of the Chartered Accountant Firm	
2.	Full Address of the Firm	
3.	Name of Proprietor/Partner/Authorised Signatory	
4.	Mobile Number	
5.	E-mail ID	
6.	CAG Empanelment Status	Yes / No
7.	CAG Empanelment No. & Validity (if applicable)	
8.	PAN of the Firm	
9.	GSTIN (if applicable)	
10.	Relevant Experience in Govt./Govt.-aided Organisations	
11.	Details of similar audit assignments completed during the last 3 years	
12.	Professional Fee for Internal Audit - FY 2023-24	₹
13.	Professional Fee for Internal Audit - FY 2024-25	₹
14.	Professional Fee for Internal Audit - FY 2025-26	₹
15.	Total Professional Fee for all three years	₹
16.	Taxes/GST, if any	₹
17.	Grand Total (inclusive of applicable taxes)	₹

Declaration

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. I/We agree to abide by all the terms and conditions of the Quotation Call Notice. I/We also undertake to provide the required internal audit services for the above-mentioned financial years as per the requirements of the College.

Date: _____

Signature: _____

Place: _____

Name & Designation: _____

Seal of the Firm

Note: CAG non-empanelled firms should attach documentary proof of relevant experience in Government/Government-aided organisations along with the quotation.