



NETAJI SUBHAS OPEN UNIVERSITY

DD 26, Sector – I, Salt Lake, Kolkata – 700064

Website: wbnsou.ac.in, Tele-Fax: 03340663224, Ph: 03340663213

Memo No. AC/030/2025-26

Date: 28-04-2025

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF AUDIT FIRMS OF CHARTERED ACCOUNTANTS/COST ACCOUNTANTS FOR ALLOTMENT OF INTERNAL AUDIT, TAX MATTERS AND OTHER RELATED ACTIVITIES

Netaji Subhas Open University (referred as NSOU) a State Open University. NSOU, proposes to have a panel of audit firms of Chartered Accountants/Cost Accountants for allotment of internal audit, tax matters and other related activities. The full-time practicing Chartered Accountants (CA)/ Cost Accountants(CMA) having their registered office/ branch office situated in West Bengal are eligible for empanelment. NOTICE INVITING APPLICATIONS details and forms can be downloaded from NSOU website: <https://wbnsou.ac.in> from 29th April 2025 from 11 a.m. onwards

The Chartered Accountants/Cost Accountants Firms who are willing to apply for panel internal auditor of NSOU shall send the application form duly filled as per the required format within 21 days from the date of advertisement i.e., up to 20/05/2025. The signed original application enclosed along with self-attested documents for empanelment by all the applicants shall be sent on the below address:

Finance Officer

Netaji Subhas Open University

DD-26, Sector -1, Salt Lake, Kolkata-700064

E-mail: fo@wbnsou.ac.in

The scanned copy of application can also be sent on the above email-id

“Application for the Panel Internal Auditor, Tax Consultant and other related activities in NSOU” in the subject. The last date of receiving Applications in the prescribed format along with supporting documents is 20/05/2025.

Note: Applying for empanelment at NSOU does not confer any right/ assurance whatsoever that they will be empanelled on the panel of NSOU. Letters to the firms confirming their empanelment will be issued by NSOU separately.

Applicants must furnish the following particulars clearly and precisely along with the documents as asked for.

1. Name, Address and style of the firm under which practice is being done.
2. The actual date from which the applicant has been engaged in whole time practice.
3. The actual date from which the firm has been set up and registered for practice. The Registration Number and the year of registration should be mentioned.



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4. The Membership Number with the Institute of Chartered Accountants of India and the Institute of Cost Accountants of India.
5. Copy of Certificate from the Institutes as full-time practitioner.
6. Whether the applicant(s) is the owner of any other firm of Chartered Accountants or Cost Accountants, if so, the names and addresses of such firms.
7. Professional address & telephone numbers and E-mail address.
8. Whether the applicant holds any appointment in any other audit firm, college, university, office or elsewhere and if so, the nature of such appointment (full time or Part time), provide credentials with supporting self-attested documents.
9. Number of paid assistants, if any.
10. Number of Articled Clerks, if any.
11. If the applicant is working in a partnership firm professionally, the names of all other partners with their addresses. If these partners work in any other office or firms, the details thereof should be stated.
12. If the applicant himself/herself works in partnership with other firms, the name of those firms with their addresses should be furnished.
13. Whether at any time, there has been any occasion for suspension of License either by order of a Court of Law or by the Institute of Chartered Accountants of India or by the Institute of Cost Accountants of India. If there is any such occasion, the details thereof should be clearly stated.
14. Copy of receipt for latest certificate of practice fee paid to the Institute.
15. Sign and Seal of the Firm with Registration No.
16. NSOU reserves the right to engage firm/person from out-side the panel for similar purpose, if deems fit.

OTHER TERMS AND CONDITIONS:

1. Incomplete documents/documents without all required supporting will be rejected and no correspondence will be entertained in this regard.
2. Internal audit of the allotted Zone-wise (including all sub-ordinate offices) is to be done by the own Staff/Partners of the firms. Any form of sub-contracting of the work is not allowed and will lead to cancellation of the allotment.
3. Any dispute shall be under the jurisdiction of the Court(s) situated at Kolkata, West Bengal.
4. NSOU reserves the right to amend or discontinue the empanelment process or to cancel any or all the applications without assigning any reason thereof.
5. Empanelment does not entitle for actual allotment.



6. The fees are determined in consideration to the approximate work load, fees of previous year, current inflation, etc. and no request for increase of fees will be entertained by NSOU.

QUALIFYING REQUIREMENTS:

The interested Chartered Accountants / Cost Accountants Firms are advised to read and understand the eligibility criteria mentioned below before submitting their empanelment application:

1. The Chartered Accountants / Cost Accountants Firm should have an Office in the State of West Bengal preferably Kolkata and minimum experience of 5 years from the date of commencement of the firm. (Copy of self-attested Registration Certificate of Firm and self-attested membership certificate of each member/partner are required to be submitted).
2. The Chartered Accountants / Cost Accountants Firm should have continuous existence with goodwill.
3. Having similar experiences in the College/University/Academic Institutions/empanelled auditor of Higher Education Department, Govt. of West Bengal, the self-attested copies of credentials should be attached.
4. Copy of Audited P/L ACCOUNTS & BALANCE SHEET (For FY 2021-22, 2022-23 & 2023-24) should be submitted.
5. The Chartered Accountants / Cost Accountants Firm should have conducted Statutory Audit(s) or Internal audit(s). The self-attested copies of appointment letters from above organizations shall be enclosed.
6. Desirable: It shall be a firm consisting of at least 1 Fellow Chartered Accountants/1 Fellow Cost & Management Accountants.

SCOPE OF WORK:

The NSOU Internal Auditor's scope of work shall include the following (this is an illustrative but not exhaustive list)

A. CASH & BANK BOOK:

- Checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
- Checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.



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- Checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles and the NSOU rules.
 - Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.

B. GRANT & FEE INCOME:

- Checking and verification of fees / incomes / receipts and the review of the reconciliation for fees / income / receipts to ensure that no revenue leakage exists.
- Reconciliation of Fees booked in Income expenditure with Receipts & payment.
- Checking and verification of Government Grants (Central / State) received and utilized and their quarterly reconciliation and certification (UC).
- Grant Utilization with Asset Acquired reconciliation, Grant recorded in Books.
- Treatment as per Accounting Standard and other standard issued by GOI from time to time.

C. FIXED ASSETS & LIABILITIES:

- Scrutiny of all assets and liabilities accounts to ensure their correctness.
- Audit of fixed assets registers, accounting records and their reconciliation with accounting records.
- Reconciliation of Asset purchased out of Govt Grant and other Earmarked Fund.
- The audit of liability registers and their reconciliation with accounting records.
- Carrying out the physical verification of fixed assets and inventories at least once in a financial year and their comparison with the accounting records and reporting of the variations, if any.

D. STATUTORY AND INTERNAL COMPLIANCE:

- To audit the compliance with applicable statutory requirements like income tax, GST, EPF and ESI etc.
- To advice and give written opinion on issues pertaining to Income Tax, GST, excise duty and custom laws etc. applicable to NSOU Campus and/or HO time to time.
- To help in preparation and submission of necessary compliance with applicable laws.



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- Advise and assist in the matters related to Income Tax, GST, and other statutory laws applicable to NSOU.
 - Preparation and filing of all kinds of Statutory Returns of NSOU.
 - Provide recent updates on all statutory laws applicable to NSOU.
 - Helping in preparation & filing of e-TDS quarterly returns within due date.
 - Helping in preparation and filing of GST returns within due date.
 - To audit compliance of recent changes in last two years in commercial laws applicable to NSOU such as Income Tax, GST, etc- a certificate for the same has to be attached with the internal audit report for each quarter.
 - To check whether monthly progress reports and quarterly progress reports are submitted to Head Office within due date.
 - Training to NSOU staff on amendment in laws applicable to NSOU once in quarter.

E. SALARY AND ADVANCES:

- To audit that the salary to staff is being paid as per their terms and conditions and to audit the correctness of pay fixation.
- To audit that outstanding staff loans and advances are recovered as per the stipulated terms / NSOU rules.

F. INTER - CAMPUS RECONCILIATION:

- To audit the inter-campus transactions by way of debit notes and /or credit notes and their quarterly reconciliation i.e. the inter- campus- reconciliation.

G. PROCUREMENT OF GOODS & SERVICES:

- Checking and verification of procurements of goods and services to ensure that prescribed procedure mentioned in NSOU purchase policies / guidelines / Policy circulars of NSOU etc. have been followed.
- Checking of all works / petty repair works related bills awarded by NSOU.
- Ensure that payment for AMC and service contracts were made as per the Agreement terms and conditions.

H. INTERNAL CONTROL SYSTEM:

- Audit of the financial management of infrastructural/construction projects or works of NSOU.



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- Audit of the strategic projects undertaken by NSOU.
 - Review of accounting and internal control systems and suggestions for improvements where a weak lacuna in accounting and internal control systems is observed.
 - To ensure that the major expenditure and incomes items are booked/recorded following accrual system of accounting by all campuses & Head Office and report deviations, if any.
 - Detection of systemic flaws and suggestions for adopting the corrective measures.
 - Advice NSOU on risk assessment and risk mitigation mechanism.
 - Conducting Process Audit of areas as intimated and directed by the authority of NSOU from time to time.
 - Reporting of outstanding C&AG audit paras at the end of each reporting period of internal audit with remarks of NSOU Campus for non-compliance / non-settlement, if any.
 - Any other related activities as intimated and directed by the authority of NSOU from time to time.

Q. 28/7/25

Finance Officer

Netaji Subhas Open University

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Annexure – I

INFORMATION SHEET

Particulars of CA/CMA Firm for appointment as Internal Auditor of NSOU .

(a) Name of the Firm:

(b) Incorporated asin year.....at.....

(c) Whether any legal/arbitration proceedings are instituted against the Firm or the firm has lodged any claim in connection with works carried out by them. If yes, please give details.

(d) Registered Office Address:

Name of the Nodal Partner:

Designation:

Telephone Numbers, if nay:

Fax Numbers, if nay:

E-mail:

Mobile No.:

(e) Registration details with Statutory Bodies: (enclose Self- attested photocopy of documents)

Goods & Service Tax Registration No., if any:

PAN:

TAN, if nay:

(f) Details of Partner (s) of the Firm:

Name:

Qualifications:

Membership Number:

Mobile number:

Email id:

(g) Total Staff Strength of the Firm:

(h) List of Clients where the firm has carried out Statutory and Internal audit and also mention the year of audit:

(i) Name of Clients (Educational Institutions) of which Statutory audit and/ or internal audit was assigned in last 5 years.

(l) Any other information Firm would like to furnish:

It should be signed with seal stamp in Firm letter head.



Annexure - II
Acceptance Letter
(To be given on Firm's/Company's Letter Head)

Date:

Sub: Acceptance of Terms & Conditions of empanelment

Memo No:

Name of Work:

1. I/ We have downloaded/obtained the document(s) for the above-mentioned notice from the web site(s) namely:.....

2. I/We hereby certify that I/We have read entire terms and conditions of the empanelment documents from all the Pages (including all documents like annexure), schedule(s), etc.), which form part of the empanelment and I/We shall abide hereby the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your organization shall taken into consideration, while submitting this acceptance letter.

4. I/We hereby unconditionally accept the tender conditions of above-mentioned notice document(s) / corrigendum(s) in totality/entirely.

5. I/We do hereby declare that our Firm has not been blacklisted/ debarred by any Government Department/Public sector undertaking/any educational institute.

6. I / We certify that all information furnished by me/ us/ our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason therefore, summarily reject us, without prejudice to any other rights or remedy. We shall not have any claim/ right against organization in satisfaction of this condition.

Yours faithfully

(Signature of the Nodal Partner(s), with Official Seal)

Name of the Authorized Signatory:

Designation:

Contact details (including E-mail):

Date:

Note: Enclose Self- attested photocopy of necessary documents.