



## **NOTICE INVITING QUOTATION (NIQ)**

Sealed NIQ are hereby invited affixing non-refundable court fee stamps of Rs. 8.25 (Rupees Eight and Twenty Five paise) only from reputed CAG Empanelled Chartered Accounts Firms for audit books of accounts for the F/Y 2022-23 of National Law University and Judicial Academy, Assam as per following scope of works and terms and conditions which will be received at the office of the Registrar, National Law University and Judicial Academy, Assam during office hours up to **01:00 PM** on or before **November 21, 2022** and will be opened on the same day at **01:30 PM**. Firms or their authorized agents may remain present at the time of opening of the quotations.

### **SCOPE OF WORK:**

The Audit will be carried out in accordance with the Generally Accepted Auditing Principles and will include test and controls, as the auditors feel necessary under the circumstances. The major areas to be covered are as under: -

#### **1. Audit to cover the areas ensuring that,**

- a) transactions are recorded as per Principles of Generally Accepted Accounting Principles and are booked to proper accounting heads.
- b) utilization of external funds is in accordance with financing agreements.
- c) counterparts funds are utilized for purposes for which they are provided
- d) goods and services have been procured in compliance with the financing agreement.
- e) transactions are duly supported by proper supporting documents.
- f) propriety of transactions.
- g) checking the maintenance of books of accounts and records.
- h) checking the bank reconciliation statements.
- i) checking of component wise, category-wise and account head wise expenditures.
- j) checking of investments, short term deposit etc. made from time to time.
- k) checking of various taxes/ compliances.
- l) verification of fixed deposit register and checking of interest received.
- m) checking of all record registers including Minute Books and to see that accounting effects of all the decisions taken at General Meeting/Board of Governors Meeting /Audit Committee Meeting are given in the Books of Account.
- n) to give executive summary incorporating all points/matters: which are of very important nature.

#### **2. Financial Books**

Audit of Financial Books to ensure:

- a) verification of Bank Book Journal, Vouching of Imprest Cash.
- b) scrutiny of General Ledger, Staff Advance Registers, commenting on loan outstanding entries, etc.
- c) verification of cash, cheques on hand etc. as on 31<sup>st</sup> of March every year.
- d) verification of all computer vouchers and sheets ensure correct coding and accounting head.
- e) scrutiny of general ledger and Verification of Income and Expenditure Statement, and Balance sheet and other Schedules.
- f) serification of Salary/ Consultancy payments, P.F, L.T., TDS, etc., and verification of submission of various return to the competent authority in time.
- g) verification of all financial information completely, promptly and after the necessary authorisation was recorded.



# National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

### 3. Comprehensive audit

The areas covered by comprehensive audit may cover comparison of the results shown in the current period financial statements with proper periods and if available, with budgets and forecasts, investments decisions, delegation of financial powers and management of information systems, organisational effectiveness, management of equipments, plant and machinery etc.

### 4. Accounting policy & standard

- to review and help the management in implementing proper accounting procedures, internal check control and computerized systems.
- review of accounts
- check all recorded entries comply with accounting standard.

### 5. System Improvement

The selected Auditor(s) will report any lacuna noticed in the existing procedures and suggest improvements. Any duplication of work noticed or work or unnecessary data noticed will be highlighted and reported.

### 6. The Chartered Accountant firm so appointed would be required to give:

- Audit Certificates and issue any other certificate as may be required by the University from time to time without any additional fee to be paid by the society.
- Statements in annual report that describes the work of National Law University and Judicial Academy, Assam. The responsibilities of the audit also include reporting on the adequacy of statements.

### 7. Liaison

The selected Auditor(s) will liaise with the University Authority for the periodical meetings to review the progress of the work and to ensure requirements be fully met.

### 8. To suggest the measures for cost of control and increase the revenue of the University.

### 9. The Chartered Accountant firm so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/vouchers submitted at latter stage, to settle the audit qualifications in the Audit reports of this agreement.

### 10. Reporting

After finalisation of Audit, the Auditors shall submit Audit Report on the Accounts audited.

### 11. Filing of annual Income Tax Return (ITR) of the University.

## GENERAL

Auditor would be given access to all Books of Accounts, Procurement Documents, Legal Documents, Sanction Letters of National Law University and Judicial Academy, Assam and all other documents and information which they deem necessary for the purpose of audit. The auditors may make specific observations with respect to the efficiency of financial procedure, the accounting system and in general, the administration and management of the organization.

## Terms and Conditions:

- Minimum fees for the internal audit of the F/Y 2022-23 will be Rs. 65,000/-
- The rates should be quoted as shown against the work and should be inclusive of all GST/taxes applicable at any point of time.
- The sealed envelope should bear the subscription "The Registrar, National Law University and Judicial Academy, Assam".



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4. Each firm must have Membership Certificate of Practice, GST Registration, Trade License, PAN Card, Latest IT Returns, Experience in Detail. A copy of the same must be submitted along with the tender.
5. Past record of the firms/suppliers/contractors will be duly considered while awarding the work.
6. And any other condition deemed to be just, fit and appropriate at the point of time.

  
Registrar

Memo No.: NLUJAA/AC/F/INTERNAL AUDIT/2021/61/1523-1528 Date: 04-11-2022  
Copy to:

1. DIPRO, Kamrup for information and necessary publicity through FLS and newspaper.
2. Finance Officer I/C for information.
3. System Administrator with a request to upload in the University website.
4. P.S. to VC for kind appraisal of the Hon'ble Vice-Chancellor
5. Notice Board
6. Office File

  
Registrar