



# COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2733530 :: [registrar@cottonuniversity.ac.in](mailto:registrar@cottonuniversity.ac.in)

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No.: CU/FIN/2024/168

Date: 16-07-2024

## Advertisement

File No: CU/FIN/INTERNAL AUDIT/2024/168

Phone NO: 0361-2733530

Email Address: fo@cottonuniversity.ac.in

## Expression of Interest (EOI)

The Cotton University invites offers from Reputed Chartered Accountant Firm of Assam to conduct Internal Audit of the accounts of the university for the FY 2022-2023, 2023-2024 and 2024-25 affixing with non refundable court fee of Rs. 8.25. The detailed Expression of Interest (EOI) is available at the Website: <https://cottonuniversity.ac.in> . The last date of receiving offer is **31-07-2024** till **01:00 PM**.

*May*  
Registrar  
16/7/24

Memo No.: CU/FIN/2024/168

Date: 16-07-2024

Copy for information to:

1. The Pro Vice Chancellor, Cotton University
2. PS to VC for information of Hon'ble Vice Chancellor.
3. Director, DIPR, GoA with a request to publish the above advertisement (softcopy enclosed), in immediate one issue of the Assam Tribune and Asomiya Pratidin and submit the bills in triplicate for release of payments.
4. System Manager to upload this notice in the University website.
5. Office File

*May*  
Registrar

**Advertisement**

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Sd - Registrar,  
Cotton University

**Expression of interest invited from reputed and experienced Chartered Accountant Firm  
for undertaking Professional work (Internal Audit):**

**About Cotton University**

Cotton University, located in Guwahati, Assam, India, holds a distinguished place in the region's educational landscape. Established in 1901 as Cotton College, it was initially a premier institution offering undergraduate education. Over the decades, it evolved into a full-fledged university, renamed Cotton University vide Act No- XXII of 2017. Known for its rigorous academic standards and commitment to excellence, Cotton University offers a wide range of undergraduate, postgraduate and PhD programs in various disciplines, including arts, science, and commerce.

**Scope of Work**

- i. Checking of all receipts & payment vouchers & BRS.
- ii. Preparation of Receipts and Payments accounts, Income and Expenditure account and consolidated Balance Sheet of the Cotton University in the **Common Accounting Format** prescribed by the Govt. of India, MHRD, Dept of Higher Education, New Delhi.
- iii. Checking and verification of **Utilization Certificate / Statement of Expenditure** of Govt. Grant as and when required.
- iv. Certification of UC/SOE prepared by the Principal Investigator against each project.
- v. Submission of comprehensive Audit Report on each year Accounts to the management for future course of action.

**Terms and Conditions**

- vi. The Firm must submit copy of the following documents:-
  - a. Registration Certificates issued by the ICAI.
  - b. Date of formation of the Firm and details of Partners.
  - c. The latest partnership deed in case of partnership Firm.
  - d. Last Three years IT and GST return of the Firm along with Photocopy of PAN CARD/TIN Number/ GST Number.
- vii. The Firm must have 20 years of existence with HQ in Guwahati. **With minimum 5 years experience in auditing state aided university/central university/ reputed institute of education shall be given preference.**
- viii. The Firm to Quote their expected Year wise Fee only,
- ix. The Firm will have to start the work within 10 days from the date of issuance of the Appointment Letter.
- x. The Firm selected by the Cotton University shall have to give an undertaking of confidentiality to follow all ethics of faith and the information provided by the University.
- xi. In case of any dispute, the decision of Vice Chancellor, Cotton University, shall be final.
- xii. The Firm shall not be provided any transport or accommodation facility.
- xiii. Details of court cases/ arbitration case or any cases pending against the Firm, if any to be provided by the Firm.

**N.B: [The interested Firm may visit Finance Office, Cotton University, during working hours  
between 10:00 AM to 04:00 PM before participating in Financial Bid]**

**Financial Bid**

1. **Name of the Firm:**

**Address:**

**Phone No:**

2. **(Rate inclusive of all taxes.)**

Item of Activity	Total Amount (in Rupees )
Audit Fee for FY 2022-23	
Audit Fee for FY 2023-24	
Audit Fee for FY 2024-25	
<b>Total Bid Value</b>	

**Date:**

**Place:**

**Signature of the authorized representative**

**Name:**

**Designation:**

**Expression of interest for Appointment of Chartered Accountant Firm for Cotton  
University, Panbazar, Guwahati-781001**

**Status of Firm Partnership/ Sole Proprietorship**

1. a) Name of the Firm/ Organisation (in Capital Letters):  
b) Address of the Head Office:  
c) PAN of the Firm/ Organisation  
d) TAN of the Firm/Organisation  
e) GSTN:
2. ICAI Registration Number: \_\_\_\_\_ Region Name \_\_\_\_\_ Region Code No. \_\_\_\_\_
3. a) Date of constitution of the Firm/ Organisation :  
b) Date since when the Firm has a full time FCA:
4. Full Time Partners of the Firm as on 01-01-2024

SI NO	NUMBER OF FCA	Number of ACA	NUMBER OF OFFICE STAFFS

5. Whether the Firm/ Organisation have submitted the GST/ IT Return for the last three years:  
Yes/No
6. Whether the Firm/ Organisation is engaged in any similar work of other University: Yes/ No.  
{If yes, details of experiences (with numbers of completed years of service for each Organisation)}
7. Whether, there is any court/ arbitration / any other legal proceedings against the Firm/ Organisation. (If yes, give a brief note of the case indicating status):

**Undertaking**

I/We the sole proprietor/ partners of M/S \_\_\_\_\_ Chartered Accountants do hereby jointly and severally verify and declare:

- (i) That the particulars given are complete and correct and that if any of the statements made or information so furnished in the application form is later found to be incorrect or false or there had been suppression of material, information, the Firm would automatically stand disqualified from the allotment.
  
- (ii) That the Firm proprietor or partners have not been debarred or cautioned by ICAI during last five years (if cautioned give details) :

Seal and signature of the proprietor /  
partners