



# SHEODENI SAO COLLEGE, KALER

SOHSA, ARWAL – 824127 (BIHAR) (E-Mail ID- sdscollegkaler@gmail.com)

**NAAC Accredited Grade 'B', Model College**

(A Constituent Unit of Magadh University, Bodh Gaya)

Ref. No. : 161/S.Oc/26

Date: 09.07.2026

## SHORT TERM TENDER NOTICE

### **Subject: Invitation of sealed quotations for Internal Audit and Updating of Books of Accounts**

Sealed quotations are invited from reputed Chartered Accountant Firms/CA for conducting Internal Audit of all accounts of the college and updating of books of accounts for the financial year 2026-27 and above

#### **Scope of Work:**

1. Audit of all college accounts - Grant, Salary, Development, Student Fund, etc.
2. Updating and verification of Books of Accounts:
  - Cash Book
  - Bank Book
  - Expenditure Ledger
  - DCR-1, DCR-2 and FCR
  - Fee Collection Register
3. Verification of both Online and Offline College Fee Collection
4. Reconciliation of fee receipts with bank statements
5. Preparation of audit report with observations and recommendations

#### **Terms & Conditions:**

1. The total professional charges should not exceed Rs. 80,000/- [Eighty Thousand Only]
2. The firm/CA must be registered with ICAI and have experience in audit of Govt./Aided/University affiliated colleges.
3. Work must be completed within 15 days from the date of work order.
4. Payment will be made after submission and acceptance of the final audit report.
5. The college reserves the right to accept or reject any/all quotations without assigning any reason.

**For any clarification, please contact the college office during working hours.**

Interested firms/CAs are requested to submit their sealed quotation along with firm profile, ICAI registration certificate, and past experience certificate to the office of the undersigned by Date: 16/07/2026, Time: 3:00 PM.

Principal

S.D. College, Kaler, Arwal

**Principal**

S. D. College, Kaler (Arwal)

09/07/2026