



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

No.-BPUT/F&A/111/2022-23/2595

Date: 13.06.2023

**LIMITED TENDER NOTICE FOR AUDIT OF BOOKS OF ACCOUNTS**

Sealed quotations are hereby invited in the prescribed Tender Document from reputed registered chartered firm of Rourkela for audit of Books of Accounts of the University starting from 2018-19 to 2020-21. The scope of work would be (1) conduct of internal audit of books of accounts and submit report thereof. Preparation and filing of revised IT returns wherever found necessary, (2) preparation of Bank reconciliation statement, Scrutiny of ledgers and yearly receipt and payment and (3) providing suggestion for improvement of the existing system of internal control.

The interested Chartered firm may apply in the prescribed format which can be downloaded from the official website of BPUT, i.e., [www.bput.ac.in](http://www.bput.ac.in) specifying the fees per year (inclusive GST) and sent it through Speed Post/ Regd Post to "the Registrar, Biju Patnaik University of Technology, Chhend, Rourkela" latest by **01.07.2023**. No quotation (s) shall be entertained received after due date. The undersigned reserves the right to extend the date and reject any or all the tenders without assigning any reason thereof.

  
Registrar



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**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

**QUOTATION FOR AUDIT OF BOOKS OF ACCOUNTS**

1.	Tender No. and Date	:	
2.	Name and address of the agency/ Firm	:	
3.	Telephone /Mobile No. and Email ID	:	
4.	Proprietorship/ Partnership		
5.	Name of the proprietor/ Managing Partner/ Director	:	
6.	Regd. No. of the Agency (Partnership/ Company/ Proprietorship)	:	
7.	Permanent Account No. (PAN) & Self attested copy of the PAN to be attached	:	
8.	GST No. (Attach self attested Copy)	:	
9.	Name of the Central / State Government/ Autonomous agency audited (enclose the copy of the work order)	:	
10.	IT Return for last 3 years	:	
11.	Whether the firm has been black listed by any Government or any other organization	:	Yes/No
12.	Audit fee inclusive of all taxes per year in Repees	:	

This is to certify that I/we have carefully read the all above contents of the tender document and fully understood the terms and conditions there in, and undertakes myself /ourselves to abide by the same.

Name of the Tenderer :

Place :

Name of the signatory :

Date :

Signature with seal :

### UNDERTAKING

(In form of Affidavit)

This is certified that our firm/agency/company shall maintain confidentiality in terms of transaction/ audit of books of accounts and will submit all the papers / ledgers/ vouchers etc after being audited the accounts inside the premises of the University and no documents shall be discloses/ taken away in any manner.

Place:

Name of the Tenderer :

Date:

Name of the Signatory:

Signature: Seal:

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24/6/2023