



No.F.4 (69)-NLUT/Internal Audit/CA/2024-25/ / 00 /
NATIONAL LAW UNIVERSITY TRIPURA
(Established by the Tripura Act 03 of 2022)
NARSINGARH, AGARTALA

Dated 22.07.2024

QUOTATION CALL NOTICE

The Registrar, National Law University, Tripura invites sealed financial quotations from the CAG empanelled Chartered Accountant Firm for the statutory audit of Financial statement of National Law University, Tripura. The CA Firm having the University /educational institution work experience will be given preference.

The sealed quotation along with all necessary documents should reached in the office of the Registrar, National Law University, Tripura, on or before 25.07.2024 and the same with be opened in the same day at 5 P.M in the ground floor meeting room of the NLUT.

N. Mitra
Registrar

National Law University, Tripura

Documents to be submitted:

- 1.Firm Constitution Certificate
- 2.CAG empanelment acknowledgment
- 3.PAN of the Firm
- 4.GST Certificate
- 5.ITI of last three Years
- 6.Evidence in support of earlier work experience
- 7.Financial Quotation

Deliverable, Timelines and Payments Schedule:

The CA must be ready to take up the assignment within 3(three) days and complete the work. The work will be done in the office of the Registrar, National Law University, Tripura.

Sl. No.	Deliverable/output	Fee payable	Time
1.	Audited financial statement along With all schedule for the period from Sept 2022 to March 2023 and 2023-24 as per the quotation call notice	Approved price after submission of Report	Maximum two weeks after completion of work.

Address for submission of quotation – Registrar, National Law University, PIN-799015.

FORMAT FOR THE FINANCIAL PROPOSAL

(On the letter head of the Firm with full postal address, telephone nos, e mail address)

Quote the Rate for Audit of Accounts of NLUT for period from Sept 2022 to March 2023 and 2023-24

Financial quotation for Audit as per scope of work as specified in the Quotation call Notice			
Audit Fee	GST(if any)	Other expenses if any	Total
1	2	3	4(1+2+3)

Scope of work

Statutory Auditors should ensure that:

1. Preparation of the financial statement i.e the Balance Sheet, Income & Expenditure Account and Receipt & Payment Account, giving a true & fair view and free from any material misstatements with following verifications:
 - (a) Ledger balances agree with the entries made in the books of account.
 - (b) Sufficient and appropriate evidences are available for entries made in books of account.
 - (c) All transaction are being recorded in books of account, i.e there is no omission.
 - (d) Information contained in the financial statements is clear and unambiguous.
 - (e) Amounts shown in financial statements are properly classified, described and disclosures are made in conformity with applicable accounting statement.
 - (f) Financial statements reflect true and fair view of financial results and financial position.
2. The statutory requirements are complied along with the compliance of the Accounting standards.
3. NLUT Rules and due procedure have been followed.
4. Timely payments made to staff area s due and timely recovery of loans/advances paid to staffs.
5. Review of accounting systems and statutory control systems to ensure that no revenue leakage takes place.
6. Proper & adequate MIS exists for different level of management.
7. Physical examination and verification of tangible assets is carried out.
8. Detection of systemic flaws and suggestions for adopting corrective measures.
9. Comment on risk assessment and risk mitigation mechanism in institute.
10. Depute two articles at least Final CA level for assignment of Audit and any other work assigned by institute duly supervised by CA and designated partner.
11. Verification of payment vouchers, receipt, contracts & execution thereof, bank reconciliation.
12. Review of Received values, Advances & Deposits, Retention money etc.
13. Verification & report as to Capitalization of Fixed Assets out of Work-in-Progress.
14. Review of specific grants received from Government and other authorities, utilization thereof, creation of assets & accounting thereof.
15. Preparation, Finalization and certificate of Balance Sheet, Income & Expenditure Accounts and Receipt & Payment Account including all Schedules & Annexure with notes on Accounts of NLUT for the period from September 2022 to March 2023 and 2023-24. Annual Accounts of NLUT have to prepare on compliance with generally accepted accounting principles, accounting standards, significant accounting policies & disclosure.

N. Kishor
22/10/24