



THE BHAGIRATHI CO-OPERATIVE MILK PRODUCERS' UNION LTD.

FEEDER DAIRY BERHAMPORE MURSHIDABAD

PHONE NO. Office - (03482) 250898, Dairy - 251435, Fax - 251978

Ref. No. BU/IA/ 0140

Date : 16-03-18

M/s
.....
.....
.....

Sub : Rate Quotation for Internal Auditor(s).

The Bhagirathi Co-operative Milk Producers' Union Ltd, is interested to engage Internal Auditor(s) for carrying out concurrent audit in its main office situated at Panchanantala, Berhampore, Dist. Murshidabad, initially for one year, beginning from 1st May, 18.

Interested Registered Chartered firm(s) are hereby requested to quote their lowest rate after physical assessment of job/work during office hours, in a sealed envelop, so as to reach to the Managing Director at the following address :

The Bhagirathi Co-operative Milk Producers' Union Ltd.
Feeder Dairy, Panchanantala
P.O. Berhampore
Dist. Murshidabad

The scope of work and the category & number of persons to be required for carrying out auditing are enclosed in a separate sheet. Please note that your quotation should reach to the above address on or before 3rd April, 18.

The Bhagirathi Milk Union reserves the right to cancel or accept any of the quotations without assigning reason their off.

For the Bhagirathi Co-operative Milk Producers' Union Ltd.

Managing Director.

Managing Director
The B. C. M. P. U. Ltd.
Berhampore-742101

Encl : As above.



THE BHAGIRATHI CO-OPERATIVE MILK PRODUCERS' UNION LTD.

FEEDER DAIRY BERHAMPORE MURSHIDABAD

PHONE NO. Office - (03482) 250898, Dairy - 251435, Fax - 251978

“SCOPE OF WORK OF INTERNAL AUDITOR “ for Financial Year : 2018-19

The Bhagirathi Co-operative Milk Producers' Union Ltd situated at Berhampore, Murshidabad (WB), registered under the West Bengal Cooperative Societies Act and having turnover around Rs. 60 cores, invites offer from the reputed Chartered Firm as **Internal Auditor** (including Tax consultancy) for carrying out concurrent audit along with **TAX AUDIT** u/s 44 AB of Income Tax Act. The statutory audit of this milk union will be undertaken by the Director of Cooperative Audit (Govt. of WB) separately.

The scope of works as required as an **“INTERNAL AUDITOR & TAX CONSULTANTS”** for this milk union is given as under. The working hour shall be 9 am to 5 pm in weekdays, except milk union's holidays.

- a) Day to day routine checking of all bills / staff TA bills and vouchers and pre & post audit of all vouchers, as per rules of this milk union with statutory compliances.
- b) Physical checking of stores items and other Office / Plant Assets & Equipments.
- c) Scrutiny of all ledgers & Accounting records periodically.
- d) Introducing the system of Cost Control, Cost analysis of different products, verification of stores & consumables etc. and to convey the audit observations & recommendations requiring for management action.
- e) Daily physical verification of Cash (after days transactions)
- f) Control over receipts.
- g) Scrutiny of office orders & purchase orders issued from time to time by this union.
- h) Checking and reconciliation of Final Accounts of this union.
- i) Checking of daily production / stock of Milk / Ghee / Paneer / Curd / Lassi etc.
- j) Issue certificates for reimbursement claim to Govt. and other agencies and for other purpose along with certificate of utilization report as and when required.
- k) Completion of “TAX AUDIT” under section 44 AB of Income Tax, Act .
- l) Preparation of Cost sheet/costing of milk and different milk products.
- m) Bank Reconciliation of CD 022905001001 with UBI Bhagirathi Br. since September, 2016 (No of Transaction per month : 800 (approximate)).
- n) Checking of bank reconciliation statement of others banks on monthly basis.
- o) Tax consultancy Services :
 1. Checking of quarterly TDS Returns (24 Q & 26 Q)
 2. Preparation & submission of IT Return of Milk Union through electronic media.
 3. Checking of GST returns.
 4. Consultancy regarding Income Tax and GST matter as when required.
 5. Appear before Income Tax and GST authority as authorized representative of milk union during scrutiny/hearing or any quarry.

Internal audit report (monthly) should be submitted in triplicate directly to the Managing Directors of this union.

For carrying out the concurrent audit including bank reconciliation and Tax consultancy within the scope as mentioned above, minimum 03 (Three) no. of experienced staff having commerce back ground are to be deputed as “internal auditors & bank reconciliation job and the authorized Chartered Accounts will be required to visit and supervise at least twice in a month. The staff members to be deputed should be conversant with the Income Tax Laws, GST, PF Acts etc. No board and lodging will be arranged by this milk union. The terms of engagement shall be initially for one year and may be extended depending upon satisfactory performance.


Dy. Manager (F&A)
The Bhagirathi Co-operative
Milk Producers' Union Ltd.
Berhampore, Murshidabad