

Mother Dairy Calcutta
P.O.- Dankuni Coal Complex, Dist: Hooghly, Pin-712310.

Expression of interest for Appointment a firm of Chartered Accounts/ Cost Accounts for
Banglar Dairy Ltd.

PUR/EOI/003/ACCOUNTS/SM/

Date: 06.04.2019

Mother Dairy Calcutta, a Project under ARD Deptt., Govt. of West Bengal invites offer from reputed firm of Chartered Accounts/Cost Accounts, empanelled with C&AG and having office in Kolkata for accounts related activities of Banglar Dairy Ltd. Preference will be given to firms having experience of Audit in Public Sector Undertaking/reputed Public Limited Company in manufacturing industries. Interested Firms may send their offer along with Profile & credentials in sealed envelope to Chief General Manager, Mother Dairy Calcutta, P.O. Dankuni Coal Complex, Dist. Hooghly, Pin-712310. Sealed offer should reach within **17.04.2019** up to 4 pm mentioning Ref. no. and date on the top of the envelope.

Chief General Manager reserves the right to cancel the offer without assigning any reason whatsoever.

Chief General Manager

Mother Dairy Calcutta
P.O.- Dankuni Coal Complex, Dist: Hooghly, Pin-712310.

Details of function of Internal Auditor

- Pre audit of all payments to suppliers, contractors and others on daily basis.
- Pre audit of all purchase orders, work orders on daily basis.
- Opening of tenders and audit of comparative statement of rates quoted by different bidders based on tenders on regular basis.
- Checking of payment of salary to staff of Mother Dairy Calcutta on monthly basis.
- Checking of Bank Reconciliation Statement on monthly basis.
- Checking of sales, receipts, sundry debtors, etc. periodically.
- Physical verification of cash balance on regular basis and audit of cash book on daily basis.
- Checking of Stores ledger and inventory periodically.
- Physical verification of stock, work in progress, finished goods at end of 'financial year'.
- Submission of draft audit report on monthly basis and final audit report on quarterly basis.

For handling the above mentioned work at least one professionally qualified auditor is to be deployed on all working days (Monday to Saturday) and also additional manpower is to be deployed for handling excess work as and when required.