

POLICE



DEPARTMENT

No. B3-82/2021/ID

District Police Office,

Idukki

✉spidk.pol@kerala.gov.in

☎04862232354

Dated. 18-06-2021

**Sealed Quotations are invited for Audit work of Subsidiary Central Police Canteen,
Idukki**

The envelop containing the quotations should bear the superscription Quotation for the audit work of Subsidiary Central Police Canteen, Idukki for the financial year 2021-22 . Intending tenderer may submit the quotations on their own papers. Last date for the receipt of quotation is 01/07/2021. Late quotations will not be accepted. The quotations will be opened at 11.00 AM on 02/07/2021 in the presence of such tenderer or their authorized representatives who may be present at that time. The maximum period required for the delivery of the articles and others terms and conditions should be clearly mentioned.

Your sealed quotations regarding the branch Audit of Reconciliation of accounts, Trading Profit & Loss account and Balance sheet and covering the following registers and files also for the financial year 2021-2022 of Subsidiary Central Police Canteen Idukki. You are verify the all Suspense account of Subsidiary Central Police Canteen Idukki also.

Registers and files to be verified and audited

1. Bank statements year wise and latest as on date
2. Fixed Deposits Certificates/ Statements
3. Daily POS reconciliation with sales/customers with bank collection
4. Suppliers' account statement and reconciliation (CPC and NCPC)
5. Reconciliation statement with master canteen statement
6. Sales Return file reason for return , request from customers.
7. Purchase returns register, files, documents, confirmation with suppliers,
8. Price sanction file
9. Stock damages file
10. Canteen staff meeting- minutes file if any.
11. Canteen Committee meeting - minutes of monthly meeting.
12. Petty cash book, vouchers, request for withdrawal of cash from bank, monthly receipts and payments of petty cash transactions if any
13. Membership Register- Reconciliation of membership deposit with bank account
14. Membership card fee collection details including duplicate card issue
15. Fixed Assets Register
16. Stock statements-Monthly stock verification statements
17. Payment Register(Cheque issue/ E-Payments)
18. Inward/outward Register
19. Purchase Order File

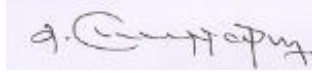


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20. Purchase invoice file.
21. Stock transfer details
22. Correspondence file (with the Head quarters, others)
23. Generator Fuel Register
24. Temporary staff file, salary, attendance
25. Supplier wise stock replacement details
26. Sales promotion staf register
27. Sales promotion charges received form companies
28. Other registers and files as directed by the State Co-ordinator
29. Scrap Sales details including quotations
30. File for the modification or repair work don



KARUPPASAMY R IPS
District Police Chief

