

EOI from CA Firms

Handique Girls'College, Guwahati - 1, intends to engage a firm of Chartered Accountants, with offices in Guwahati, to undertake Internal Audit of the College accounts and provide consultancy on tax matters during the FYs 2020-2021, 2021-2022 and 2022-2023. Sealed quotations in the prescribed format from experienced Chartered Accountants' firms should be submitted to the Office of the Principal, Handique Girls'College, on or before July 30, 2021

Scope of Work:

1. Internal audit of books of accounts and ancillary records and submission of report on quarterly basis.
2. Review the internal control mechanisms for financial management and suggest measures for improvement.
3. Preparation of Utilisation Certificate and Statement of Accounts for received grants.
4. Review the reconciliation of all bank accounts.
5. Computation of annual tax liability of employees and preparation and filing of e-TDS quarterly returns. Providing advice on statutory compliances
6. Preparation and submission of IT return of the College.
7. Provide consultancy for GST matters.
8. Providing advice on statutory compliances

Schedule of Audit:

1. The audit for the current and subsequent financial year should be conducted on a quarterly basis and report submitted for the same. A final Annual Audit report will be submitted at the end of the financial year. For the FY 2020-2021, the audit should be completed within three months from the date the work is awarded and a single Annual report submitted.

Essential Qualifications: The applicant firm must fulfill the following criteria:

1. It must be registered with the Institute of Chartered Accountants of India
2. The firm must be empanelled with the C&AG of India
3. It must have at least two partners both with valid membership of the Institute of Chartered Accountants.

4. The firm must have undertaken similar assignments for Government bodies and Educational Institutions (at least three in last five years).
5. The firm should submit registration certificate of GST, PAN and the last IT return.
6. The firm will provide details of court cases, arbitrations against it, if any.

The details and supporting documents are to be submitted in the provided format.

Sub Contracts: Sub contracting of any portion of the work will not be allowed.

Payment Terms:

1. Payment made will be in accordance with the financial bid submitted by the firm and accepted by the College.
2. Bills will be submitted in duplicate after conclusion of an audit and should be inclusive of all expenses.
3. TDS will be deducted at source.

Rejection of Bid: Handique Girls' College reserves the right to reject any or all of the bids received without assigning any reason whatsoever. Bids not submitted in the prescribed format and without the required supporting documents will be summarily rejected.

Jurisdiction: This bid, in entirety, is subject to the jurisdiction of local courts at Guwahati only.

The bid document with all annexures duly filled in and signed in each page by the authorized signatory of the firm, accompanied by relevant supporting documents, should be submitted in a sealed envelope, on or before 2.00 p.m. of July 30, 2021, to the Office of the Principal, Handique Girls' College.

Annexure I: Eligibility Criteria

Annexure II: Details of Partners of the Firm

Annexure III: Details of Experience

Annexure IV: Financial Bid

Eligibility Criteria:

Sl	Criteria	Yes/No	Enclosure Number
1	The Firm should be registered with Institute of Chartered Accountants of India and must process permanent account number(PAN) under Income Tax and registration under Goods and Service Tax.		
2	The firm must have undertaken similar assignments for Government bodies and Educational Institutions (at least three in last five years).		
3	The firm must be empanelled with the C&AG of India		
4	It must have at least two partners both with valid membership of the Institute of Chartered Accountants.		
5	The firm should submit registration certificate of GST, PAN and the last IT return.		
6	Whether there are any court /arbitration /any other legal case against the firm/organization (if yes, give a brief note of the case indicating its present status.		

Details of Partners of the Firm

Sl	Name of the Member	Designation	Membership Number	Status (FCA/ACA)	Remarks
1					
2					
3					
4					
5					
6					

Documentary evidence must be furnished.

Financial Bid

Sl. No	Service	Fees (in Rs.)
1	Fees for the three financial years of consultancy*	
2	Taxes as applicable	
3	Total fee to be paid (including 1+2)	

In words Rupees :.....

* The quoted fee should include fees and all other costs

Date :

Signature of the Bidder/Authorized person

Office seal

Name and Designation

Postal Address in Full

Contact Number(s)

Email Address :