

Deshbandhu College,
University of Delhi,
Kalkaji, New Delhi-110019

“Quotations for Outsourcing of Accounting work”

September 10, 2018

Sealed quotations through the single bid system are invited from interested Chartered Accountant firms/agencies for providing the services as mentioned in the scope of work (Annex-I). Documents to be submitted with the quotation are mentioned in Annex-II.

If interested in undertaking the contract, the rates for the same may be quoted as per table given below. The duly filled in quotations, in a sealed cover mentioning “Quotations for Outsourcing of Accounting work”, may be sent by speed post so as to reach latest by 25th September 2018 Quotations received after the scheduled date and time shall be summarily rejected.

S.No.	Description	Consolidated remuneration including service charge (profit) of the firm/agency and all other charges for a period of 12 months. The payment shall be paid monthly/quarterly
	HIRING OF SERVICES OF CA AGENCY, The CA firm/agency has to depute a suitable competent accounting Personnel for minimum 2 days in a week. Depending upon the quantum of the work, the man hours may be increase	

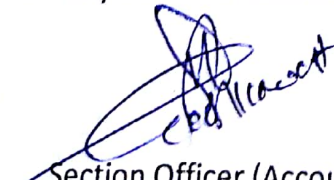
Documents to be submitted with the quotation: Documents listed in the following check list may be submitted along with the quotation(s)

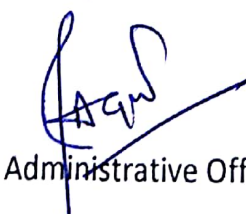
S.no.	Description of requirement	Yes/No	Page No.
1.	The firm/agency should be registered with the ICAI under provisions of relevant act to provide the professional services and its validity date and enclose copy of registration certificate with ICAI of the firm		
2.	Copies of Balance Sheet and P&L A/c for the last 3 years duly certified by CA		
3.	Copy of Registration certificate/allotment letter PAN from Income Tax Department		
4.	Proformas containing details of other organization where such types contracts were/are undertaken (attach supportive documents)		
6.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.		
7.	At least two currently valid contracts for similar work		

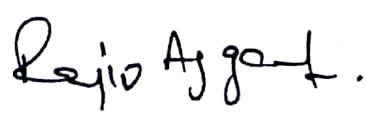
Experience : Maintenance of accounts working of accounts as per MHRD will be preferred

The Chartered Accountant agency shall render the services to **DESHBANDHU COLLEGE, UNIVERSITY OF DELHI, KALKAJI, NEW DELHI-110019**, for its proper maintenance of accounts and for compliance to related statutory requirements. Detailed description of work for taking services is as follow:

1. Checking the Bank reconciliation, Physical and computer preparation of bank book based on bank statements and financial instruments (DD).
2. Physical and computer entry of advances given and its adjustments at the time of settlements.
3. Assist our accounts personnel during audit related with AGCR, internal audit and reply of the paras if any, given by the auditors.
4. Preparation of Budget Register both in physical and digital form, Preparation and finalization of accounts. Compilation of Accounts on monthly basis as well as yearly basis and preparation of monthly trial balance along with all supporting schedules (as prescribed by AGCR/Delhi University), Receipt & Payment Account, etc. Preparation of Accounts up to TB stage and R & P A/c at year end. Reconciliation and control of accounts and schedules thereof. Reconciliation of fixed assets and current assets accounts. Calculation of depreciation as per law in assets Register/ Cards and Finalization of Balance-sheet.
5. The CA firm/agency shall be personally responsible for the work allotted to it, from the stage of preparation of vouchers, preparing ledgers/ accounting books/ registers to end product (i.e. trial balance/ receipt & payment account/ balance sheet with all supporting schedules). S/He shall sign each page of various returns and reports/forms and that of final output. S/He shall prepare and maintain all ledgers/ accounting books, schedules, Evaluation of assets register, etc.
6. Compilation of TDS return and technical resolution of all the TDS related matters, if any. TDS related assessment in the cases of receivable, if any. Reconciliation of TDS payable/paid by the college on monthly basis. Checking of appropriateness of tax deduction at source from payments made to parties and individuals, its timely deposition and filing of requisite return by due date and guidance of TDS matters.
7. Your representative shall visit the college for minimum Two days in a week for execution of above work. One computer with Tally ERP 9 software shall be provided for inputs/compilation. The representative should be well conversant with Tally ERP 9, MS Excel and MS word. Depending upon the quantum of the work, the man hours may be increased.
8. Creation of vouchers, ledgers and Salary preparation and confining tally for email
9. Any other account related matter and anything considered necessary towards above.


Section Officer (Accounts)


Administrative Officer


Principal

Declaration by the Tenderer: (To be filled by the Firm on the letter head)

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of Tenderer with seal)

Name:

Seal:

Office Address:

Email:

NOTE: Submission of all the documents mentioned above along with declaration, is mandatory. Non submission of any of the information above may render the bid to be rejected.