

LAKSHMIBAI COLLEGE
Ashok Vihar, Phase III
Delhi-110052

05-04-2024

Expression of Interest


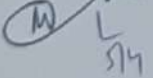
Lakshmibai College is one of the constituent College of University of Delhi and is funded (95%) by University Grants Commission and (5%) by Delhi Govt. The college invites expression of interest from the Chartered Accountants for preparations and finalization of Balance sheet, internal audit, Income tax and other accounts related work. The initial tenure of engagement is for one year and it shall be extended for two more years subject to the satisfactory performance and discretion of the competent authority

1. Scope of Work:

- a)-Internal Audit and providing expert/legal advice in respect of college, if required
- b)- Finalization of Balance Sheet including issue of Utilization Certificate for various funds received by the college.
- d)- Filing the application for exemption certificate from Income Tax Department and obtaining the certificate under Section 12A and 80 G or any other if required
- e)- Filing TDS Returns for salary & Non-Salary Return on quarterly basis & preparation of form-16 & other work, if any, as per requirement and settlement of all notices for any period previous and current received from Income Tax Department and other various dept.
- f)- Income Tax Return Filing and settlement of all notices for any period previous and current received from Income Tax Department and other various dept.

The venders are requested to submit the detailed documents as mentioned in Annexure-A and quote the professional charges as per Annexure - B

The complete application in prescribed format along with supporting documents, as mentioned above, is required to be sent to Principal, Lakshmibai College, Ashok Vihar, Phase – III Delhi – 110052 till 24th April 2024 (5 PM)


Principal


LAKSHMIBAI COLLEGE
Ashok Vihar, Phase III
Delhi-110052

ANNEXURE - A

Documents to be attached

- a)**-Name of the Chartered Accountant Firm.
- b)**-Full Address with contact number, website, email ID, etc. of the Firm.
- c)**-Year of the Registration and number with ICAI any documentary proof to be enclosed.
- d)**-Details (if any) empaneled with ICAI/ CAG (endorse the recent letter/documents issued by ICAI/CAG relevant to the Financial year 2024-2025).
- e)**-Number of full-time partners (FCA & ACA).
- f)**- Details of experience in the audit of PSU/Govt. Dept. & autonomous bodies funded/controlled by Central/State Govt. (give details of audit conducted in the last 3 years- 2020-21, 2021-22 and 2022-23), clearly mentioning name address, contact details of the establishments, along with documentary proofs like Agreement/work order, Work Completion report, etc.
- g)** No black listed firm, either by Govt. of NCT of Delhi or by any Govt./Govt. undertaking should submit on the company's letterhead.

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ANNEXURE –B

Financial Quote

Name of the Firm:

S.No	Particulars	Professional Charges (excluding GST)
1	Internal Audit and providing expert/legal advice in respect of college, if required	
2	Finalization of Balance Sheet including issue of Utilization Certificate for various funds received by the college.	
3	Filing the application for exemption certificate from Income Tax Department and obtaining the certificate under Section 12A and 80 G or any other certificate if required	
4	Filing TDS Returns for salary & Non-Salary return on quarterly basis & preparation of form-16 & other work, if any, as per requirement and settlement of all notices for any period previous and current received from Income Tax Department and other various dept.	
5	Income Tax Return Filing and settlement of all notices for any period previous and current received from Income Tax Department and other various dept.	

Note: The rates will be valid for three years from the date of appointment.