

EXPRESSION OF INTEREST

FOR THE HIRING OF SERVICES OF

CHARTERED ACCOUNTANTS

AT

INDIAN INSTITUTE OF TECHNOLOGY, RAJASTHAN

EOI No. : IITJ/ADMN/1/5(IX)/2012-13/6.  
EOI Issue Date : June 12, 2012  
Last Date of Submission : June 25, 2012  
EOI Opening date : June 25, 2012 at 17:00 HRS.



Indian Institute Technology, Rajasthan

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## Expression of Interest

Expression of Interest (EOI) is invited from Chartered Accountants firm(s) for maintenance of the books of Institute Account, Project Account & Audit of Institute, initially for one year. The scope of the work includes:

- Maintenance & preparation of day to day accounts and vouchers of all items of income, expenses, assets & liabilities
- Maintenance of records and statutory compliances as applicable
- Periodic reconciliations, MIS reports as per the request
- Payroll Processing
- Filing of various returns including TDS, Service Tax etc.
- Providing regular updates with regard to direct and indirect taxation
- Conducting concurrent audit
- Preparation & certification of balance sheet as per requirement of MHRD
- Assisting the CAG audit.

Interested firms may apply to the undersigned before June 25, 2012, indicating their credentials along with the rates of fee to be charged for the following works separately-

- (i) Institute & Project Account
- (ii) Institute and Project Audit

### **Pre-Qualification Criteria:**

1. The firms are required to enclose a copy of constitution certificates of firm issued by ICAI and clientele list along with expression of interest.
2. The firms must have experience in conducting Audit/handling accounts of Autonomous bodies / Central Govt. / State Govt. / Public sector undertaking organization on **accrual base accounting system** as prescribed by Ministry of Finance, Govt. of India.
3. Preference will be given to firm having experience in maintaining accounts in advanced accounting software's.

### **Terms & Conditions:**

1. Selected firm will be responsible for the maintenance of account & audit in timely manner following best practices prescribed by the Central Government and applicable to Autonomous Bodies.
2. The quotations shall be submitted to the undersigned in a sealed envelope duly super-scribed "Quotation against Notice No. IITJ/ADMN/1/5(IX)/2012-13/6 dated June 12, 2012 due on June 25, 2012 at 16:00 hrs." on the corner of the envelope.
3. The Institute reserves the right to award the work separately for Audit & Accounts.
4. After due evaluation of the bid(s), the Institute will award the contract to the lowest tenderer.
5. The Institute reserves the right to reject any or all the offers without assigning any reasons thereof. The selection of the firm will be at the discretion of the Institute considering the experience of each firm. Application received after due date will not be entertained in any case.

(Assistant Registrar)