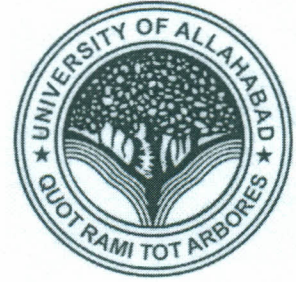




इलाहाबाद विश्वविद्यालय
प्रयागराज — 211 002, उ०प्र० (भारत)
UNIVERSITY OF ALLAHABAD
Prayagraj – 211 002, U. P. (INDIA)



No. SPC/CA/ 11 /2022

Date: 15.07.2022

To,

M/s.

Dear Sir,

The University of Allahabad intend to hire services of Chartered Accountant firm for Finance & Accounts Section. Kindly send your QUOTATION giving lowest rates per unit alongwith terms and conditions in Sealed Cover addressed to **Purchase Officer, Purchase & Stores Section, University of Allahabad, Senate Campus, Katra, Prayagraj- 211002, Uttar Pradesh**, so as to reach this office on or before **22.07.2022 till 4.30 P.M.**

Sl. No.	Description of the work	Rate (in Rs)
1.	Data entry of Annual Statements of Accounts in English University will provide the Cash Books of salary head, recurring Head and Capital head and other financial records to CA for data entry in Tally / other software on a routine regular basis for preparation of respective heads Annual Accounts in English as well as in Hindi followed by compilation / consolidation of the same so as to draw up the annual financial statements of the University of Allahabad as a whole, as per format of Accounts for CEI and instruction/guidelines issued by MoE. Provide assistance to the University of Allahabad for preparation of audit para reply raised by C&AG and other agencies, if any. Further, if required CA may also depute their staff in the campus of the University of Allahabad for the above purpose.	
2.	Preparation and uploading of periodic TDS returns and thereafter preparing TDS certificates in Form 16 / Form 16A with respect to approximately 3,000 deductees: University is making various payments including salary after deduction of Income Tax at source for which the appointed CA firm has to prepare form 24Q and 26Q for filing of TDS returns	

क्रय अधिकारी
Purchase Officer
इलाहाबाद विश्वविद्यालय
University of Allahabad

	and submit the same to concerned authority and issue TDS certificates in Form 16 / 16 A in duplicate along with day to day consultancy on various matters of Taxes and Accounts.	
3.	TDS return Revision & Filing fees	
4.	Printing Charges of Form 16 / 16 A	
5.	Filing of ITR of Allahabad University.	
6.	Issuance of Certificate with due procedure on receipt of donations by University of Allahabad under 80 (G) and filing of return and other compliance, if any, under 80 (G).	
7.	Receiving of Notice of Department of Income Tax and to prepare the reply and to submit the concerned authority and follow up of the same.	
8.	TDS return in form GSTR-7 and to prepare the challans for deposit of TDS amount along with generation of TDS certificate as per GST Act on behalf of Allahabad University	
9.	Filing of GST return after claiming ITC, if any, on behalf of University after registering the University as per GST Act	
10.	Any work other than above <ul style="list-style-type: none"> Compliance of the Instructions/formalities / liability issued by the Govt. of India / Income Tax Department/ UGC/ MoE and any other body in respect of University. FCRA Return / Record Keeping and other Assistance. Investment Guidance as per Govt. of India / Income Tax. Provide advisory on new law/provisions etc. on regular basis. Follow the matters with the Income Tax Authorities. Registration under FCRA, 12-A. Provide assistance in public procurement. Certificate for Income Tax Exemption u/s 10 (23). Any other work or assignment assigned by the Hon'ble VC from time to time. 	

Note:

1. Terms & Conditions as applicable are attached herewith. **(Annexure- A)**
2. Please Fill - Firm Profile Form - **(Annexure- B)**
3. Please Fill -Mandate Form (**Annexure -C**)
4. Under no circumstances, unsealed quotation will not be entertained.
5. Quotations received after the due date shall not be considered.
6. Kindly mention our Quotation number and date on the envelope.


 15/07/2022
 (Purchase Officer)
 Purchase Officer
 Purchase & Store Section
 University of Allahabad

UNIVERSITY OF ALLAHABAD

(Annexure- A)

TERMS & CONDITIONS

1. Quotation received after due date and time shall be summarily ignored.
2. Incomplete Quotations shall be liable to rejected.
3. Unsolicited / conditional / unsigned Quotations shall not be considered.
4. Rates must clearly indicate all taxes and discounts offered, if any.
5. No price negotiation will be entertained in normal course of action.
6. IT would be recovered as per rules. Kindly furnish your status of Firm, date of establishment, Firm Registration with competent Body, Unique Code No., names and Membership No. of the Partners and documents related to work experience in your quotation for our records.
7. Payment shall be made on delivery and satisfactory work on monthly basis/ quarterly basis / yearly basis, as per discretion of the Hon'ble Vice Chancellor.
8. Quotations / Tender conditions, if any, or otherwise sent also with the Quotations /tender shall not be binding on us.
9. The acceptance of the quotation will rest with the Competent Authority of Allahabad University, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject, or partially accept any or all the quotation & received without assigning any reasons. Preference shall be given to those firm, which have experience of more than 20 years.
10. All the above instructions and our standard terms and conditions must be complied, failing which your offer may be liable for rejection.
11. All suits shall be in the Courts of Prayagraj jurisdiction only.
12. Terms & Conditions, Rules & Regulations of the University shall be applicable.
13. Quotations should be addressed to the **Purchase Officer, Purchase & Stores Section, University of Allahabad, Senate Campus, Katra, Prayagraj- 211002, Uttar Pradesh.**

Annexure -B



FIRM PROFILE FORM

1. Firm's Name :
2. Date of Registration :
3. Owner's Name :
4. Full Postal Address :
4. E-mail address :
5. Website address :
6. Contact Person's Name :
7. Contact No. : Mobile No.:
City: State:
8. PAN :
(Enclose Xerox copy)
10. GSTIN No. :
12. Bank Account No :

Signature with Seal

**Mandate Form****Electronic Clearing Service (Credit Clearing)/Real Time Gross Settlement (RTGS) Facility for Receiving Payments****Details of Account Holder:**

1.	Firm/Contractor/Agency	
2.	Name of Accounts Holder	
3.	Complete contact address	
4.	Telephone Number / Fax / E-mail	

Bank Accounts Details:

1.	Name of the Bank viz. SBI/PNB	
2.	Branch Name with complete address	
3.	Telephone Number and E-mail of Bank Branch	
4.	Whether the Branch is computerized?	
5.	Whether the Branch is RTGS enabled? If yes, then what is the Branch's IFSC Code?	
6.	Is the Branch also NEFT enabled	
7.	Type of Bank Account (SB/Current/Cash Credit)	
8.	MICR Code of Bank	
9.	Complete Bank Account Number	
10.	Repeat Bank Account Number	

Signature of Customer

Date:

I hereby

Certified that _____

Bank Stamp

Signature of Branch Manager

1.

2.