

Jiwaji University, Gwalior

Expression of Interest from Chartered Accountant Firms, having experience in preparing, finalizing Balance Sheet and Taxation work i.e. Income Tax and GST etc.

1. Jiwaji University Invites "Expression of Interest" from reputed and experienced Chartered-Accountant Firms in the 2 Bid-format for appointment of Chartered Accountant for financial year 2017-18 for work supra.
2. The Technical and Financial bids be placed in two separate envelopes with subscribed "Technical Bid" "Financial Bid" on top of the envelope.

3. The Expression of Interest should be submitted in the office of the undersigned by speed/Registered Post only on or before 20/01/2019 in the prescribed format. EOI received after the prescribed date will not be entertained.

4. The CA firms based in Gwalior only will be considered. CA firms complying the following criteria/Qualification shall be considered for the purpose of shortlisting of CA firms.

(i) CA firms and its senior partner should have 35 years of experience as on 01.01.2019.

(ii) Turnover of CA firms during immediate preceding financial year i.e. 2017-18 should be more than Rs. 50,00,000/- and turnover during preceding three financial years i.e. 2015-16, 2016-17 and 2017-18 should be progressive.

(iii) CA firm with 15 years experience in work related to Income Tax as applicable to Jiwaji University i.e. Income Tax Exemption, assessment and appellate work.

(iv) Only those firms should apply, who can complete the assignment for the year 2017-2018 within this financial year i.e. up to 31st March 2019 only.

5. Scope of work:-

(1) Preparing and finalizing Balance Sheet for financial year 2017-18 and of previous years

(2) To apply for Registration u/s 12A and 10 (23C) of the Income Tax Act, 1961 and get the proceedings finalized.

(3) Assessment as and when required.

(4) Appellate work as and when required.

(5) Preparing and filing of TDS return under Income Tax Act, 1961.

Qc

Jiwaji University, Gwalior

(6) To comply all provisions of Income Tax and GST applicable with Jiwaji University

6. **Bid Security:** Each bidder shall submit only bank draft (Cheques will not be accepted) or Bank guarantee towards security amount in favour of Registrar, Jiwaji university Gwalior for Rs. 50,000/-. The bid securities of unsuccessful bidders will be returned at the earliest.

7. **Performance Security:** the successful bidder shall be required to submit Performance Security of the 5 percent of the total value of the contract. Performance Security may be furnished in the form of bank draft/FDR. The performance Security shall be inclusive of the security deposit submitted along with the bid. Performance Security should remain valid for a period of ninety days beyond the date of completion of all works.

9. **Non-Completion of task:** In case of non-completion of task /assignment, the Registrar Jiwaji university shall have the right to black list the CA firm and shall inform about the same to the Institute of Chartered Accountants of India (ICAI). No remuneration/Fees will be paid to the consultant for the part work done, if he terminates his work before completion, and performance security paid shall also be forfeited. Further the unfinished work will be assigned to another Chartered Accountant firm at the risk and cost of the consultant firm.


Registrar
Jiwaji University, Gwalior


Jiwaji University, Gwalior

APPLICATION FORM

Expression of interest for Appointment of Chartered Accountant Firms, having experience in preparing, finalizing Balance Sheet and Taxation work i.e. Income Tax and GST from Financial Year 2017-18.

Status of Firm Partnership

Sole Proprietorship

1. (a) Name of the firm/organization (in capital letters)	
(b) Address of the Head Office (Please also give telephone no. and E-mail address)	
(c) PAN of the firm/organization	
(d) GST No. of the firm/organization	
2. Firm's registration No. with Institute of Chartered Accountants of India	
3.(a) Date of constitution of the firm/organization. (b) Date since when the firms has a full time FCA	
4. Full-Time Partners of the firms as on 01.01.2019.	
5. Numbers of part Time Partners/others if any, as on 01.01.2019.	
6. Number of full Time C.A. Employee as on 01.01.2019.	
7. Number of audit staff employed full- time with the firm	
8. Articles/Audit Clerks	
9. No. of Branches	
10. Address of Branch with E-mail & telephone No.	
11. Copy of Profile of the firm: (Including	

De