

MAHARAJA SUHEL DEV UNIVERSITY
AZAMGARH, UTTAR PRADESH.



OPENTENDERNOTICE

Expression of Interest

FOR HIRING OF CHARTERED ACCOUNTANT FIRM

Maharaja Suhel Dev University, Azamgarh Invites Expression of Interest (EOI) for hiring of Chartered Accountant firm for maintenance and handling of Accounts with Double Accounting Entry System (for F.Y. 2023-24 to 2026-27), Preparing of Balance Sheet (for F.Y. 2023-24 to 2026-27), E-TDS Filling (for F.Y. 2024-25 to 2026-27), GST- Filling (for F.Y. 2024-25 to 2026-27) for Maharaja Suhel Dev University, Azamgarh. Eligible and competent CA firms are requested to submit their application in the office of Finance officer of Maharaja Suhel Dev University, District- Azamgarh, and Uttar Pradesh- 276128. Last date for submission of application is 13.02.2025 up to 16:00 hours.

Finance officer

7.2.25



IMPORTANT INFORMATION & SCHEDULE

Name of Organization	Maharaja Suhel Dev University
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/Sell)	Hiring of Chartered Accountant firm for maintenance and handling of Accounts with Double Accounting Entry System, Preparing of Balance Sheet, E-TDS Filling, GST- Filling for MSDSU
Date of publication of Notice for Expression of Interest	
Last date and time for application submission	13.02.2025, 4:00 PM
Place of Submission of EOI	Finance Officer, MSDSU, District- Azamgarh, U.P. - 276128.
Address for Communication	Finance Officer, MSDSU, District- Azamgarh, U.P. - 276128.
Helpline No.	
Web Address	msdsu.ac.in

MAHARAJA SUHEL DEV UNIVERSITY
AZAMGARH, UTTAR PRADESH.



EXPRESSION OF INTEREST (EOI)

HIRING OF CHARTERED ACCOUNTANT FIRM FOR MAINTENANCE AND HANDLING OF ACCOUNTS WITH DOUBLE ACCOUNTING ENTRY SYSTEM (FOR F.Y. 2023-24 TO 2026-27), PREPARING OF BALANCE SHEET (FOR F.Y. 2023-24 TO 2026-27), E-TDS FILLING (FOR F.Y. 2024-25 TO 2026-27), GST- FILLING (FOR F.Y. 2024-25 TO 2026-27) FOR MAHARAJA SUHEL DEV UNIVERSITY, AZAMGARH, UTTAR PRADESH- 276128.



A) SCOPE OF WORK

- i) To make a review of the system of bookkeeping & accounting.
- ii) Feeding of all types of Vouchers into Tally ERP for receipts and payments in a proper manner as requisite by the University for various purposes.
- iii) Preparation and filling of returns for all type of statutory deductions i.e. TDS and GST etc.
- iv) Computation and assessment of income tax liability of each employee, preparation and issuance of Form-16 & 16A
- v) Update to the university officials regarding applicable rates of TDS and GST etc. From time to time.
- vi) Preparation of balance sheet, income & expenditure and Receipt & Payment in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles.
- vii) Timely Preparing and Filing of All TDS returns, i.e., Salary and Non-Salary, and their revision (on Need based) and preparing reply to the notices received from Income Tax Authorities.
- viii) Any other work related to accounting.

B) TIME PERIOD FOR ENGAGEMENT

CA Firm will be appointed up to the FY ending March 2027. The selected CA firm may be re-appointed on the same terms and conditions with depending upon the satisfactory performance.

C) PRE-QUALIFICATION CRITERIA OF THE CA FIRM

- i) The partnership firms should have at least one of its offices in Azamgarh. Preference will be given to CA Firms who are operating from Azamgarh, Uttar Pradesh.
- ii) The firm should be in existence for minimum of 5 years.
- iii) The firm should have been experienced for internal/statutory audit assignments for at least two Governments organization/PSU/ Bank in last five financial years.

D) PAYMENT TERMS

- i) The professional fee quoted by the firm shall be valid for the entire contract period. Payment will be made on quarterly basis on the recommendation of Finance Officer.
- ii) Invoice should be raised in duplicate in favor of the MSDU, Azamgarh.
- iii) Statutory Taxes will be paid at prescribed rate during the contract period.
- iv) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payments made by the University.



E) OTHER GENERAL TERMS

- i) Format of Application must be completely filled in. Incomplete applications will be rejected outright.
- ii) Please ensure that the date of establishment of the registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.
- iii) All submitted documents should be signed by a Managing Partner with his name and under the seal of the firm.
- iv) Any application received after the stipulated date & time, due to any reason what so ever, will be rejected outright.
- v) CA Firms are requested to visit the respective office of the University for Further Clarification/ query/ exact scope of the work etc.
- vi) No proposal shall be entertained in joint venture/ Consortium.
- vii) Firm cannot sublet the tender at any cost.
- viii) **Firm will have to deposit a sum of Rs. 10000/- (Rs. Ten Thousand Rupees Only) by submitting a demand draft/FDR/Bank Guarantee in favor of Finance officer, MSDU, Azamgarh as security money within 2 days of allotment of work which will be refunded after the expiry of tender, without interest. Firm will have to execute an agreement and start the work within 10 days after issuance of work order on the format provided by MSDU.**
- ix) Firm will maintain and handle the accounts as per University manual, if any or the rules applicable as per Govt. instructions as the case may be.
- x) The University will ensure and provide proper power supply, internet facility, Computer, Printer, Stationery and proper space for staff etc.
- xi) The MSDU Azamgarh, reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of application, the decision of competent authority will be final and binding and the party shall not be entitled to any compensation whatsoever for non-issue of work.



Annexure-5

(On Firm's Letterhead)

Undertaking

I / We the following partners of M/s _____, Chartered Accountants do here by jointly and severally verify and declare –

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. That the firm, or partners has not been blacklisted/debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;

Signature of Authorized Person _____

Name of Authorized Person _____

Place.....

Date.....

Seal of the Firm _____