

## **ENGAGING CHARTERED ACCOUNTANT FIRMS AS CONSULTANTS FOR PREPARATION OF STATEMENTS OF ACCOUNTS & TAXATION MATTERS**

School of Planning and Architecture is an Institute of National Importance engaged in moulding Architects and Planners. Its activities include imparting education in the field of Planning and Architecture, granting degrees, conducting research, providing consultancy etc. The main source of income is Grant in Aid received from MHRD, Govt. of India and fee collected from students. The Institute /faculty also undertake independent projects from Govt, local bodies and private organizations.

In order to improve the accounting system of the Institute and act as consultant to statutory taxation matters , it is intended to engage a Chartered Accountant firm. Being a relatively new Institute, the agency appointed will have to guide the Institute to adopt and implement good accounting policies/practices and implement accounting standards. The agency will have to assist the Institute in preparation of annual accounts and preparation of financial statements as per the Performa devised by MHRD, Govt. of India. The C.A. is required to sign the statement of accounts as a mark of authentication of the same. The verification of tally entries of the first two quarters has to be completed by the end of the third quarter.

The appointed agency will have to assist in filing quarterly/annual income tax returns, GST Returns of the Institute and filing other statutory returns.

The agency has to be proactive, to assist the Institute rather than just pointing out the lapses and mistakes. The scope of work has been summarized below: -

### **(A) Checking of Tally Entries and Preparation of Statement of Balance Sheet, Income & Expenditure, Receipts & Payment:-**

1. Verification of the tally accounting entries with Cash Book, Bank Book, and Other accounting books and to ensure the compliance with accounting standards. In case of any correction, the agency would correct the same and provide a report on verification of entries of the Institute.
2. Assist and guide for strengthening accounting system, to ensure proper up keeping of Vouchers/Bills/necessary record as per the guidelines of Govt. of India.
3. Preparation, finalization and certification of Annual Accounts of SPA Bhopal. Balance Sheet, Income & Expenditure Account, Receipts & Payment Account with relevant schedules according to the uniform format for autonomous bodies issued by Ministry Of Education.
4. Scrutiny of Vouchers/ Bills/ related to various payments and providing consultation towards tax implications thereof.
5. Scrutiny of Bank Reconciliation Statement (BRS), Advances to Suppliers, Contractors & Employees and release of Security Deposit & EMD.
6. Reconciliation of fees received and other dues from students, distribution of fees in various sub heads, release of assistantship and caution money.

7. Financial advice, creation of portfolio and verification of investment of various funds (including corpus) including financial management.
8. Certification regarding the accuracy of accounts being maintained at SPA Bhopal on monthly basis.
9. Providing all required information and facilitating audit of accounts conducted by CAG and other agencies.
10. Advising on preparation of Annual Budget and controlling thereof.
11. No conveyance will be provided for visiting the institute.
12. The CA firm is required to post their competent representative in the Institute for full time on all working days and the personnel would be responsible for the Tally entries made and Taxation matters including GST.
13. The Statements of Accounts for 2020-21 are to be ready by 31<sup>st</sup> May'2021.
14. The firm should have established its office in Bhopal.

**(B) Works related to GST**

1. Creation of GST Challan monthly.
2. Filing of GST return Monthly/Quarterly/Annually.
3. Creation of TDS on GST Challan monthly.
4. Filing of TDS on GST return Monthly/Quarterly.
5. Conduct of GST Audit and submit GSTR-9C.
6. Appearing on behalf of SPA Bhopal in all taxation proceedings by various tax authorities.
7. To undertake in the Assessments of past years coming up during the period of engagement (i.e during F.Y -2020-21 or extended period.)
8. The CA or their competent representative is required to visit the Institute for at least one full working day in a quarter, preferably in the first week of the month to reconcile the accounts.
9. No conveyance will be provided for visiting the institute.
10. To assist the Institute to file Monthly/Quarterly/Half-Yearly returns of GST includes any other return or forms introduced already or in due course.
11. Any other matters related to GST.
12. The firm should have established its office in Bhopal.

**(C) Consultation of Income Tax**

1. CA firm shall prepare, finalize, certify and file Income Tax, TDS, Professional Tax & other statutory returns/documents well within due date. It should be ensured by the firm that no fine/penalty arising due to non-filing / late filing of any return document.
2. Preparation, Uploading & Issuance of 15 CA , 15 CB form and other compliances under FEMA, 2000 ( subject to maximum 50 cases during the contract period).
3. To undertake in the Assessments of past years coming up during the period of engagement (i.e during F.Y -2020-21 or extended period.)
4. Issuance of Utilization Certificate (UC) of ongoing projects in the institute where the signature of CA is required.
5. The CA or their competent representative is required to visit the Institute for at least one full working day in a quarter, preferably in the first week of the month to reconcile the accounts.
6. No conveyance will be provided for visiting the institute.
7. To assist the Institute to file Monthly/Quarterly/Half-Yearly returns of Income Tax includes any other return or forms introduced already or in due course.
8. Any other matters related to Income Tax.
9. The firm should have established its office in Bhopal.

The period of engagement will be initially for the period 01.04.2020 to 31.03.2021 and could be extended for a further period up to two years (total three years) on mutual consent.

The Institute is free to award the works to a single agency or multiple agencies as deemed fit. In case of a tie, the Institute will be free to choose the firm of its choice

Interested firms/agencies may submit their comprehensive proposal along with amount (specifically mentioning the rate and taxes separately) for the complete services stated above. The credentials of the firm and similar experience may also be submitted.

In case of any query , may kindly contact on telephone no. 0755-2526810.

-Registrar- (I/c)

We have understood the scope of work and have quoted our rates accordingly

Signature & Seal of the firm

**PROPOSAL FOR ENGAGING A CHARTERED ACCOUNTANT FIRMS AS CONSULTANTS FOR  
PREPARATION OF STATEMENTS OF ACCOUNTS & TAXATION MATTERS**

Name of the Chartered Accountants :  
 Registration No. :  
 Name of the firm :  
 Address :

a)

<b>Nature of Work (A)</b>	<b>Min. Charges</b>	<b>Your Quote</b>
Consultancy - Verification of entries in Accounting software - Tally and Preparation of Statements ( Balance Sheet / Receipts & Payments / Income and Expenditure)	25000/- per year	
The CA firm is required to post their competent representative in the Institute for full time on all working days.	As per GOI Ministry of Labour & Employment issued by Delhi in Skilled/Clerical Category	
<b>Nature of Work (B+C)</b>	<b>Min. Charges</b>	<b>Your Quote</b>
Assessment Cases- for Assessments coming up during this year	20000/- for one year assessment	
To assist the Institute to file Monthly/Quarterly/Half-Yearly/Yearly returns of GST/PT/TDS includes any other return or forms introduced already or in due course	2500/-month	
<b>Form 15CA/CB Uploading* : -</b>		
Upto 200 USD	1500/-Per Case	
From 201 USD to 500 USD	2000/-Per Case	
From 501 USD and above	2500/-Per Case	
<b>Utilization Certificate : -</b>		
Funds upto 5 lacs	2000/-Per Certificate	
Funds between 5 Lacs to 15 lacs	2500/- Per Certificate	
Funds above 15 lacs	3000 /- Per Certificate	

\* Please note form 15CA/CB will be treated as a single unit and hence separate charges will not be admissible

b) Any other charges (that is not covered in the above- please state the details)

c) Taxes (GST) or any other tax applicable (please state details):

d) The Firms should not quote below the specified charges.

**Signature and seal**



# योजना एवं वास्तुकला विद्यालय, भोपाल

(राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार)

फोन: 0755-2526800

क्र. यो.वा.वि.भो./कु.स./विज्ञा./2020-21/04

दिनांक : 09.10.2020

## **चार्टर्ड एकाउंटेन्ट फर्म को सलाहकार के रूप में अनुबंधित करने बाबत**

लेखा एवं कर मामलों की तैयारी के लिए सलाहकार के रूप में अनुबंधित करने हेतु अनुभवी चार्टर्ड एकाउंटेन्ट कंपनियों से मुहरबंद निविदा/कोटेशन आमंत्रित किए जाते हैं। नियम एवं शर्तें संस्थान की वेबसाइट [spabhopal.ac.in](http://spabhopal.ac.in) से डाउनलोड की जा सकती हैं। कोटेशन दिनांक 27.10.2020 सायं 5:00 बजे तक या उससे पहले कुलसचिव, एस.पी.ए. भोपाल, नीलबड़ रोड, भौरी, भोपाल (म.प्र.) - 462030 के पते पर जमा किया जा सकता है।

**कुलसचिव**



# School of Planning and Architecture, Bhopal

(An Institute of National Importance, Ministry of Education, Govt. of India)

Phone: 0755-2526800

No.: SPAB/RGO/Advt./2020-21/04

Date : 09.10.2020

## **Engaging of Chartered Accountant Firm as Consultant**

Sealed proposals/quotations are invited from experienced Chartered Accountant firms for engagement as consultant for preparation of statements of Accounts & Taxation matters. The Terms & Conditions can be downloaded from the Institute website: [spabhupal.ac.in](http://spabhupal.ac.in). The quotations have to be submitted on or before 27.10.2020 till 5.00 PM to Registrar, SPA Bhopal, Neelbad Road, Bhauri, Bhopal (M.P.)-462030 (India)

**REGISTRAR**