

## **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 undertakes 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: -

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 upkeep of Vouchers/Bills/necessary record as per the guidelines of Govt. of India.
3. Verification of Disbursement procedure and policies.
4. Verification of Accounting entries and Preparation of Annual Accounts
5. To ensure the timely deposition of statutory obligations like Income tax, GST, Professional Tax etc. and submission of necessary returns to the statutory authority. This includes registration and submission/filing monthly/quarterly/annual returns, and seeking exemptions, wherever applicable. The agency will have to provide their advise in the writing on the queries of the Institute related to taxation matters ( TDS, GST, PT, Cess etc)
6. To Undertake/assist in the Assessments of Past years coming up during the period of engagement (i.e., during F.Y. 2017-18 or extended period).

7. The firms have to specify all the charges in the proposal, no other additional charges will be granted if not clearly stated in the proposal.
8. Uploading & Issuance of 15 CA & 15 CB, for the payment in foreign currencies.
9. Issuance of Utilization certificate where the signature of CA is the requirement.
10. The CA or their competent representative is required to visit the Institute for at least one full working day in a month, preferably in the first week of the month. The Statements of Accounts for 2017-18 are to be ready by 31<sup>st</sup> May'2018.
11. The firm should have established its office in Bhopal
12. The firm should have sufficient FCA& DISA as partners or on its rolls.

The period of engagement will be initially for the period 01.04.2017 to 31.03.2018 and could be extended for a further period up to two years (total three years) on mutual consent.

Firms with experience in working with Higher Education Institutes of MHRD, Govt. of India following common format of accounts will be preferred. 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. 07552526810 & 9826652772.

-Registrar-

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</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) | 40000/- per year                |                   |
| 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   | 2500/-month                     |                   |
| Physical Verification of Assets - It is presumed that this would take at least 24 man days.  | 24000/-Year                     |                   |
| <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>  |                                 |                   |
| for funds upto 5 lacs  | 2000/-Per Certificate           |                   |
| for funds between 5 Lacs to 15 lacs  | 2500/- Per Certificate          |                   |
| for 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**



## **School of Planning and Architecture, Bhopal**

**(An Autonomous Institution of MHRD, Govt. of INDIA)**

**Neelbad Road, Bhauri, Bhopal (M.P.) - 462030 (India)**

Sealed proposals/quotations are invited from experienced Chartered Accountant firms having experience in working with Higher Educational Institutes of MHRD, Govt. of India for engagement as consultant for preparation of statements of Account and Taxation matters.

The Terms & Conditions can be downloaded from the institute website [www.spabhopal.ac.in](http://www.spabhopal.ac.in). The proposal/quotations have to be submitted on or before ..... till 5.00 P.M. to:-

**Registrar  
SPA, Bhopal  
Neelbad Road,  
Bhauri, Bhopal (M.P.)  
PIN- 462030 (India)**

**Registrar**