

DELHI PHARMACEUTICAL SCIENCES AND RESEARCH UNIVERSITY
(Established under Act 07 of 2008, Govt. of NCT of Delhi)
Sector-III, PushpVihar Mehrauli Badarpur Road New Delhi – 110017

F. No.2/Misc/Acctts./DPSRU/

Dated: 12/06/2018

To,

M/s

Sub:- Quotation for Empanelment of Chartered Accountants

Sealed quotations are invited for the Empanelment of Chartered Accountants at Delhi Pharmaceutical Sciences & Research University (DPSRU), Sec-03 Pushp Vihar, MB Road New Delhi. While submitting quotations, the following procedures are required to be completed:

1. Sealed Envelope containing the quotations should be marked **“Quotations for Empanelment of Chartered Accountants”** upon its cover with reference to date of this notice and should reach the DPSRU **not later than 04/07/2018 by 5.00 pm.** The quotations should be in the name of **Registrar, DPSRU.**
2. The rates quoted must be inclusive of all taxes & charges.
3. Quotations will be opened on 13/07/2018 at 11.30 am at DPSRU. Your authorized representative having proper authority letter may be present at the time of opening of quotations.
4. The applications for empanelment received after due date will not be considered.
5. Merely empanelment of a firm would not entitle the firm for allotment of work mentioned in the scope of work.
6. Only typed quotation will be accepted.
7. GST number should be quoted clearly.
8. Quotations should be **valid up to 31st of March 2019** and may be extended upon mutual consent.
9. The University reserves the right to accept the quotation in part/full or reject them without citing any reason.
10. The University reserves the right to cancel/postpone the tender at any stage without citing any reason.
11. Any dispute arising in process of the empanelment, the matter shall be referred to the Sole Arbitrator who in such cases shall be the Vice- Chancellor, DPSRU, whose verdict shall be final and binding on both the parties.
12. The assigned work should be completed within the stipulated time period otherwise penalty as decided & deem fit by the Vice Chancellor, DPSRU shall be imposed.

- Encl. : 1. Format for Application
2. Scope of Work.


(DR. GEETA AGGARWAL)
ASSTT. REGISTRAR (DPSRU)

Copy to Incharge IT, DPSRU :-to upload on website of the University.

FORMAT FOR EMPANELMENT OF CHARTERED ACCOUNTANTS FIRM

1. PRIMARY DETAILS

1. Name of the Chartered Accountant firm
2. Office Address
3. Contact Telephone Number
4. Contact Mobile Number
5. Fax Number
6. E-mail Address
7. PAN Number (Attach Proof)
8. TAN Number (Attach Proof)

2. PRE-QUALIFICATION DETAILS

1. Registration with VAT/ Service Tax (Attach Proof)
2. The firm of Chartered Accountants shall have at least one CA.
3. Registration with the Association of Chartered Accountant of India and C.A.G of India. (Attach Proof)
4. List of at least 05 client covering Government and Public undertaking Education Institutions (Attach Proof).
5. The firm should certify that they have not been Black Listed by the Government or any public and private sectors undertaking of Association of Chartered Accountant of C.A.G. of India etc. (Attach Certificates)
6. The CA firm should have its head office in Delhi (Attach Proof).
7. Name of the responsible authorized representative of the firm.
8. Prop. / Partners should be DISA / CISA qualified.
9. CA firm should be in panel of at least one Nationalized Bank of Statutory Audit.
10. At least 10 (Ten) staff with CA firm to be deployed.
11. Preference shall be given to CA firms with experience of completing assignment of university or similar status.
12. The firm should submit a following declaration :-

“Acceptance”

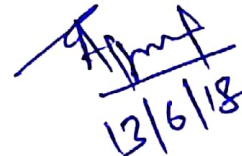
I/we _____ hereby declare that the terms and conditions has/have been read by me/us and I/we accept all the terms and conditions mentioned in the letter and shall comply with them strictly.

Name of authorized Signatory:

Signature :

Name and address of applicant :


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SCOPE OF WORK

1. To carry out internal audit and report within the stipulated time. The CA firm should start the work within 10 days of award of work and submit the report within a month.
2. They will also formulate system and procedure, wherever required so that mistakes are minimized and proper accounts are maintained.
3. Signing of all utilization certificates required to be submitted to various funding agencies.
4. Audit of individual research schemes, sanctioned by the funding agencies.
5. Watching and acceptance of audit compliance from time to time.
6. Preparation and certification of accounts such as cash book / bank book, ledgers, journals and annual accounts including balance sheets etc. by April end of next financial year. The firm will be required to ensure that the books of accounts are maintained duly updated along with the supporting vouchers. All the financial transactions will be thoroughly checked and the recording of their effect properly ensured. Checking of all major payments, tenders and their administrative & financial approval.
7. Preparation of monthly / yearly bank reconciliation statement of the bank accounts and passing of adjustment entries.
8. Proper accounting / indenting of stores, inventory, physical verification of all inventory and reconciliation and neutralization of difference as per accounts and as per the physical verification.
9. Checking of stock register and updating at the time of purchase and issue of stock, physical checking of stock and reconciliation with stock register.
10. Advice on the deduction of tax at source. Preparation and timely filling of monthly / quarterly / yearly returns to the Income tax / service tax or any other department.
11. Checking and defending cases with the Income Tax Department / Courts / Sales Tax.
12. Any other relevant work as may be assigned by University Authorities from time to time.


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