



अधिष्ठाता (शोध एवं परामर्श) कार्यालय  
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद  
प्रयागराज- 211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)  
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD  
Prayagraj – 211 004 (India)  
Website: <http://www.mnnit.ac.in>

Ref. No. 951 /R&C/22-23

Dated: 15 /02/2023

### **Advertisement for Appointment of Chartered Accountant Firm in Office of the Dean (R&C)**

The Dean (R&C) Office is desirous to hire the service of registered Chartered Accountants for its account related work. The scope of work is Research Project and Consultancy Projects for the Financial Year 2023-24

A. Following account related work needs to be done.

1. Preparation of Annual Accounts, preparation of Trial Balance, Balance Sheet, Receipt and Payment Account and Income & Expenditure Account and preparation of Bank Reconciliation statements of Project Account.
2. Preparation of Annual Accounts, preparation of Trial Balance, Balance Sheet, Receipt and Payment Account and Income & Expenditure Account and preparation of Bank Reconciliation statements of Dean (R&C) Account.
3. Preparation/filling of monthly/quarterly/half yearly/yearly return of Income Tax and GST, Preparation of form-16/16A,
4. Audit of Utilization Certificate/SOE for externally funded projects. The average number of 44 UC completed in last three financial years (2020-21, 2021-22, and 2022-23)

B. **Pre-Qualification-Cum-Technical Bid**

Sl.	Criteria	Compliance	Annexure
1	The firm must be empanelled with C & AG of India for the year 2022-23		
2	Branch office of the firm should be located at Prayagraj to provide on campus service.		
3	The firm desirous for application should be having at least 5 years of experience from the date of constitution, and minimum 3 years of experience of working for similar work in Centrally Funded Academic Institutions.		

C. **Financial Bill**

1. **All-tax inclusive basis.**

2. **L-1 will be decided on the basis of fee quoted.**

3. The quoted fee should be inclusive of Professional Fee, Travelling, Food and other Expenses.

4. Deductions shall be made by the Institute as per statutory rates and norms wherever applicable.

5. We undertake that the rates quoted by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms.

D. **Payment Terms**

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

1. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. No request for extra payment on account of increase in price on whatever account will be entertained.

- II. Any increase in statutory taxes during the contract period will be borne by the Institute.
- III. TDS and other statutory dues under Income tax will be deducted at applicable rates.
- IV. Payment shall be done annually after the completion of Annual Accounts for the respective year.

The Institute reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.

**E. PROFORMA FOR DIRECT PAYMENT/TRANSFER TO BANK ACCOUNT BY MNNIT ALLAHABAD**

Sl. No.	Particulars	Information
1.	Firm [Beneficiary] Name	
2.	Complete Bank Account No. of the Firm [beneficiary] [in case of change in bank account vendor should write to Accounts Office]	
3.	Bank Name	
4.	Branch Address	
5.	IFSC Code No.	
6.	Permanent Account Number	
7.	Mobile No. [for SMS]	
8.	Email ID [for information]	

**F. Declaration**

I/We M/s .....(Name) of the firm declare that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA firm or cancel the contract.

The firm qualifying the above criteria should apply to the undersigned at the Office of the Dean (Research & Consultancy), MNNIT Allahabad- 211004 in a sealed envelope super scribing as “**Quotation for appointment of Chartered Accountant Firm in Office of the Dean (R&C)**” so as to reach by **10/03/2023** along with the Annexure:

- i. Quotation for R&C works mentioned in sl. 1 to 4 at **A**
- ii. Proof of empanelment with C& AG for the year 2022-23
- iii. Constitution certificate of the firm as on 01/01/2023
- iv. Proof regarding experience of work performed pertaining to the organization as mentioned in point B (3)

(Rama Shankar Yadav)  
Dean (R&C)