

### **Engaging of Chartered Accountant Firm**

As per recommendation of committee, competent authority has approved engaging **M/s Sanjay Srivastava & Co.** for the assignment of **Grant Accounting (Including Taxation Matters)** and scope of work as mentioned in tender SPAB/RGO/Advt./2024-25/33 dated 22-11-2024 for FY 2024-25 & 2025-26.

**SPA Bhopal**



# School of Planning and Architecture, Bhopal

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

Phone : 0755-2526800, 2526823

No. SPAB/RGO/Advt./2024-25/ 33

Date: 22.11.2024

## ENGAGEMENT 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 and conditions can be downloaded from the Institute website [spabhopal.ac.in](http://spabhopal.ac.in). The proposals / quotations have to be submitted on or before 10.12.2024 upto 17:00 hrs to Registrar, School of Planning and Architecture, Neelbad Road, Bhauri, Bhopal (M.P.)-462030.

REGISTRAR

Size : 8(W) x 3(H) - English



# योजना एवं वास्तुकला विद्यालय, भोपाल

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

फोन. 755-2526800, 2526823

संख्या एसपीबी/आरजीओ/वि./2024-25/33

दिनांक: 22.11.2024

## सलाहकार के रूप में चार्टर्ड अकाउंटेंट फर्म की नियुक्ति

संस्थान अपने वार्षिक लेखा एवं कर संबंधी कार्य हेतु अनुभवी चार्टर्ड एकाउंटेंट फर्मों से मुहरबंद प्रस्ताव / कोटेशन आमंत्रित करता है। विस्तृत विवरण नियम और शर्तें संस्थान की वेबसाइट [spabhopal.ac.in](http://spabhopal.ac.in) से डाउनलोड की जा सकती हैं। प्रस्ताव / कोटेशन जमा करने की अंतिम तिथि दिनांक 10.12.2024 को शाम 05.00 बजे तक या उससे पहले कुलसचिव, योजना एवं वास्तुकला विद्यालय, नीलबड रोड, भौरी, भोपाल (मध्य प्रदेश) जमा करें।

कुलसचिव

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## **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 molding 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 MOE, 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 MOE, Govt. of India. The C.A. is required to sign the statement of accounts as a mark of authentication of the same. The verification & Adjustment of tally entries, if any has to be completed by the 25<sup>th</sup> of the next month.

C.A./Members of firm should be empaneled with the C&AG of India.

The appointed agency will have to assist in filing quarterly/annual income tax returns, GST Returns, Professional tax 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.

### **Scope of Work**

#### **Part (A)**

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

- 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.
- 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.
- 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.
- Scrutiny of Vouchers/ Bills/ related to various payments and providing consultation towards tax implications thereof.
- Scrutiny of Bank Reconciliation Statement (BRS), Advances to Suppliers, Contractors & Employees and release of Security Deposit & EMD.

- Reconciliation of fees received and other dues from students, distribution of fees in various sub heads, release of assistantship and caution money.
- Financial advice, creation of portfolio and verification of investment of various funds (including corpus) including financial management.
- Certification regarding the accuracy of accounts being maintained at SPA Bhopal on monthly basis.
- Providing all required information and facilitating audit of accounts conducted by CAG and other agencies.
- Advising on preparation of Annual Budget and controlling thereof.
- No conveyance will be provided for visiting the institute.
- The CA firm is required to post their competent representative in the Institute for 05 working days in a month and the personnel would be responsible for the Tally entries made and Taxation matters including GST.
- The Statements of Accounts for FY 2024-25 along with explanation / Notes to accounts are to be ready by 31<sup>st</sup> May'2025.
- The firm should have established its office in Bhopal.

## **Part (B)**

### **i) Works related to GST**

- Creation of GST Challan monthly.
- Filing of GST return Monthly/Quarterly/Annually.
- Creation of TDS on GST Challan monthly.
- Filing of TDS on GST return Monthly/Quarterly.
- Conduct of GST Audit and submit GSTR-9C.
- Appearing on behalf of SPA Bhopal in all taxation proceedings by various tax authorities.
- To undertake in the Assessments of past years coming up during the period of engagement (i.e during F.Y -2024-25 or extended period.)
- 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.
- No conveyance will be provided for visiting the institute.

- 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.
- Any other matters related to GST.
- The firm should have established its office in Bhopal.

**ii) Consultation of Income Tax**

- 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.
- Preparation, Uploading & Issuance of 15 CA, 15 CB form and other compliances under FEMA, 2000.
- To undertake in the Assessments of past years coming up during the period of engagement (i.e during F.Y -2024-25 or extended period.)
- Issuance of Utilization Certificate (UC) of ongoing projects in the institute where the signature of CA is required.
- The CA or their competent representative is required to visit the Institute for at least 05 working day in a month, preferably in the first week of the month to reconcile the accounts, vouching and taxation matters.
- The CA or their competent representative is required to be present for necessary assistance during the Balance sheet audit (SAR) by the C&AG and assist in preparation of reply/ explain about the figures arrived in the account
- To file Monthly/Quarterly/Half-Yearly returns of Income Tax includes any other return or forms introduced already or in due course.
- To assist to prepare of reply of notices issued by Income Tax/ GST etc.
- Any other matters related to Income Tax.

## Part (C)

### Section 8 Company Work under SPAB innovation foundation

- Preparation of Financial statements
- Tax Compliances
- Maintaining account books
- Keeping Statutory Registers
- Any other work related to Section 8 Company

### Terms and Condition

- The firm should have established its office in Bhopal.
- Interested CA/ Firm should quote the rates for each part separately.
- Penalty imposed by any authority due to delay in filing of return or in deposit of tax collected to Govt. account may attract the penal provision and amount of penalty shall be liability of CA/firm.
- This institute has right to award the work of Part B and C to CA/firm those who are possessing less experience / turnover compare to Part A work.
- Data Security / Non-disclosure: CA/CA Firms, its Sub-Consultant / personal either of them shall not disclose either during the term of contract and after expiration of contract, any proprietary or confidential information relating to SPA Bhopal without the prior permission of SPA Bhopal. All Data related to SPA Bhopal shall be handed over to SPA Bhopal with their own property and passwords.
- No conveyance will be provided for visiting the institute.

The period of engagement will be initially for the period 01.04.2024 to 31.03.2025 and could be extended for a further period up to two years (total three years) on mutual consent on the same T&C.

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. 0755-2526800.

-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 :

**Part - A**

Sl.No	Nature of Work	Min. Charges	Your Quote
1	Consultancy - Verification of entries in accounting software - Tally and Preparation of Statements Balance Sheet / Receipts & Payments / Income and Expenditure	₹ 50,000/- per Year	
2	The CA firm is required to post their competent representative in the Institute for at least 5 working days in a month for Taxation/ Vouching/Accounting.	₹ 25,000/- per Year	

**Part – B (i)**

Sl.No	Nature of Work	Min. Charges	Your Quote
1	Assessment Cases- for Assessments coming up during this year.	₹ 20000/- for one year assessment	
2	To assist the Institute to file Monthly/Quarterly/Half-Yearly/Yearly returns and departmental challans of GST/PT/TDS includes any other return or forms introduced already or in due course.	₹ 2500/-month	

**Part – B (ii)**

<b>Form 15CA/CB Uploading*: -</b>			
Sl.No	Nature of Work	Min. Charges	Your Quote
1	Up to 200 USD	₹ 1500/-Per Case	
2	From 201 USD to 500 USD	₹ 2000/-Per Case	
3	From 501 USD and above	₹ 2500/-Per Case	
<b>Utilization Certificate: -</b>			
Sl.No	Nature of Work	Min. Charges	Your Quote
1	Funds up to 5 lacs	₹ 2000/-Per Certificate	
2	Funds between 5 Lacs to 15 lacs	₹ 2500/- Per Certificate	
3	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

**Part – C**

**Wages for Representatives (Work of Section 8 Company)**

<b>Sl.No</b>	<b>Nature of Work</b>	<b>Your Quote</b>
1	Maintaining account books	
2	Tax Compliances	
3	Keeping Statutory Registers	
4	Monthly /Annually with Schedule as per C&AG norms	
5	To file Monthly/Quarterly/Half-Yearly/Yearly returns of GST/PT/TDS/IT/Form-16 includes any other return or forms introduced already or in due course	
6	Any other work related to section 8 company	

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

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

**F)** The Firms should not quote below the specified charges.

Interested CA/ Firms Should quote the rates for each Part independently.

Penalty imposed by any authority due to delay in filing of return or in deposit of tax shall be liability of CA/Firm.

The Institute has right to award the works of Part B and Part C to CA those who one possessing less expenditure / turnover compare to Part A work.

**Signature and seal**