



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
इलाहाबाद-२११००४[भारत]
Motilal Nehru National Institute of Technology Allahabad
Allahabad – 211004 [India]

No. ५५६ Reg. Off./2016

Dated: 24 March, 2016

Sub - Quotation for Appointment of Chartered Accountant Firm

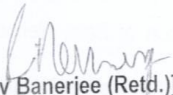
The Institute is desirous to hire the services of registered Chartered Accountants for its accounts related work for FY 2016-17. The scope of work would be compilation, finalization of Annual Accounts, preparation of Trial Balance, Balance Sheet, Receipt and Payment Account and Income & Expenditure Account and other accounts associated work e.g. preparation of Bank Reconciliation statements, preparation of Fixed Asset Register, preparation/filing of monthly/quarterly return of Income Tax/Sales Tax/ VAT, preparation of Form-16, attending to the queries of Government Auditors on the Account prepared by the firm and any other associated services, as and when required.

Quotations are invited from CA firms fulfilling the following criteria:

1. The firm must be empanelled with C & AG of India for the year 2015-16.
2. Firm should have office located at Allahabad.
3. The firm must have at least six partners [Category-I, as per RBI norms].
4. At least 10 staff should be with the firm.
5. Average annual turnover of the firm in each year for the last three financial years (F.Y. 2012-13, F.Y. 2013-14 & F.Y. 2014-15) should be more than ₹ 35.00 Lakhs and the firm should have completed at least two similar assignments pertaining to Centrally Funded Educational Institutions/Central Government PSUs / Central Government autonomous organizations during the last three years.

The firm qualifying the above criteria should apply to the undersigned at the Institute address in a sealed envelope super scribing as "Quotation for appointment of Chartered Accountant Firm" so as to reach by ~~11th~~^{1st} April, 2016 [5.30 P.M.] along with the following documents quoting the amount to be charged:

- [i] Proof of empanelment with C & AG for the year 2015-16.
- [ii] Constitution certificate of the firm as on 01.01.2016.
- [iii] Audited annual accounts of the firm for the F.Y. 2012-13, F.Y. 2013-14 & F.Y. 2014-15.
- [iv] Proof regarding experience of work performed pertaining to Centrally Funded Educational Institutions during the last 3 years.
- [v] Declaration regarding number of staff with the firm
- [vi] Address proof for office location at Allahabad.


[Col Sanjiv Banerjee (Retd.)]
Registrar

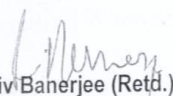
No. 5574 Reg. Off./2016

Dated: March, 2016

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Copy to:

1. Director, MNNIT Allahabad
2. Dean (R&C)
3. DR (Accounts)


[Col Sanjiv Banerjee (Retd.)]
Registrar