



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम
NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM
(An Institution of National Importance, MHRD, Govt. of India)

No: 604/NITS/Admin/CA/ for Compilation of Accounts/2019-20/645 Date: 03.03.2020

Notice Inviting Quotation

The National Institute of Technology Sikkim invites quotations in sealed envelopes from the Chartered Accountant firms for '**Compilation of Annual Accounts and other Allied Accounting Works**' to be performed at NIT Sikkim for the Financial Year 2019-20.

Nature and Period of Service

Particulars	Period
Compilation of Annual Accounts and other allied Accounting works as per the scope of works as specified in Annexure - I	Financial Year 2019-20

Quotation may be addressed to the **Registrar, NIT Sikkim, Ravangla, South Sikkim, Pin-737 139** and should be in the **letter head** as per the following terms and conditions. The last date for submission of the quotation shall be 06/03/2020 upto 15:00 hrs.

Terms and conditions:

1. The Firm/proprietor should be a Chartered Accountant Firm and should have 02 years of Experience from the date of registration (Copy of self-attested registration certificate is required to be submitted).
2. The CA firm should empaneled with C & AG office for the year 2019-20. (Copy of self-attested empaneled certificate/documents is required to be submitted)
3. The Firm Submitting quotation should have Registration Certificate of the Firm and Valid GST Registration number.
4. The prices quoted should be for performance of work at NIT Sikkim and taxes if any should be clearly indicated in the quotation. The lowest price shall not be the sole consideration for award of work. The decision of the Institute Authority shall be final in this regard.
5. NIT Sikkim reserves the right to cancel the NIQ even after receipt of Quotations without assigning any reason.
6. The bidder must submit a brief profile of the firm along with the quotation stating the name of partners/proprietor, no. of articles/audit clerks/CA's and work assignments handled by the bidding firm.

Sd/-
Registrar



Annexure-I

Scope of Work:

The CA firm has to cover all the issues relating to the compilation and review of annual accounts including as specified below:-

1. Preparation of Schedules, Receipt and Payment A/c, Income and Expenditure Statement and Balance Sheet as per prescribed format mandated by MHRD. (Uniform format for higher educational institutions)
2. Preparation of fixed assets verification report and review of additions to fixed assets and inventories at least once in a financial year and their comparison with the accounting records and reporting of the variations, if any.
3. Preparation of Bank Reconciliation Statements.
4. Verification and review of financial transactions from primary records/vouchers and other ancillary records maintained by the Institute and suggest improvement, if any.
5. Review and verify the provisions of accrued expenditure and income as at the end of the year.
6. Preparation and verifications of fees/incomes/receipts on test check basis and the review and reconciliation of fees /income/receipts to ensure that no revenue leakage exists.
7. Reporting of losses, if any.