

मदन मोहन मालवीय प्रौद्योगिकी विश्वविद्यालय
गोरखपुर-273010(उ०प्र०) भारत

(पूर्ववर्ती : मदन मोहन मालवीय इंजीनियरिंग कालेज गोरखपुर)

Madan Mohan Malaviya University Of Technology
Gorakhpur-273010 (U.P.) India

(Formerly : Madan Mohan Malviya Engineering college. Gorakhpur)
Established by Act no 22 of 2013 of U.P. Govt.

Tel: 0551-2273958 (o) Fax : 0551-2270011

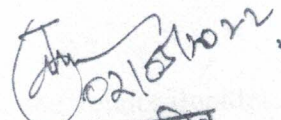
Website : www. Mmmut.ac.in email:-registar@mmmut.ac.in

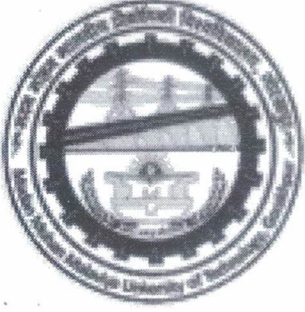
Tender No. ⁵⁶INC_112/01/2022

Date: 02/05/2022

Sealed Tenders are invited from the Chartered Accountants/bidders for Rendering their services in Preparation of books of Accounts mentioned in the tender booklet obtainable from the office of Controller of Finance before 31.05.2022 at the cost of Rs. 2000/- The Tender documents can also be viewed and downloaded From the website- www.mmmut.ac.in

Registrar


02/05/2022
कुलसचिव



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Website : www. Mmmut.ac.in email:-registar@mmmut.ac.in

Tender No. MUT/FC/INC_112/565 /2022

Dated:02/05/2022

To,

Registrar,

Madan Mohan Malaviya University

of Technology Gorakhpur (U.P-273010)

Cost of Tender booklet Rs.2000/-
(Non Refundable)

E.M.D Rs.10000/-
(Refundable)

Subjects: Hiring/services from the Practicing Chartered Accountant.

1. Last date for obtaining the Tender Booklet 31 May, 2022/ Up To 1:00 PM
2. Last date for submission of the Tender 31 May, 2022 UP To 3:00PM
3. Tender opening date /01/2022/ Time 31 May, 2022/ 4:00 PM

Encl.

Annexure-1

Annexure-2

Terms & Conditions-

1. Seated tenders are invited from the practicing Chartered Accountants for hiring their services for the office of the Controller of Finance of the University for providing their services and assistance for the following work/services-

(1) Work Required

- (i) Preparation of Tally Books of Accounts
- (ii) Preparation of Balance Sheet & All Schedules as per the Accounting Standards
- (iii) Preparation of Bank Reconciliation statement of all bank accounts
- (iv) Consultancy Services for issues related to Accounting system
- (v) Preparation & filing of Monthly GST Returns – GSTR-3B, GSTR-1
- (vi) Preparation & Filing of Quarterly TDS Returns – Form 24Q, Form 26Q
- (vii) Issuance of Quarterly/ Annual TDS Certificates as required under the law
- (viii) filing of income Tax return
- (ix) Checking and Inspection of the salary statements of staff members, faculty members and officers of the University and issuance of form-16 for the purpose of Enabling them to submit their Income Tax Returns.

The vice Chancellor Reserves the right to partially or fully Change or Cancel the tender in the best interest of the University.

2. The Chartered Accountant must possess the following eligibility Criteria :-
 - (i) They must have minimum 03 Partners authorized by the Competent authority.
 - (ii) At least one Partner must possess G.S.T Practitioner's Certificate.
 - (iii) The firm must have prepared the Books of Accounts of any Government University during the last 03 Years.
 - (iv) The firm must be having the average Turnover of 50 lacs during the Previous three Years.
 - (v) The firm must be carrying out the Services more than 10 Years of Experience.
 - (vi) The Firm's Head Office or Branch Office must be Located in 'Gorakhpur, District.
 - (vii) The cost of the tender form is Rs.2000/- (Two Thousand) which shall be deposited in the office of the controller of the finance in cash at the time of purchasing of the Tender booklet before the last date.
 - (viii) If the tender is downloaded from the University's website www.mmmut.ac.in the bidder must submit the demand draft for Rs.2,000/- (Two Thousand) only in favour of Finance Controller, m.m.m.u.t., Gorakhpur, U.P payable at Gorakhpur, U.P, against the cost of the Tender booklet. The cost of Tender booklet is non-Refundable.
 - (ix) The bidder is Required to deposit Rs.10000/- (Ten Thousand) only as the Earnest Money Deposit (E.M.D) in shape of Demand draft in favour of the Finance Controller, mmmut, Gorakhpur, U.P before the last date of submission of the Tender. The E.M.D is however Refundable to unsuccessful bidders. only the E.M.D of the ordered firm shall be Refunded other termination of Contract period.
 - (x) In case of any dispute, the jurisdiction shall be within the courts of Gorakhpur

- (xi) The last date of purchase of the tender document is 31.05.2022 till 13 hrs and the last date of submission of the tender document will be 31.05.2022 till 15 hrs
- (xii) The bids/ Tenders shall be opened on 31.05.2022 4:00 PM in the Committee Room of the University. The bidders may like to present and attend at the time of opening of the tender.
- (xiii) The bidders are required to submit their rates for the Services and Required information on annexure-2 of this tender.
- (xiv) After issuance of the work order by the University, the ordered firm is required to sign an Agreement with the Controller of Finance on a Non Judicial stamp paper of worth Rs.100/- only, failing which the work order may be cancelled.
- (xv) In case of dissatisfactory services by the ordered firm, the University reserves the right to cancel/terminate the Agreement as well as the work order.

Registrar



Hiring services from the chartered Accountant

1. Name of the Firm :-----

2. Head office/Permanent Address:-----

3. Branch Office Address:-----
4. Pan No. & details: -----
5. Aadhar card No. & details:-----
6. Phone No./Mobile No/Land line No. -----
7. Last date of submitting the Tender 31.05.2022 Time-----3:00 PM

Signature of the Bidder :-



Sr.No	Scope of the work details	Quoted Rates (Year by basis)
1.	Preparation of Tally Books of Accounts	
2.	Preparation of Balance Sheet & All Schedules as per the Accounting Standards	
3.	Preparation of Band Reconciliation statement of all band accounts	
4.	Advise for issues related to Accounting system	
5.	Preparation & filing of Monthly GST Returns – GSTR-3B, GSTR-1	
6.	Preparation & Filing of Quarterly TDS Returns – Form 24Q, Form 26Q	
7.	Issuance of Quarterly/ Annual TDS Certificates as required under the law	
8.	filing of income Tax return	
9.	Checking and Inspection of the salary statements of staff members, faculty members and officers of the University and issuance of form-16 for the purpose of Enabling thin to submit their Income Tax Returns.	
Total Rates		(In Figures) (In words)

Signature of the bidder-----

Applicant's Name -----

Address: -----

2

Mobile No -----

Land Line No -----