



**Jagat Guru Nanak Dev Punjab State Open
University, Patiala**

28-C, Lower Mall, Patiala-147001

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Phone: 0175-5051138

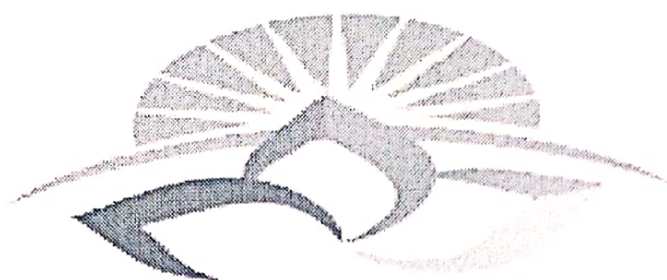
Selection of a Chartered Accountant

Sealed quotations are invited from Chartered Accountant Firms (Partnership Firms / Sole Proprietorship Firms with one full time FCA) having office at Patiala with minimum ten years of experience in the relevant Field for conducting Audit and Maintenance of the all Accounts of the University.

Proforma and other details regarding scope of work etc are available at our website psou.ac.in .

Sd/-
Registrar

**REQUEST FOR QUOTATION
FOR
AUDIT AND MAINTENANCE OF ACCOUNTS
FOR THE FINANCIAL YEAR 2022-23.**



ਜਗਤ ਗੁਰੂ ਨਾਨਕ ਦੇਵ
ਪੰਜਾਬ ਸਟੇਟ ਓਪਨ ਯੂਨੀਵਰਸਿਟੀ
ਪਟਿਆਲਾ

**JAGAT GURU NANAK DEV PUNJAB STATE OPEN
UNIVERSITY**

C-28, The Lower Mall, Patiala

CONTACT NO: 0175-5051138

NOTICE

Sr. No.	Particulars	Details
1	Notice No	No.: <i>PSOU/Reg/1556</i> <i>28/3/22</i>
2	Name of the work	Audit Maintenance of University Acoounts for the Financial Year 2022-23
5.	Last date for submission	07.04. 2022 up to 12.00 hrs.
6.	Opening of Quotation	It will be opened on 09-04-2022 at 1500 hrs in the O/o University C-28 Lower Mall , Patiala,

Notes: - In case the date of opening of Quotation falls on a holiday, it will be opened on the next working day at the same time.

Background

Jagat Guru Nanak Dev Punjab State Open University (PSOU), Patiala, a State University for open learning in Punjab, has been established under an Act No.19 of 2019, notified vide Notification No.23-Leg/2019, dated 20.12.2019, by the State Legislature of Punjab and is empowered to award degrees as specified by the UGC under Section 22 of the UGC Act 1956.

SCOPE

1. The audit would cover all accounts of the University.
2. Assistance in financial accounting as per following:-
 - a) Receipts of funds e.g. fees and grants and its disposition.
 - b) Development of accounting controls in consultation with the appropriate authorities.
 - c) Consultancy in accounting matters as per law governing the University.
 - d) Payroll activities.
 - e) Preparation of income and expenditure accounts, receipt and payment account, balance sheet and Utilisation certificate as prescribed by the law governing the University.
 - f) Consultancy in banking operations.
 - g) Maintenance of all statutory accounts.
3. Income tax compliance
 - a) Filling of TDS returns ,Form 16 and other related matters in this regards.
4. GST Compliance.
 - a) Filing of GST returns as applicable from time to time and other related returns.
 - b) Consultancy in financial matters, financial planning, Budgeting with appropriate authority from time to time.
5. Other relevant matters as mutually decided from time to time.
- 6 Audit shall be required to ensure that Goods and Services have been procured in accordance with relevant provisions of the University.
7. Audit will be required to give its opinion as to whether Balance Sheet, Income & Expenditure account and Receipts & Payment account of period of under Audit, read with Accounting policies give True and Fair view of State of affair of the University.
8. The Chartered Accountant firm so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/ vouchers submitted on latter stage, to settle the audit qualifications in the Statutory Audit report of this assignment

JURISDICTION

In all matters and disputes arising hereunder the appropriate Courts at Patiala alone shall have jurisdiction to entertain and try them.

OTHER TERMS AND CONDITIONS

- (i) The bidder shall not assign, in whole or in part, its rights and obligations to perform under this Contract to a third party, directly or indirectly.
- (ii) Bidder shall not work in association with some other party to meet the conditions.
- (iii) All statutory obligations / liabilities like Salary, ESI, and PF as per labour laws for manpower employed will be the sole responsibility of the Bidder. Further the bidder shall also be responsible for statutory deduction like deduction of TDS, GST, Development Tax etc.
- (iv) The University will not be in any way responsible for any statutory obligation in respect of the staff deployed for the purpose
- (v) All payments will be subjected to tax deduction at source as applicable at the prevailing tax rates.
- (vi) The firm should have more than 10 years of work experience in the field of Accounting and Auditing.
- (vii) No TA/DA will be paid by University.
- (viii) University reserves the right to extend the audit for further one year depending upon the performance the auditor.

Sd./-
Registrar

SCHEDULE OF RATES

Lump sum fees for Financial year 2022-23

Name of the firm	Total Fees including all taxes

Signature of the Bidder (With Seal)