

APSD/CA /

13 Aug 2024

QUOTATION FOR HIRING CA FIRM

1. Army Public School, Dagshai invites quotations from interested chartered accountants for auditing of accounts of APS Dagshai for the FY 2024-25, 2025-26 & 2026-27 as under:-

- (a) Quarterly Audit
- (b) Half Yearly Audit
- (c) Yearly Audit
- (d) Filing of Income Tax Return

2. **Scope of work**

- (a) Accurate and timely filing of Quarterly TDS return as per Income Tax Rules.
- (b) Accurate & timely filing of Annual Income Tax Return.
- (c) Examination of applicability of various provision of Income Tax Act with respect of APS Dagshai.
- (d) Checking & calculation of Advance Tax calculation as per Income Tax Act.
- (e) Income Tax calculation of the APS Dagshai employees and checking of all the documents submitted by the employees for tax exemption under section 80C, 80D and others.
- (f) Issue of all statutory forms such as Form 16, 16A, 24Q, 26Q etc.
- (g) Quarterly calculation of TDS receivables and interest accrued on FDs.
- (h) Any clarification and advice in taxation/ statutory matters as and when required by the institution.
- (j) Checking of transaction of school online account on quarterly basis.

3. Although the contract will normally be awarded to the chartered Accountant with lowest quotation but due importance will be given to the quality of service & experience of CA firm. The school authority has the rights to accept or reject the quotation without assigning any reason.

4. Interested Chartered Accountants are requested to quote their rates and should reach the undersigned latest by 25 Aug 2024.

Nitambra

Principal
APS Dagshai

Army Public School, Dagshai

Qualifying Bid Format

<u>Sr No</u>	<u>Particulars</u>	<u>To be filled/submitted by the bidder</u>
1	Name, Address & Contact No of the Bidder	
2	Type of organization (company/ Partnership firm/Proprietorship/other)	
3	PAN Number (Enclose Copy)	
4	GST Reg No (Enclose Copy)	
5	Experience certificates for serving in at least three years to be enclosed (for the last three financial years)	
6	Whether the firm has any legal suit/ criminal case pending against it for violation of any law of court (give details if any)	

Declaration I hereby certify that the information furnished above is full and correct to the best of our knowledge.

(Signature & Seal of authorized firm)