

Date: 20.05.2022

ABV-IITM/Reg/200

**ABV-IITM, Gwalior**

**Notice inviting Quotations for Engagement of Chartered Accountant firm for preparing of Annual Accounts for the Financial Year 2021-22 of the ABV-Indian Institute of Information Technology & Management, Gwalior.**

ABV-Indian Institute of Information Technology & Management, Gwalior invites applications for engagement of Chartered Accountants firm for preparing of Annual Accounts of the Institute for the financial year 2021-22.

**Eligibility Criteria for Engagement:**

The Chartered Accountant firm should have a minimum of 05 years of experience in preparing annual accounts of Central/State Government offices/ University/ Educational Institutions/organization/autonomous bodies.

Kindly arrange to send your application along with professional fee in the format below. The terms and conditions for empanelment of CA firms are as per Annexure-I. The application should be sent to Registrar (I/c), ABV-IITM, Gwalior by “speed post” with the envelope marked as “Application for Engagement of Chartered Accountant” at ABV-IITM, Gwalior. The quotations should be reached by 31<sup>st</sup> May 2022, 05:00 PM positively.

## APPLICATION FORMAT

01-Name of the Firm:

02-Address:

03-Contact Numbers:

04-Constitution:

05-Details of partners of the firm with their membership Number and the date of association with the firm as employee / partner:

06-Year of Establishment:

07-Registration Number of ICAI: (Copy to be enclosed)

08-Income Tax PAN Number of the firm (copy to be enclosed):

09-GST Registration Number of the firm (copy to be enclosed):

10-Gross income in last 3 financial years (copy of ITR to be enclosed):

11-Details of staff employed (specify the number of article clerks separately):

12-Details of Branches, if any, contact No. of branch, Name of the person in-charge of the Branch: 13-Details of professional experience in Government Department/ central/state government educational institute/organization/autonomous bodies: (Copy to be enclosed)

14-Any other information about the work experience of the firm / partners / employees:

15-Professional Fee (excluding GST) charged for Preparation of Annual Accounts of the Institute:

## **Annexure-I**

### **General Terms and Conditions for Engagement of Chartered Accountants firm to preparing Annual Accounts for the FY 2021-22 of the ABV-IITM, Gwalior**

- (i) Preparation of Annual Accounts for the financial year 2021-22 of the Institute within 20 days of the award of work order.
- (ii) The CA Firm should intimate their acceptance of the works assigned to them, within three days of receipt of the appointment letter from the Institute.
- (iii) The firm has to give declaration that no partner/Chartered Accountant employee of the firm of auditors has been held guilty of professional misconduct by the Institute of Chartered Accountants of India.
- (iv) After the completion of the work the firm would be required to submit the reports in Hard (two copies) and soft form (Compact disc).
- (v) The Report not submitted in accordance with the terms and conditions shall not be accepted by the institute.
- (vi) The firm, which fulfills the criteria, would be short-listed. The decision of Institute regarding the selection, constitution and size of the panel would be final.