

Mobile : 97976 88444, 99149 23104



Army Public School
New Military Station
PO – Lakhan Kalan
Kapurthala – 144 601

APS/30/Audit/Kpt

27 May 2022

**CALL FOR QUOTATIONS : EMPANELMENT OF CHARTERED ACCOUNTANT (CA)
FOR ARMY PUBLIC SCHOOL KAPURTHALA**

Sir/Madam,

1. The quotations are hereby called for empanelment of Chartered Accountant (CA) for audit of school account for a period of three years (ie FY 2022-23 to 2024-25) at Army Public School Kapurthala. The salient features of term and conditions are as under :-

(a) **Accounts to be Audited.**

(i) School Fund Account.

(ii) CTS/GIA Fund.

(iii) TDS Return of School and School Staff (approx 32 members) and generation of Form-16.

2. **Term & Conditions**

(a) School Fund accounts to be audited on quarterly basis and quarterly audit report of QE to be submitted to the school within 15 days accordingly.

(b) Annual audit report to be generated at the end of Financial Year along with quarterly report of 4th quarter.

(c) CTS/GIA Fund account to be audited annually and utilisation certificate to be issued at the end of financial year.

(d) Monthly TDS Challan to be generated for payment of TDS and return to be filed accordingly.

(e) Audit schedule to be fixed by the School Management.

3. **Last date and time for Deposition the Bids.** Only approved Agency (Central/State Govt approved agency) to apply for quotation. Quotations to be submitted in a sealed envelope along with non refundable Tender Fee of Rs 200/- (Rupees two hundred only) in form of Bank Draft in favour of **Principal Army Public School Kapurthala** payable at Kapurthala on any working day from 0900 hrs to 1600 hrs but not later than **1500 hrs** on **13 June 2022**. Incomplete quotation/quotations without Tender Fee of Rs 200/- in form of Bank Draft are likely to be rejected and the school will not be liable, whatsoever, for any consequences arising out of it.

4 **Date and Time for Opening of Quotations** Date of opening of quotations is **14 Jun 2022 at 1230 hrs**. If due to any exigency or the due date for the opening of the Bids is declared as closed holiday, the Bid will be opened on the next working day at the same time or on any other day/time, as intimated by the School Management.

Commercial Aspects

5 A locked & sealed Tender Box will be placed at the office of Principal, Army Public School, Kapurthala. Tender received by post/courier by due date will be placed in the box.

6 The bids should remain valid till **30 September 2022**.

7 The school administration has the right to cancel the proposal at any stage on the discretion of School Administration & Management Committee (SAMC) without paying any type of compensation to the vendor/agency.

8 The following documents will be attached along with Tender document :-

- (a) Registration Certificate of the Agency.
- (b) Photocopy copy of PAN Card.
- (c) ITR last two years
- (d) Bank Statement of Account for last six months.
- (e) Aadhaar Card of all signatories in case of firm.

9 Quotations duly completed in all respects (as per Appendix 'A') in sealed envelope clearly mentioning on TOP "**QUOTATIONS FOR CA**" should be delivered through courier or post on the following address on any working day between 0900 hrs to 1600 hrs but not later than 13 June 2022 (1500 hrs) -

Principal
Army Public School
New Military Station
PO – Lakhan Kalan
Kapurthala – 144 601

10 For any queries, the agency/vendors may contact to school authorities on school mail apskapurthala@gmail.com



Yours faithfully,

(Ms Mamta Agarwal)
Principal
APS Kapurthala

Enclosures Appendices 'A'



Appendix 'A'
 (Refer to APS Kapurthala letter No
 APS/30/Audit/Kpt dt May 2022)

**CALL FOR QUOTATIONS : EMPANELMENT OF CHARTERED ACCOUNTANT (CA)
 FOR ARMY PUBLIC SCHOOL KAPURTHALA**

Ser No	Description	Amount	Remarks
<u>School Fund Account</u>			
1	Quarterly Audit (Report for 3 quarters along with consolidated Annual Report)		Audit of QE Jun, Sep and Dec. Audit report of each quarter to be prepared. Audit for the QE Mar and annually report for the complete financial year to be prepared.
<u>CTS/GIA Fund</u>			
2.	Annual Audit & Utilisation Certificate		Annual audit at the end of Financial Year and issue of fund utilization certificate.
<u>IT Return of School and TDS of School Staff</u>			
3.	IT Return of School		
4.	TDS Return of School Staff and Generation of Form-16		Monthly TDS challan to be generated for payment of TDS of school staff.