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J&K Sainik School Manasbal

www.jksainikschool.in

Quotations

Sub: **Inviting quotations for engagement of Chartered Accountant firms for Conduct of internal/financial audit & Remittance of GST, Income Tax.**

The Principal J&K Sainik School Manasbal invites proposals / quotations from the registered Chartered Accountant firms for conduct of financial audit of the School for the financial year 2023-24 and remittance of GST, income tax including TDS for the financial year 2024-25. The firm should be registered with the office of Comptroller and Auditor General of India (CAG) and shall be competent to conduct audit of similar educational Societies and Government organizations as on date. The firms with relevant details should quote fee on yearly basis for conduct of the audit and remittance of GST, income tax including TDS separately for above mentioned period on their letter head along with fellow CA registration certificate indicating time frame etc. Ambiguous and incomplete proposals shall be rejected. Last date for receipt of quotations/ proposals is 05.08.2024 up to 11.00 AM.

TERMS OF REFERENCE

- i) To review the system of book keeping & accounting in accordance with rules and regulations of the Society.
- ii) To make such tests and enquiries as the auditors consider necessary to form an opinion as to the reliability of the records as a basis for preparation of Accounts.
- iii) To verify accounts with reference to the books of accounts i.e ledgers, journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts in terms of rules and regulations of the institution.
- iv) To make a review of the Income and Expenditure Account/ Receipt & Payment Account and the Balance Sheet in order to make a report stating whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles and the items therein are described in such a way to give a true and fair view of the financial position and results of operations of the entity.
- v) System of Physical Verification of Inventory & Fixed Assets.
- vi) Regularity in Payment of Statutory dues.
- vii) Any other work needed for Accounts finalization.

viii) CA Firm will have to audit accounts for the financial years 2023-24 and remittance of GST, income tax including TDS for the year 2024-25.

ix) Chartered account shall record the following certificates:-

“ I have examined the foregoing accounts and the balance sheet of J&K Sainik School, Manasbal for the year and obtained all the information and explanations required for proper scrutiny of accounts. Subject to the observations listed in the audit report. I hereby certify that, in my opinion, the accounts have been properly maintained and the balance sheet drawn up by the school gives a true and fair view of the state of school's Accounts.”

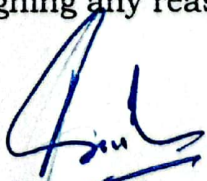
x) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.

The firms will have to produce relevant documents along with proposals related to:

- i) That the Chartered Accountant Firm should be empanelled with the office of CAG of India.
- ii) The CA Firm office should have its Head office in Srinagar/local area.
- iii) That the CA Firm should have the experience of Auditing in Similar autonomous bodies.
- iv) That payment shall be made on completion and submission of the signed Audit Report for the year 2023-24. As regards payment for remittance of GST, income tax actions payment will be made on quarterly basis for the financial year 2024-25.

The Principal J&K Sainik School, Manasbal reserves the right to accept / reject any or all proposals without assigning any reason thereof.

JKSS/1378/Adm/1992-93
Dated: 26.07.2024


Principal,
J&K Sainik School,
Manasbal

Copy to:

1. Accounts section for information.
2. IC website for information & n/a.