

MAHARSHI DAYANAND UNIVERSITY ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC.

NOTICE INVITING OFFERS FROM CHARTERED ACCOUNTANT FIRMS

Maharshi Dayanand University, Rohtak was established in May, 1976 by the State Govt. with residential character primarily for the promotion and development of interdisciplinary higher education with specific emphasis on studies of Life Sciences, Environmental and Ecological Sciences. The University Grants Commission recognized this University under section 2 (f) for the recognition of the degree and under Section 12 (b) of the University Grants Commission Act for Central Grants in February 1983. The accounts of the University are prepared as per the prescribed Uniform Common Format applicable to the State Universities. The Accounts of the University are audited by the Director Local Audit Haryana and Accountant General Haryana.

SCOPE OF WORK

1. Verification of the correctness of the Trial Balance including the verification of opening Ledger balances/Classification and suggesting reversal /year end entries wherever necessary.
2. Calculation of provisions for depreciation on fixed assets as per SLM rates
3. Preparation of detailed schedule of interests received on FD investments and calculation of accrued interest
4. Compilation of the Grouping statements/schedules to the Balance Sheet, Income and Expenditure Statement and Receipt and Payment Accounts as per the prescribed format of Accounts for State Universities and finalization of the Annual Accounts:
5. Any other work needed for Accounts Finalization.

PERIOD OF ENGAGEMENT

The selected Chartered Accountant firm will be required to provide the above mentioned services initially for Two Accounting Years i.e. 2014-15 and 2015-16. The assignment may be renewed for another period of one year on satisfactory performance, on mutually agreed terms.

Notwithstanding anything contained herein above, the University, however, reserves the right to discontinue the services of the Chartered Accountant Firm at any time during the period by serving one month's notice.

ELIGIBILITY CRITERIA

1. The C.A. Firm must be having 5 years work experience in Govt.(State/Central)/NGO/Trust/Educational Institutes.
2. The C.A. Firm must be PEER REVIEW CERTIFIED.

PAYMENT TERMS

1. Firm is required to quote fees in sealed envelope for this assignment for per Financial Year.
2. Statutory taxes will be paid at prescribed rate during the contract period.
3. Taxes as per Income Tax Act/Rules will be deducted at applicable rates by the University from all payments.

Interested C.A. Firms are invited on 29.01.2016 at 3.00 p.m. in the office of the Registrar, Committee Room, University Secretariat, MDU, Rohtak alongwith the quoted fee in sealed envelope before the Committee for selection.


CHAIRMAN