

HIMACHAL PRADESH TAKNIKI SHIKSHA BOARD, DHARAMSHALA-176057

No: HTB/General/AU/CA/2011- 12497

Dated: 22/11/18

From

The Secretary,
H.P. Takniki Shiksha Board,
Dharamshala.

Subject: Regarding sealed quotations for doing the audit of Income and expenditure, preparation of balance sheet, to suggest/ advise regarding maintenance of account and filling of income tax return.

The Sealed quotations are hereby invited for the appointment of Chartered Accountant for the works as mentioned below. The quotations must reach in the office of the Undersigned on or before 14.12.2014 up to 1.00 P.M. The quotations will be opened on the same day at 3.30 P.M. by the constituted committee. You or any of your representative can participate during the process of opening of the quotations on the aforesaid day.

SCOPE OF WORK:

1. For the year 2018 – 19 & 2019 – 20: The Annual Audit of the H.P. Takniki Shiksha Board (Income & Expenditure), Preparation of Balance Sheet & filling of Income Tax return.
2. To give advice regarding maintenance of Board Accounts.

TERMS AND CONDITIONS:

1. The rates to be charged must be quoted clearly by indicating the G.S.T. etc. if any.
2. The rates to be charged must be quoted as per Proforma provided for the same.
3. After the issuance of work order, the assignment will have to be completed within the stipulated period as will be specified by this Board.
4. If there would be any delay to complete the assignment, the penalty will be imposed @ Rs. 100/per day and the same will be deducted from the bill.
5. The approximate budget income and expenditure of this Board is about Rs. 9.00 Crore. The main task of this Board is to conduct the examinations such as Polytechnic/ITIs/SCVTs/Apprenticeship. The Board also conducts Polytechnic Admission Test and Lateral Entry entrance Test.
6. The above job could be extended further for one year subject to the satisfactory performance.
7. Undersigned reserves the right to reject the quotation without assigning any reason.

Yours faithfully


Secretary