**EXPRESSION OF INTEREST**

Expression of interest is invited from experienced, qualified and CAG empanelled Chartered Accountants for engagement with National Institute of Technology, Hamirpur on fixed monthly retainership fee of Rs.12000/- per month plus GST (may be amended time to time based on the rates as notified by ICAI).

**Eligibility Criteria:-**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Scope of Work** | **Eligibility Criteria** |
| 1 | 1. Preparation of Annual Accounts/ Balance Sheet of the Institute. 2. Filling of Quarterly /Annual Income-tax Returns of the Institute. 3. Filling of monthly GST Return of the Institute. 4. To Attend all Income-tax/TDS/GST related matters of the Institute and also filling of Appeals in this regard to the concerned Appellate Authorities. 5. Any other allied matters related to I.Tax/TDS/GST/Accounts as per directions of the NIT Authorities. 6. The engaged CA should visit the Institute as and when required by the NIT Authorities. | 1. Applicant should have more than 20 years of total experience including more than 10 years of experience in dealing with the Accounts/ Audit of NITs/IITs/CFTIs |

1. In addition to above, if Institution requires services of the engaged CA/ firm to carry out the Internal Audit of the Institute, payments based on the actual presence of the Principal and Assistant(s) in the institute as per the rates prescribed by ICAI will be made separately.
2. The engaged CA will be paid TA/DA corresponding to the rates applicable to the Pay Level 9-11, only for outside official visits in connection with NITH matters as and when required by the Institute.
3. Offer shall be valid initially for three years which may be extended further on annual basis depending upon satisfactory performance and agreed mutual terms and conditions.
4. **For Clarification:** please contact the Registrar of NIT, Hamirpur or Assistant Registrar (Accounts & Finance) at email [registrar@nith.ac.in](mailto:registrar@nith.ac.in) or [ar-auditaccount@nith.ac.in](mailto:ar-auditaccount@nith.ac.in).
5. The applicant fulfilling the above mentioned criteria and intending to provide services to National Institute of Technology, Hamirpur (HP) may submit their Expression of Interest (EOI) along with duly filled in application with the copies of relevant supporting documents in a sealed envelope to the Office of Registrar, NIT, Hamirpur (HP)-177005 by Hand or post on or before 19/04/2021 up to 5:00PM.

REGISTRAR

No.NIT/HMR/AB/2021

Copy to:-

1. Director for kind information please.
2. Assistant Registrar (A & F/ Audit/E&S).
3. FI(CC) for display on the Institute website please.

**Application Format**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **Name** | : |  |
| **2** | **Father’s Name** | : |  |
| **3** | **Address** | : |  |
| **4** | **Mobile No.** | : |  |
| **5** | **Email ID** | : |  |

1. **Educational Qualifications:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Name of Degree** | **University** | **Passing Year** | **Percentage** |
| UG |  |  |  |  |
| PG |  |  |  |  |
| Any other |  |  |  |  |

**7.   Practice and Professional Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Institute/Govt. Organisation/ PSUs/**  **Autonomous Bodies** | **Services Provided/ Dealt** | **Experience in Years** | **Remarks** |
|  |  |  |  |
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|  |  |  |  |

**8. Detail of Affiliation/ Empanelment with CAG etc. along with testimonials:**

 (Note: Use separate/ additional sheets, if required.)

**Undertaking**

I do hereby undertake that all the above information provided by me is absolutely correct and I am sole responsible for any discrepancy found in ibid information.

Signature of Applicant ……………………………………

Name of the Applicant …………………………………….

Dated ………………

**JUSTIFICATION OF RETAINERSHIP RATES**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Description** | **Annual Rates as per recommendations of ICAI/ Existing Institute Rate** |
| 1 | Preparation of Annual Accounts/ Balance Sheet of the Institute. | Rs. 84000/- |
| 2 | Filling of Quarterly /Annual Income-tax Returns of the Institute. | Rs. 30,000/- |
| 3 | Filling of monthly GST Return of the Institute.  (Rs.8000/- +Rs. 2000- per month) | Rs. 32,000/- |
| 4 | To Attend all Income-tax/TDS/GST related matters of the Institute and also filling of Appeals in this regard to the concerned Appellate Authorities | Rs. 15,000/- |
| 5 | Any other allied matters related to I.Tax/TDS/GST/Accounts as per directions of the NIT Authorities. | -- |
| 6 | The engaged CA should visit the Institute as and when required by the NIT Authorities  (Appox. One visit per month @ Rs.300- per visit) | Rs. 3,600/- |
|  | Total | Rs. 1,64,600/- |
|  | **Average Rate Per Month** | Rs. 13,700/-  **But restricted to Rs. 12,000/- p.m. excluding GST.** |