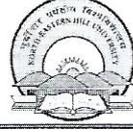


पूर्वोत्तर पर्वतीय विश्वविद्यालय  
जिला: पूर्वी खासी हिल्स, शिलांग - 793022  
मेघालय (भारत)



North-Eastern Hill University  
District: East Khasi Hills, Shillong - 793022  
Meghalaya (India)

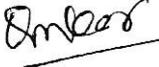
F.No.8-2/Estt.II(B)/2024-3029

Dated, the 19/03/2024.

INVITATION OF EXPRESSION OF INTEREST

The North-Eastern Hill University requires a Consultant Chartered Accountant as per the details given in the NEHU Website [www.nehu.ac.in](http://www.nehu.ac.in)

The last date of received of Expression of Interest shall be on or before 28.03.2024 at 2:30 P.M.

  
Registrar

पूर्वोत्तर पर्वतीय विश्वविद्यालय  
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North-Eastern Hill University  
District: East Khasi Hills, Shillong - 793022  
Meghalaya (India)

F.No.8-2/Estt.II(B)/2024-3030

Dated, the 19/03/2024.

EXPRESSION OF INTEREST FOR ENGAGEMENT OF A CHARTERED ACCOUNTANT FIRM IN  
NORTH-EASTERN HILL UNIVERSITY FOR PREPARATION OF THE ANNUAL ACCOUNTS OF NORTH-  
EASTERN HILL UNIVERSITY FOR THE FINANCIAL YEAR 2023-24

Expression of interest are invited from the registered Chartered Accountant Firms for preparation of the Annual Accounts of North-Eastern Hill University, for the financial year 2023-24. Interested firms may kindly quote fees ( on lumpsum basis) for the same and to send their quotations to the Assistant Registrar (Estt.II) Section, NEHU, Shillong.

Last date of receipt of Quotations 28.03.2024 at 2:30 P.M.

Opening of Quotations: 28.03.2024 at 3:00 P.M.



Registrar

# TERMS OF CONTRACT

## 1. SCOPE OF WORK

Compilation of the Annual Account of NEHU and also preparation of Receipt & Payment Account, Income & Expenditure Accounts and Balance Sheet for Provident Fund Accounts, Calculation of Depreciation, Accrued Interest, incorporating the Accounts of NEHU, Tura Campus, Guwahati Guest House and other components related to preparation of Annual Accounts.

Detailed activities of the services mentioned in Scope of Work are as follows:

- a) Verification of vouchers, Head of Account wise entries as Receipts & Payment in Cash Book/other financial statement.
- b) Ensure arithmetical accuracy of all entries and all transaction recorded in Cash Book and Ledgers.
- c) Verify the Reconciliation Statements of all Bank Accounts.
- d) Ensure correctness of accounts and suggest necessary action points, if any for rectification of same.
- e) Calculation of Unspent balance ( Fund Wise)
- f) During Audit ( by the Office of The Principal Accountant General) the CA shall liaise with the Audit Party as well as prepare the replies to Preliminary Observations issued by Audit party. (At least one partner of the firm shall have to be present in the University, full time during Audit).
- g) When the Annual Accounts is presented in Finance Committee Meeting and Court Meeting of the University, the CA shall have to be present in these Meetings.
- h) After completion of the assigned work, the CA Firm shall give their overall finding/views/suggestions/comments etc. for proper maintenance of Accounts adopting latest available procedures.

2. TIME PERIOD OF ENGAGEMENT:-

The selected Chartered Accountant Firm will act as University CA for one Accounting Year i.e 2024-25 which may be renewed for another two years on satisfactory completion of the assigned work.

The University, reserves the right to discontinue the services of the Chartered Accountant Firm at any time during the period by serving one month notice.

3. REPORTING

The Firm will submit the Annual Accounts of North-Eastern Hill University to the Finance Officer, NEHU, Shillong.

4. GENERAL

The Firm will be given access to all information relevant for the purpose of preparation of the Annual Accounts of North-Eastern Hill University.

5. TERMS AND CONDITIONS

- a) The CA firm should be registered with the Institute of Chartered Accounts of India ( ICAI) and have Income Tax Permanent Account Number ( PAN) and GST Registration Number.
- b) The CA firm should preferably be based at Shillong.
- c) The firm must not have been black listed by ICAI or any Govt. Departments/PSUs/ Autonomous Body.
- d) The work of preparation of Annual Accounts is to be done by the CA/Partner(s) of the firm. It can't be sublet/assigned to any other firm/person.

6. DOCUMENTS TO BE ENCLOSED:

- a) Constitution Certificate of the firm as on 01.01.2021 issued by ICAI
- b) Copy of partnership deed

- c) Final accounts of the firm for the year 2020-21 to 2022-23 with copy of ITR-V relating to those years.
- d) GST Registration Certificate and up-to-date return
- e) Copy of appointment letter in support of experience in similar assignment in any Govt. Department/Institution.

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