



अधिष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान
इलाहाबाद – 211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY
Allahabad – 211 004 (India)
Website: <http://www.mnnit.ac.in>

Adv. No. 10./2017-18/CA Appointment

Dated: 21/07/2017

Advertisement for Appointment of Chartered Accountant Firm in Office of the Dean (R&C)

The Institute is desirous to hire the service of registered Chartered Accountants for its account related work. The scope of work Research Project and Consultancy Projects for the Financial Year 2017-18.

Following account related work needs to be done.

1. Preparation of Annual Accounts, preparation of Trial Balance, Balance Sheet, Receipt and Payment Account and Income & Expenditure Account and preparation of Bank Reconciliation statements of Project Account.
2. Preparation of Annual Accounts, preparation of Trial Balance, Balance Sheet, Receipt and Payment Account and Income & Expenditure Account and preparation of Bank Reconciliation statements of Dean (R&C) Account.
3. Preparation/filling of monthly/quarterly/half yearly return of Income Tax and Service Tax, Preparation of form-16/16A,
4. Preparation of Utilization Certificate.

Quotations are invited from CA firms fulfilling the following criteria:

1. The firm must be empanelled with C & AG of India for the year 2016-17.
2. Head Office of the firm should be located at Allahabad.
3. The firm desires for application should be at least 10 years of experience from the date of constitution.
4. The firm should have completed at least one similar assignments pertaining to centrally funded Educational Institutions/Central Government autonomous organizations during last three years.

The firm qualifying the above criteria should apply to the undersigned at the Office of the Dean (Research & Consultancy), MNNIT, Allahabad- 211004 in a sealed envelope super scribing as “**Quotation for appointment of Chartered Accountant Firm in Office of the Dean (R&C)**” so as to reach by 11/08/2017 upto [5:30 P.M.] along with the following documents quoting the amount to be charged:

- i Proof of empanelment with C& AG for the year 2016-17
- ii Constitution certificate of the firm as on 01/01/2017
- iii Proof regarding experience of work performed pertaining to the organization as mentioned in above Para

(Vineeta Agarwal)
Dean (R&C)