

**NOTICE OF INVITATION FOR EXPRESSION OF INTEREST
FOR EMPANELMENT OF FIRM/ORGANIZATION AS
ACCOUNTING SERVICE PROVIDER**

The Association of Indian Universities (AIU), an apex nonprofit Inter-University higher education organization, is actively engaged in the growth and development of Higher Education in India. The membership of AIU comprises all types of Universities.

The Association desires to outsource the accounting services including Contractor/Professional/Service Tax Return(s) as given in Annexure 'A' to a practicing CA Firms/Organizations.

Eligibility Criteria:

- The Firm should have expertise in accounting, finance and audit matters.
- The Firm should possess experience of handling TDS, VAT, Service Tax matters relating to Educational Institutes/Organizations.
- The Firm should be a member of relevant and reputed professional body.
- The Firm should have office in Delhi & NCR.

Documents Required:

- Copy of Registration/Incorporation Certificate of the Firm
- Copy of PAN Card of the Firm
- Detailed Profile of the Firm
- Contact Person(s) along with their contact details

The Firms/Organizations having adequate experience of similar type of work and fulfilling the conditions may submit their Expression of Interest together with requisite documents within 15 days from the date of publication of EOI on Website at the address given below super-scribing the envelope "EOI for Accounting Services". For clarifications, if any, the interested Firms/Organizations may visit the AIU House or contact Mrs. Ranjana Parihar, Deputy Secretary (Finance), Mobile: 9818608651, e-mail: accounts@aiuweb.org.

All costs and expenses associated with submission of EOI shall be borne by the applicants submitting the EOI and AIU shall have no liability in any manner in this regard or it decides to terminate the process of empanelment for any reason whatsoever.

EOI that are incomplete, submitted late or unaccompanied by EOI fees or in any other way found deficient are liable to be rejected.

Indicative Scope of Work:

Work to be outsourced	Remarks
<p>Billing/Receipts of various services provided by AIU:</p> <ul style="list-style-type: none"> -Equivalence Certificates -Equivalence Enquiry -PGDM Fee & Processing Fee -Annual Subscription (Public/Private) with and without rebate -Annual Subscription Processing Fee -Publications -Advertisement -University News -VC's Office-cum-Rest Rooms <p style="margin-left: 150px;">} or Conversion of data from present Software to Financial Accounting Software</p> <p>Recording of accounting transactions in Tally ERP9 Software:</p> <ul style="list-style-type: none"> -Billing/Invoicing of receipts through Cash/Cheque,/Demand Draft/ ECS/RTGS or through any other instrument -Generation of Bank Pay-in Slips for local/outstation Instruments and cash -Generation of Bank and Journal Vouchers for Receipts - Generation of Bank and Journal Vouchers for Expenditure -Preparation of Cheques through the Software - Charging of Depreciation as per provisions -Subsidiary books for Investments & Interest Receipts <p>Required Output:</p> <ul style="list-style-type: none"> -Bills/Statements on day to day basis to the concerned Division - Stock Entries for Paper & Books - Sundry Debtors Management for Advertisement, Publication, Annual Membership Fee, VC's Office-cum Retiring Room(s) -Loans and Advances - Periodic Reconciliations - Cash, Bank and Journal Vouchers on day to day basis -Billing Statements on monthly basis -Cash & Bank Book on daily & monthly basis -Journal Book on daily & monthly basis -Service Tax Statement on fortnightly & monthly basis -Subsidiary Accounts for Advances to Outside Parties and Staff Members, Contractor's Tax, Professional Tax -Ledger on monthly basis -Adjustment of pre-paid expenses - Financial Statements such as Receipt & Payment Account, I & E A/c, Balance Sheet etc. -Softcopy of the Database to the Programmer, AIU 	<p>For volume of work, format of desired output or any other information, please contact the officer listed above</p>

Returns:

- Service Tax -As per statutory guidelines
- Income Tax- As per statutory guidelines
- Contractor's Tax
- Professional Tax
- Compliance of Statutory provisions of Law, Acts, Accounting Standards and Regulations applicable from time to time

Training:

- To be imparted to 2 staff members of AIU for data entry and output to be taken from the system
- Any other output desired during interaction with the Agency

Inputs: to be provided by AIU:

- Computer with Printer
- Printing Stationery
- Cheque leaves, in case generated from the System