

# KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY

## NOTIFICATION

No. KUDSIT/ 35/ Ad A1/2021

Technocity Campus, Dated 30.04.2021

Expression of Interest is invited from Chartered Accountant Firms having a minimum of 5 years' experience and empanelled with C& A G for undertaking accounting functions and to provide consultancy in finance/taxation matters of the University for the year 2021-22.

### **Scope of the Work:**

<b>Sl No.</b>	<b>Description</b>	<b>Timeline</b>
1	Preparation and Consolidation of accounts for all Financial Transactions of the University for the year F.Y2021-22.  Adequate manpower should be provided by the Consultant firm at the University Office on daily basis for the consolidation and auditing of transactions in the accounting software maintained by the University.	Monthly
2	Finalization of Accounts for the year 2021-22	Before 15th May 2022.
3	Prepare MIS Reports	As and when required
4	Compilation of supporting statements and working sheets in respect of all the schedules and in respect of receipts and payments Account, Income and Expenditure Account and Balance Sheet	Before 15 <sup>th</sup> May 2022.
5	Prepare, process and maintain all books and registers pertaining to assets, liabilities, stores, fixed assets and bank reconciliation.	Before 15 <sup>th</sup> May 2022
6	Printing all required information and facilitate audit of accounts conducted by AG and other agencies	As and when required
7	Preparation of appeals and replies with regard to all tax related matters, attending pending assessment	As and when required
8	To make a presentation of certified annual accounts to the Finance Committee/ Board of Governors	As and when required
9	Attend / Present before any tax authorities/Departments for assessment and / or any other purpose	As and when required
10	All applicable compliances related to GST, IT and other statutory TDS matters and filing of all applicable returns including monthly/quarterly/ annual IT returns, TDS Form 24Q, Form26Q, Issue of Form 16	As per compliance requirements

11	Utilization Certificate/ Statement of Expenditure	As and when required
12	Any other item of work pertaining to accounting and statutory & regulatory compliances	As and when required
13	Pre audit for major payments	As and when required
14	Internal Audit Report, /Concurrent Audit Report	On Half yearly basis
15	Service of one experienced staff of the consultant firm should be made available in the University office	On daily basis

1. Interested Firms may submit their proposal with profile including Audit Fee along with attested copies of their credentials so as to **The Registrar, Kerala University of Digital Sciences, Innovation and Technology, Technocity Campus, Mangalapuram, Thonnakkal P. O., Thiruvananthapuram , Pin 695317 on or before 5.pm on 25.05.2021**
2. The bid will be opened at 10 AM on 26 May 2021
3. The firms empanelled with C &A G only need to apply.
4. The University reserves all rights to accept or reject any of the application without assigning any reason.
5. Consultant firms will be shortlisted on the basis of their experience in the concerned field
6. Firms having adequate experience in University Audit work will be given preference

To

Press/ Web Release/Notice Board

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VICE CHANCELLOR