

Mobile : 9914923104



Army Public School
New Military Station
PO – Lakhan Kalan
Kapurthala – 144 601

APS/30/Kpt

16 May 2025

(All concerned Vendors)

**CALL FOR QUOTATIONS : HIRING OF CA FOR
ARMY PUBLIC SCHOOL, KAPURTHALA**

Sir/Madam,

1. Army Public School Kapurthala hereinafter referred to as Customer, is interested in for hiring of CA for audit of school accounts for a period of three financial years starting from FY 2025-26 as per Scope of Work mentioned at Appendix 'A'. Please give your commercial offers on the format as per Appendix 'B'. The following points may please be adhered to while filling up the quotations.

(a) The cost indicated for each item should be the landed cost of item, inclusive of all taxes/levies etc.

(b) **Method of Evaluation L-1 Vendor**. The L-1 Vendor will be evaluated on overall cost for the complete project.

2. **Scope of Work**. Scope of work is as follows :-

(a) School Fund accounts to be audited on quarterly basis (ie QE Jun, Sep, Dec and Mar) and quarterly audit report of each quarter to be submitted to the school within 07 days after audit of accounts.

(b) Annual audit report to be generated at the end of each Financial Year.

(c) CTS/GIA Fund account to be audited annually and utilisation certificate to be issued at the end of each financial year.

(d) IT Return of the School to be filed by due date. Also queries raised by IT Deptt from time to time to be resolved in consultation with the School. **Password / Login credentials will be shared with the school as and when changed by the nominated CA.**

(e) Monthly TDS Challan to be generated for payment of TDS and return to be filed accordingly. A copy of the challan to be forwarded to the school for records.

(f) Form-16 to be generated for all staff members and forwarded to the school by 31 May each year.



Commercial Aspects

3. A locked & sealed Tender Box for receipt of quotations will be placed at Adm Office, Army Public School, Kapurthala. Tender received by post/courier by due date will be placed in the box.
4. The bids should remain valid till **30 September 2025**.
5. The following documents will be attached along with quotations :-
 - (a) Photocopy of GST Registration.
 - (b) Photocopy copy of PAN Card.
 - (c) Firm Registration Certificate.
 - (f) Proprietor's Aadhaar Card.

Submission of Offers

6. **Quotations in sealed envelope separately clearly mentioning on TOP "QUOTATION FOR HIRING OF CA"** should be offered. An offer received incomplete or ambiguous is liable to be rejected at the discretion of the customer without recourse to further clarifications. The customer also reserves the right to seek clarifications with one or more vendors if considered necessary and also not accept any offer at all in case they are not reasonably priced.
7. Quotations (as per Appendix 'B' attached) duly completed in all respects in sealed envelope should be dropped by hand in Tender Box at APS Kapurthala or through courier/post on the following address on any working day between 0900h to 1500h but not later than **31 May 2025 (1500h)** :-

Army Public School
New Military Station
PO – Lakhan Kalan
Kapurthala – 144 601

8. **Time and date for opening of Bids**. Bids will be opened at **1230h** on **02 June 2025** at Army Public School, Kapurthala. Fresh dates will be intimated in case of any change (If due to any exigency or the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).
9. Any conditions/terms given in the quotations by vendors will not be binding on the customer. All the terms and conditions will be as given herein and no change in any term or condition by the vendor will be acceptable. Alterations, if any, in the tender documents should be attested properly by the vendor, failing which the tender will be rejected. Vendors will not make any assumptions while submitting their bids. If required, clarifications will be sought prior to submission of bids.

10. **Termination of the Contract.** This contract is for a period of three financial years and will commence wef FY 2025-26 till audit of accounts and other documentation for the FY 2027-28. **The School Management Committee has the right to terminate this contract any time in case any of the following :-**

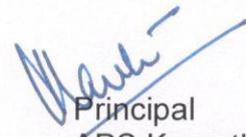
- (a) Completion of work is delayed for causes not attributable to Force Majeure for more than two weeks after the scheduled date of completion.
- (b) The work done by the agency is not up to the entire satisfaction of school management committee.
- (c) The party/agency is declared bankrupt or becomes insolvent.

11. **Payment Terms & Conditions.** 100% payment to be made in one installment on production of bills and on completion of audit work of that financial year.

12. For any queries, the vendors may contact to school authorities on school mail apskapurthala@awesindia.edu.in



Yours faithfully,


Principal
APS Kapurthala

Enclosures : Appendices 'A' & 'B'.

9/16/05/25



SCOPE OF WORK : HIRING OF CHARTERED ACCOUNTANT
ARMY PUBLIC SCHOOL, KAPURTHALA

Ser No	Description	Annual Turnover	Remarks
1.	Quarterly Audit of School Fund Accounts	Approx 02 (Two) Crore	Audit of QE Jun, Sep and Dec. Audit report of each quarter to be prepared. Audit for the QE Mar and annually report for the complete financial year to be prepared.
2.	Annual Audit of CTS Fund (Public Fund) and issue of Utilization Certificate	₹ 5 Lakhs to ₹ 50 Lakhs	Annual audit at the end of Financial Year and issue of fund utilization certificate. Subject to allocation of funds. No payment to the vendor, if fund not allotted and accounts audited.
3.	IT Return of School	Approx 02 (Two) Crore	Timely submission of School IT Returns as and when due.
4.	TDS Return of School Staff and Generation of Form-16	Staff Strength approx 35	Monthly TDS challan to be generated for payment of TDS of school staff.

Date :

Signature of Vendor with
Company Seal



COMMERCIAL BID : HIRING OF CHARTERED ACCOUNTANT
ARMY PUBLIC SCHOOL, KAPURTHALA

Ser No	Description	Rate (per quarter)	Amount (Annually)	Remarks
1.	Quarterly Audit of School Fund Accounts			Audit of QE Jun, Sep and Dec. Audit report of each quarter to be prepared. Audit for the QE Mar and annually report for the complete financial year to be prepared.
2.	Annual Audit of CTS Fund (Public Fund) and issue of Utilization Certificate			Annual audit at the end of Financial Year and issue of fund utilization certificate. Subject to allocation of funds. No payment if fund not allotted and accounts audited.
3.	IT Return of School			Timely submission of School IT Returns as and when due.
4.	TDS Return of School Staff and Generation of Form-16			Monthly TDS challan to be generated for payment of TDS of school staff.
	Total			
	GST			
	G/Total			

Date :

Signature of Vendor with
Company Seal