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इलाहाबाद-211004 [भारत]  
**Office of the Registrar**  
**Motilal Nehru National Institute of Technology Allahabad**  
Allahabad-211004 [India]

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### **Advertisement for Appointment of Chartered Accountant Firm**

The Institute is desirous to hire the service of registered Chartered Accountants for its accounts related work. The scope of work would be compilation, finalization of Annual Accounts, preparation of Trial Balance, Balance Sheet, Receipt and Payment Account and Income & Expenditure Account and other accounts associated work e.g. preparation of Bank Reconciliation statements, preparation of Fixed Assets Register, preparation/filling of monthly/quarterly return of Income Tax/Sales Tax/VAT, Preparation of Form-16, attending to the queries of Government Auditors on the Account prepared by the firm and any other associated service, as and when required. The appointed firm will be given contract initially for one year extendable to one more year based on satisfactory performance without escalation in the contract fees.

Quotations are invited from CA firms fulfilling the following criteria:

1. The firm must be empanelled with C & AG of India for the year 2013-14.
2. Head Office of the firm should be located at Allahabad.
3. The firm must have at least six partners [Category-I, as per RBI norms].
4. At least 10 staff should be with the firm.
5. Average annual turnover of the firm in each year for the last three financial years i.e. financial year 2011-12, financial year 2012-13 and financial year 2013-14 should be more than 25.00 Lakhs.
6. The firm should have completed at least two similar assignments pertaining to Centrally Funded Institutions / Central Government PSUs / Central Government autonomous organisations during last three years.

The firm qualifying the above criteria should apply to the undersigned at the Institute address in a sealed envelope super scribing as "**Quotation for appointment of Chartered Accountant Firm**" so as to reach by **02.01.2015 [5:30 P.M.]** along with the following documents quoting the amount to be charged:

1. Proof of empanelment with C & AG for the year 2013-14.
2. Constitution certificate of the firm as on 01.01.2014.
3. Audited annual accounts of the firm as mentioned in Para 5 above.
4. Proof regarding experience of work performed pertaining to the organisation as mentioned in Para 6 above.
5. Declaration regarding number of staff with the firm.

**Note:** Our earlier advertisement on the above subject stands cancelled. All firms responded to the same may apply again.

Registrar