Rates are invited in the sealed envelope for **Appointment of Chartered Accountant for FY-18-19 for SPIC office.**  **The same will be opened on 07/01/2019 at 12:30 p.m**. in the O/o SPIC. **The rates should be valid for one year.**

 The Eligibility Criteria for selection of the CA firm and scope of work is as under:-

**Eligibility Criteria :-**

Following criteria has been laid down for the purpose of selection of the CA

* CA firm should have at least 5 years of experience in managing the accounts of Society
* It should have expertise in dealing with the commercial accounting.
* It should have its office in the Tricity.
* It should have at least two full fledge accountants and articles on its rolls.

**Scope of work :-**

CA should suggest to this society, where ever required for ensuring better/effective accountability and auditing arrangement in various areas of activities of SPIC including but not limited to the following.

* Audited UC’s (Qtrly.) to be sent to respective departments on whose behalf this society is executing/implementing various e-governance projects.
* Daily Cash/Bank Book.
* Entries through journal Voucher.
* Checking /security of entries made in the software (Tally).
* Advance Tax.
* GST.
* Statutory Obligations – PF/ESI/TDS/GST etc.
* Income Tax
* Preparation of Balance Sheet for the Year 2018-19
* Filling of Income tax return for the year 2018-2019
* To deal with queries/notices/scrutiny Cases if any in the offices of concerned authorities.