

मोबाइल - 9311331435 (लेखा विभाग)
ईमेल: maitreyi1967@yahoo.co.in



मैत्रेयी महाविद्यालय

(दिल्ली विश्वविद्यालय)

बापूधाम परिसर
चाणक्य पुरी,
नई दिल्ली - 110021

Ref No. MT/Accounts/CA/24-25(1)

Dated: 28/12/2024

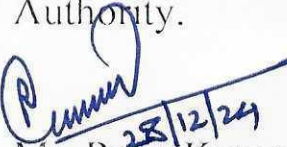
NOTICE

Subject: Extension of Deadline for Submission of Quotations for Professional Services of Chartered Accountant.

This is to inform all concerned that the last date for submitting the quotations for the “**Requirement of Professional Services of Chartered Accountant**” for the college has been extended for another period from 28/12/2024 to 10/01/2025.

The duly signed & sealed quotation on the letter head of the firm must reach the College **either through by Hand or via speed post latest by 10/01/2025 at 05:00 PM.** Quotation through e-mail will not be considered.

This extension is issued with the prior approval of the Competent Authority.


28/12/24

Mr. Ranu Kumar

Administrative Officer

प्रशासनिक अधिकारी
Administrative Officer
मैत्रेयी महाविद्यालय, Maitreyi College
चाणक्यपुरी, नई दिल्ली-110021
Chanakyapuri, New Delhi-110021





मैत्रेयी महाविद्यालय MAITREYI COLLEGE

दिल्ली विश्वविद्यालय/University of Delhi

बापुधाम परिसर, चाणक्यपुरी
नई दिल्ली - 110021
Bapudham Complex, Chanakyapuri
New Delhi-110021

दुरभाष / Tel. 91+ 9311331434
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Email: maitreyi1967@yahoo.co.in

MT/Acctts/CA/24-25/_____

Dated: 13/12/2024

SUB: Requirement of Professional Services of Chartered Accountant.

Sir/Madam,

The College invites kind attention towards required Professional Services of Chartered Accountant for Audited of College Accounts for Financial Year 2024-25 (Sr No. 1) and other services for Financial Year 2025-26 (Sr No. 2 to 6) as mentioned at Annexure- 1 in Maitreyi College on the following terms:-

1. The engagement of Internal Auditor is for one year and will commence w.e.f. 01.04.2025.
2. Must be registered member of ICAI (Institute of Chartered Accountants of India).
3. Confidentiality and data protection of College records should be maintained.
4. The CA will report to Principal, Maitreyi College, Chanakyapuri, Delhi-110021 in this regard.

If you inclined to provide your services to us, you are requested to kindly quote your rates in S. No. 02 to 06 of Annexure-1. Kindly submit a properly filled and signed scanned copy of this information on your letter head through an e-mail to the college on or before 28.12.2024 at so.accounts@maitreyi.du.ac.in. The subject line should be mentioned as "Applied for Chartered Accountant Services at Maitreyi College".

If you required any further clarification in this regard, you may contact to Administrative Officer on any working days between 10:00 AM to 5:00 PM


13/12/24
Mr. Ranu Kumar
Administrative Officer



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ANNEXURE-1

S. No.	Scope of work	Fees, including applicable taxes	Remarks, if any
1	Audit Fee for various accounts maintained by the College for Financial Year 2024-25	* As per UGC guidelines	
2	Income tax return filing charges (on yearly basis)	To be filled	
3	GST Return filing charges (on monthly basis)	To be filled	
4	Vetting of Utilization certificate	To be filled	
5	TDS Return (Salary & Non-salary) charges per entry for college employees for each quarter	To be filled	
6	Scrutiny Charges of Income tax, under related section (for complete settlement), if any	To be filled	


Signature of CA : _____

Name of the firm with Membership No. : _____

Name of the CA: _____

Address: _____

Mobile No.: _____


13/12/24