

कॉलेज ऑफ वोकेशनल स्टडीज
(दिल्ली विश्वविद्यालय)
त्रिवेणी शेरव सराय फेस-II, नई दिल्ली-110017
दूरभाष : +91-11-29258544 / 29258792
फैक्स : +91-11-29256117



College of Vocational Studies
(University of Delhi)
Triveni (Sheikh Sarai) Phase -II,
New Delhi-110017, India
Tel.: +91-11-29258544 / 29258792
Fax : +91-11-29256117

संदर्भ संख्या
Ref. No. CVS/2016/1557

दिनांक
Dated 02.01.2017

NOTICE **INVITING QUOTATION FOR** **APPOINTMENT** **OF CHARTERED ACCOUNTANT**

College of Vocational Studies is one of the constituent College of University of Delhi and 100% funded by University Grants Commission. The Annual Expenditure of the College is currently around 17 Crores which is mostly on salary related items.

College of Vocational Studies is in the process of appointing a Chartered Accountant's/Firms for preparation and compilation of the books of accounts and the accounts of the College for the financial year 2016-17. The firm should have experience of at least 2 years of doing such work for educational institutions. Interested Chartered Accountant's/Firms in the panel of Delhi University/DGACR, should submit their quotations giving details of fees, experience, number of partners, terms & conditions etc. to the Principal, College of Vocational Studies, University of Delhi, Triveni, Sheikh Sarai, Phase-II, New Delhi-110017 on or before 25.01.2017.

The scope of work will include the following:

1. Preparation of Cash Book/Receipts and Payment Account
2. Ledger Accounts
3. Bank Reconciliation Statement
4. Trial Balance
5. Financial Statements including Cash Flow Statement
6. Generation of Form 16
7. Preparation of TDS Returns
8. Other Accounts Related work


(DR. INDER JEET)
PRINCIPAL

C.C to:

College Notice Board
College Website
Delhi University Website