



PURNEA UNIVERSITY, PURNIA

[Estd. In 2018 under the Bihar State Universities (Amendment) Act, 2016 (Bihar Act, 13, 2016)]
(Administrative Block, Pratap Nagar, Purnea Bihar – 854301)
website : <https://www.purneau.ac.in> E-mail : registrar@purneau.ac.in

Ref. No. PUP (Admin – 697A / 21) – R / 25 – 888

Date: 23.07.2025

NOTICE INVITING QUOTATION FOR HIRING SERVICES OF CA

Sealed quotations are hereby invited from reputed and authorized Chartered Accountant firms/agencies for providing professional services of a Chartered Accountant at Purnea University, Purnia. The quotation, duly sealed and addressed to the Registrar, Purnea University, Purnia must be submitted on or before **05:00 PM, 04.08.2025**. Quotations received after the stipulated date and time shall be summarily rejected.

The rates quoted should be clearly mentioned in both **figures and words**, inclusive of **GST/other applicable taxes**, and must be supported with relevant firm registration, license and authorization documents.

Detailed specification and scope of work is given below:

S.N.	Scope of Work	Description
01.	Internal Audit	Conduct internal audit of the University Headquarters and all its Constituent Colleges from FY 2022–23
02.	Maintenance of Accounts	Update and maintain University accounts in Cashbook and Tally (Double-entry book keeping).
03.	Preparation of Form – 16	Prepare Form – 16 for all Officers and Pensioners of the University
04.	Income Tax	Ensure deposition of Income Tax and other statutory deductions against bills/vouchers.
05.	GST	File GST returns and ensure compliance for the University.
06.	Settlement of Advances	Audit and settle advances to maintain transparency and accountability.

General Terms & Conditions:

1. The quotation should be submitted in a sealed envelope super-scribed with "Quotation for CA Services – Purnea University, Purnia".



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E-mail : registrar@purneau.ac.in

2. All quotations must be addressed to the Registrar, Purnea University, Purnia – 854301.
3. The University reserves the right to reject any or all quotations without assigning any reason thereof.
4. The rates quoted shall be inclusive of all applicable taxes
5. The selected firm/agency shall provide services on a contract basis for an initial period of 11 months, which may be extended based on satisfactory performance and requirements of the University.
6. The selected firm/agency shall deploy qualified personnel as per the requirement to ensure smooth execution of the assigned work.
7. All source data and processed financial data shall be handed over to the University in both physical and digital form at the end of each academic session or as and when required.
8. The firm/agency shall maintain strict confidentiality regarding any data or information accessed during the course of work. Any breach shall attract legal and administrative action.
9. The firm shall ensure data integrity and security while handling University records and financial systems.
10. In case of any dispute or disagreement, the matter shall be referred to the Vice-Chancellor, Purnea University, whose decision shall be final and binding.
11. The engagement may be terminated at any time by the University without assigning any reason by giving one month's notice or payment in lieu thereof.

By order of the Vice – Chancellor


(Dr. Pranay Kr. Gupta)


Registrar

Date: 23.07.2025

Memo No. PUP (Admin – 697A / 21) – R /25 – 888

Copy to:

1. Finance Officer / BAO, Purnea University, Purnia
2. In – Charge (IT Cell), Purnea University, Purnia – with a request to upload the same on the University Website.
3. Notice Board, Purnea University, Purnia
4. PA to Hon'ble Vice – Chancellor, Purnea University, Purnia
5. Guard File


(Dr. Pranay Kr. Gupta)
Registrar