

**Himachal Pradesh University**  
**(NAAC Accredited "A Grade" University)**  
**Centre for Distance & Online Education**  
**"Administration Section"**

No. ICDEOL/4-20/2019/Admn. -48

Dated: 6<sup>th</sup> April, 2026

**Notice for Inviting Quotations (NIQ)**

Centre for Distance & Online Education (CDOE), H.P. University invites quotations for hiring the services of Chartered Accountant in the CDOE, H.P. University, Shimla-5 for the purpose of writing and preparing the Annual Accounts, including Balance Sheet, Trial Balance, Income & Expenditure Statement, Receipt & Payment Account, Cashbook and Bank Reconciliation Statement (BRS) etc. of CDOE for the financial year 2023-24, 2024-25 & 2025-26.

**Terms & Conditions:-**

1. The professional fee for work per annum is negotiable and the firm offering lowest rate during negotiation will be invited for signing the contract agreement.
2. The Chartered Accountant are required to follow the following guidelines while preparing the annual accounts of CDOE, H.P. University:-
  - (i) Observation of the audit report of the last year have been compiled and sent to the State Audit Department/State Government.
  - (ii) Expenditure shown in the Income and Expenditure account is based on actual utilization of funds.
  - (iii) Closing balance includes unutilized grants outstanding with all the Implementing Agencies.
3. The C.A. has to prepare the Annual Accounts including receipt and payment account statements, Income and expenditure Account and Balance Sheet as well as BRS on the basis of accounts maintained in Tally/ERP and on the basis of books of accounts maintained by the various departments/branches of the University for the Financial Year 2023-24, 2024-25 & 2025-26 on the format as prescribed by the UGC. The format is available on the UGC website [www.ugc.ac.in](http://www.ugc.ac.in) under the link "Notices-Workshop" on implementation of New Accounting Standards.
4. The work shall be completed within two months from the date of issue of appointment orders failing which the work allotted shall be cancelled.
5. The Chartered Accountant will be responsible for inviting attention of any material departure from the generally accepted procedure of accounts.
6. If it is noticed at any stage that accounts prepared by the Chartered Accountant is not up to the standard, incorrect, deviates from factual ground realities and misrepresent the facts etc. such C.A. can be debarred from such work and report against him/her will be sent to the Institute of Chartered Accountant of India, New Delhi for initiating action under the Rules.
7. In case any additional information is required by the Govt. of India/State/State Audit Department relating to the ASAs of the H.P. University, the same will have to be attended by the concerned C.A.
8. The Approved Panel of C.A. will be valid for two years and the contract can be extended with mutual consent.
9. The payment to the Chartered Accountant firm shall be released out of Student's Fund of CDOE, H.P. University. The 80% (Eighty Percent) of payment to the firm shall be released after accomplishment of the aforesaid work and remaining 20% (Twenty Percent) of the payment shall be released after final settlement of the accounts/cashbook by the competent authority. If any discrepancy is found in future in preparation of annual accounts/cashbook etc. & finalization of said accounts, same shall be rectify/settled by the same chartered accountant firm.
10. The concerned firm should provide the documentary evidence as appended at **Annexure-I**.

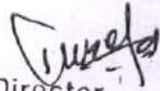
Contd/-

The interested firms may submit the quotations in one sealed envelop superscribed as "Quotations for Chartered Accountant" and must reach at the following address:-

**Director, CDOE,  
Himachal Pradesh University,  
Shimla- 171005.**

latest by 20.04.2026(3:00 P.M.) by speed post. No quotation will be accepted after due date mentioned above.

For more details the desirous firms can contact us on 0177-2832547, 0177-2831327 ([director.icdeol@gmail.com](mailto:director.icdeol@gmail.com)).

  
Director,  
**DIRECTOR**  
CDOE, H.P. University,  
Summer Hill, Shimla-5

**Annexure-I**

**Documents to be attached**

**The Chartered Accountant Firm should submit documentary evidence in respect of the following points:**

- 1.** Name and Address Proof of the Firm (Self Attested).
- 2.** Copy of PAN (Self Attested).
- 3.** Registration Certificate Issued by ICAI.
- 4.** Copy of General Service Tax (GST) Registration Certificate.
- 5.** List of clients held during the last three financial years.
- 6.** Documents in support of clients held in respect of Public Sector/Govt./Educational Institutions (enclosed list)

**Note:-**

- Any other certificate besides the above if deemed necessary can also be enclosed.