

# दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

4, पटेल मार्ग, मौरिस नगर, दिल्ली-110007

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वेबसाइट : www.dr.du.ac.in



NAAC Accredited  
&  
A Star College Status by GOI.

*Daulat Ram College*  
(UNIVERSITY OF DELHI)

4, PATEL MARG, MAURICE NAGAR,  
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No. - DRC/PO/Tenders/2026/1638

Date: - 30.03.2026

## Appointment of Chartered Accountant Firm

Daulat Ram College invites sealed tenders under the **Two-Bid System** (Technical Bid and Financial Bid) from eligible Chartered Accountant firms for providing comprehensive Audit (for 2025-26), Accounting, and Taxation services for the Financial Year 2026-27.

### 1. SCOPE OF WORK

The selected CA firm will be required to perform the following core tasks:

- i. **Utilization Certificates (UCs):** Preparation and certification of UCs for recurring/non-recurring grants and specific project funds in the formats prescribed by UGC/University of Delhi/Government of India.
- ii. **Audit Assistance:** Assistance in drafting professional and technical replies to Audit Paras raised by the **CAG Audit** and the **Internal Audit of the University of Delhi**.
- iii. **Statutory Audit:** Conducting the Statutory Audit of the College accounts and ensuring that the Annual Financial Statements (Balance Sheet, Income & Expenditure) are in compliance with the relevant accounting standards.
- iv. **Taxation & Reconciliation:** Preparation and filing of **Quarterly TDS returns**.
  - o Preparation and filing of **Monthly GST returns**.
  - o Regular reconciliation of GST and TDS data with the College books of accounts.

### 2. MINIMUM ELIGIBILITY CRITERIA

Bidders must fulfill the following criteria to be technically qualified:

- i. **Registration:** The firm must be registered with the Institute of Chartered Accountants of India (ICAI).
- ii. **Experience:** The firm must have successfully completed at least **3 similar assignments** (Audit/Accounting/Taxation) within the last 5 years.
- iii. The firm should be based in Delhi.

**3. Last Date for Submission:** 15<sup>th</sup> April, 2026.

### 4. SUBMISSION INSTRUCTIONS

The tender must be submitted in two separate sealed envelopes:

- **Envelope A (Technical Bid):** Containing Firm Profile, ICAI Registration Certificate, and Experience Certificates, Number of Staff associated with firm, Volume of Audit Handled (in Lakh)
- **Envelope B (Financial Bid):** Containing the professional fee (consolidated annual fee) exclusive of GST.
- **The college may hold an interview of the firms selected after the Financial Bid.**

Both envelopes should be placed in a larger envelope superscribed: "**Tender for Appointment of CA Firm - 2026-27**".

The College reserves the right to accept or reject any or all applications without assigning any reason thereof.

*Savita Roy*

(Prof. Savita Roy)  
Principal