

Diamond Harbour Women's University
D. H. Road, Sarisha, South 24 Parganas

Memo No. DHWU/FO/EOI/07/2025-26

Dated:16.04.2025.

NOTICE INVITING EOI

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR PREPARATION OF THE FINAL ACCOUNTS OF DIAMOND HARBOUR WOMEN'S UNIVERSITY FOR THE FINANCIAL YEARS 2024-25, 2025-26 AND 2026-27

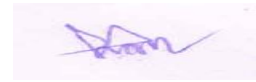
Sealed Quotations are invited from Chartered Accountant Firms having their Registered Office / Branch Office situated in Kolkata, Howrah or South 24-Parganas and having experience of similar work in Government / State-aided Universities or Offices in recent past for preparation of the Books of Accounts/ Final Accounts on the basis of transactions recorded at the Office of the Diamond Harbour Women's University using Tally Software for the Financial Years 2024-25, 2025-26 and 2026-27.

Applicant must furnish the required particulars at Annexure-I clearly and precisely along with the documents as asked for in their official stationery with seal and signature of the authorised representative of the Firm. Applications containing incorrect or incomplete information will summarily be rejected.

The work must be completed within one month from the date of Work Order in normal circumstances. The boarding and lodging will be provided at the Guest House of the University, if required, for a limited period. The consolidated Fees for the total work is to be quoted at column (h) of Annexure-I in both figures and words. The consolidated Fees will be paid after completion of the delegated works satisfactorily within the above mentioned scope of works and within the stipulated period.

All applications must be addressed to the Finance Officer, Diamond Harbour Women's University. Application form along with the copies of Certificate from the ICAI as full-time practitioner, PAN etc. should be enclosed along with the application sent to the Diamond Harbour Women's University, Diamond harbour Road, Sarisha, Diamond Harbour Road, South 24 Parganas, West Bengal-743368.

Quotation shall be submitted within 3.00 P.M on 05.05.2025 in the box kept inside the Office of the University with all requisite valid papers/documents. The Quotations shall be opened on the next day at 12.30 P.M. The quoted rates will remain valid up to 03(Three) Years from the date of issue of the work order.



Finance Officer
Diamond Harbour Women's University

Memo No. DHWU/FO/EOI/07(5)/2025-26

Dated:16.04.2025.

Copy forwarded for information with the request to display this Notice for circulation to:

- 1) SDO, Diamond Harbour, South 24 Parganas
- 2) SDJM, Diamond Harbour, South 24 Parganas
- 3) Post Master, Diamond Harbour Post Office, South 24 Parganas
- 4) BDO, Diamond Harbour II, Sarisha, South 24 Parganas
- 5) Office Notice Board, DHWU



Finance Officer
Diamond Harbour Women's University

Annexure I

To be filled by the Chartered Accountant Firm in response to the notice inviting EOI vide Memo No. DHWU/FO/EOI/07/2025-26 Dated 16.04.2025.

| Sl. No. | Particulars/Documents | |
|---------|---|--|
| 1. | Name, Address & Style of the firm under which practice is being done | |
| 2. | The actual date from which the applicant has been engaged in whole time practice | |
| 3. | Registration details of the firm with Institute of Chartered Accountants of India (ICAI) | |
| 4. | The Membership Number of ICAI | |
| 5. | Copy of certificate from the ICAI as full time practitioner | |
| 6. | Telephone numbers & Email address | |
| 7. | Few copies of documents/papers for engagement of such works at Govt./Para-statal bodies in recent past | |
| 8. | Consolidated Fees in each year for the total works to be done (To be quoted in both figures and works) | |

TERMS AND CONDITIONS AND PARTICULARS ARE NOTED BELOW

- 1) Those who are agreed to these terms and conditions need only quote. No additional terms and conditions to be put forth by the quotationers will be entertained and such offer may be rejected without assigning any reason thereof. The rate offered should be valid for acceptance up to 03(Three) Financial Years from the date of issue of the Work order and the rate is inclusive of all taxes & charges. Rate should be quoted in both words and figures; if there is a discrepancy between words and figures the amount in words will prevail.
- 2) Payment would be made as soon as possible against bill submitted by the bidder after satisfactory completion of the work,
- 3) Decision of acceptance / rejection of the rate offered by bidder shall be final and binding on the bidders.
- 4) The quotationers will have to provide self-attested photocopy of the documents/papers as mentioned in Annexure I failing which the offer may not be considered.
- 5) Acceptance of the lowest offer is not binding to the authority.
- 6) The undersigned reserves the right to accept or reject any or all the offers without assigning any reason whatsoever.