ARMY PUBLIC SCHOOL JODHPUR
(Near RTO Railway Crossing, Ajmer Road, Jodhpur)

EXPRESSION OF INTEREST (EOI)
EMPANELMENT OF CHARTERED ACCOUNTANT FIRM

1. APS Jodhpur proposes to form a panel of Chartered Accountant Firm for a period of three years commencing wef FY 2025-26 to carry out Annual Audit of the School Accounts, verification of employees TDS and deposit the same with concerned authority, various tax matters and allied activities, or any other matter relating to tax or accounts or book keeping etc as per details mentioned in the Form.

2. Interested parties may obtain the prescribed application format from the school office alongwith the undertaking on cash payment of Rs 500/- from **15 to 24 Apr 2025** (0900 hrs to 1430 hrs). The same can be downloaded from our website apsjodhpur.com and be forwarded with DD for Rs 500/- in favour of Principal, APS Jodhpur. Last date for deposit of the form is **25 Apr 2025** (1100 hrs) For any query, please contact – 9414005442

Offg Principal
APS Jodhpur

प्राचार्य / PRINCIPAL
आर्मी पब्लिक स्कूल
Army Public School
जोधपुर / Jodhpur

ARMY PUBLIC SCHOOL JODHPUR
(Near RTO Railway Crossing, Ajmer Road, Jodhpur)

APPLICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRM

Nature of work to be done by the Firm:-

(a) Annual Audit of the Accounts including salary calculation of the staff before 31 Aug every year commencing from FY 2025-26 to be carried out before 31 Aug for consecutive three years.

(b) Issue of Annual Audit Report before 31 Aug.

(c) Issue of Detailed Audit Report as required by the Management.

(d) Verification of TDS of the school employee's and timely deposition of the same with the concerned authority.

(e) Clarification of any type of query/suggestion pertaining to the deduction of income tax, TDS, various tax matters and allied activities.

(f) Comment on financial sustainability of Institution by analyzing income and expenditure.

(g) Track and analyse correctness of procedures for income and expenditure. Bring out any weaknesses and flaws in processes.

(h) Comment on accounting procedures and maintenance of property including expendable.

(j) Specifically check and comment on fee collection procedures and salary accounting procedures to highlight flaws if any and suggest remedial measures.

(k) Suggest measures to enhance savings of the corpus or surplus funds hold by school.

(l) Comment on efficiency of utilization of funds.

(m) Any other queries pertaining to the accounts or book keeping etc.

2. The firms to attach their terms & conditions, copy of firm registration letter and any other requirements not included in this document.

3. Period of Engagement - Three years commencing from the audit for the FY 2025-26

4. Last date of submission of form - **1100 hrs, 25 Apr 2025**.

5. The School Management has right to break the contract before prescribed period.

6. To be Filled by the Firm:-

(a) Registration No (ICAI) of the Firm - _____

(b) Date of constitution of the Firm and - _____
Constitution Certificate of the Firm issued by the ICAI
(copy to be enclosed).

(c) Proof of empanelment of C&AG - _____

(d) Name of the Partners with status) - _____
(FCA or ACA)

(e) Membership No of the Partners & Certificate of Practice (copy to be enclosed) - _____

(f) Complete full address of the Head Office and the Branch with tele/mobile/fax with e-mail address - _____

(g) Income Tax PAN of the Firm - _____

(h) No of full time professionals with the firm:-

(i) Full time FCA Partners _____

(ii) Full time ACA partners _____

(iii) Full time CA employees _____

(j) Whether any court/arbitration or any other Legal case/proceedings pending against the firm/partner _____

(k) Average annual turnover of the firm for last three years : _____

(l) Proof of payment of membership fee and cert of Practice from ICAI (copy to be encl) : _____

(m) Indicate the Tax/Audit work experience in the following sectors:-

(a) PUS _____

(b) Govt (Central/State) _____

(c) Private _____

7. Proposed fee to be paid by the school:-

(a) Annual Audit of the Accounts - Rs 9,000/- per annum

(b) If required, issue of Detailed Report - Rs 1,500/-

(c) Deposition of TDS - Rs 7,200/- per annum.

(d) Any Other charges - Tax as applicable

8. Fee to be charged by the Firm:-

(a) Annual Audit of the Accounts - Rs _____/- per annum

(b) If required, issue of Detailed Report - Rs _____/-

(c) Deposition of TDS - Rs _____/- per annum.

(d) Any Other charges - _____

9. Firms to mention their full address with telephone number on the envelope.

Principal
Army Public School Jodhpur

PRINCIPAL
Army Public Schoo
जोधपुर / Jodhpur

To be filled by the Firm (Mandatory) before Deliver

Name & address of the firm : _____

_____

Name of the Firm's owner/Rep : _____

Signature of the firm's owner/rep with seal : _____

Telephone & Mobile No : _____

Date of Depositing of the Application : _____

UNDERTAKING

This is to certify that our Firm _____ is registered with _____ (ICAI), Registration No _____ and authorized to carry out Annual Audit and other work pertaining to the Accounts in accordance with _____.

This is further certified that if appointed, we will carry out Annual Audit of Army Public School Jodhpur/do other work in accordance with the conditions mentioned in the application format. In case of any kind of deficiency/disobedience of orders, the decision taken by the School Managing Committee, APS Jodhpur will be the final.

Station : Jodhpur

Date : 2025