



ಕರ್ನಾಟಕ ಪರೀಕ್ಷಾ ಪ್ರಾಧಿಕಾರ
KARNATAKA EXAMINATIONS AUTHORITY



ED/DEA/Accts/CR-100/2010-11

2nd March 2016

QUOTATION INVITED FOR MAINTENANCE OF ACCOUNTS 2015-16

Karnataka Examinations Authority invites quotation from the Chartered Accountants / Chartered Accountants firms who have experience in maintenance of Accounts, preparation and compilation of financial statements.

The Chartered Accountants / Chartered Accountants firms who are having experience in this field may submit their quotations. The sealed quotation should be submitted on or before 15th March 2016.

Sl. No.	Scope of work	Amount in Rs (inclusive of all taxes and duties)
	<ul style="list-style-type: none">Preparation of Monthly accounts/Annual financial accounts for the year 2015-16Updating of all cash and bank transactions in the books of account.Accounting of all supply bills/service providers' bills and contract bills.Tracing of all fee collections/short term deposits - encashment of the same interest earnings and TDS by bank under various bank accounts.Accounting of fee forfeiture / retention / fee remittance to colleges and arriving at the final liability towards colleges as at the year end.Analysis of payments to co-ordinators, evaluators, security personnel, counselors including remuneration and traveling expenses and accounting of same in the books.Preparation and finalization of draft accounts for submission to statutory audit and co-ordinating with statutory auditors providing necessary clarifications as required and finalization of accounts after incorporating ratification entries, if any, as suggested by them.Any additional assignment related to accounts has to be attended.	Rs.

1. The above assignment should be taken up within 10 days on receipt of work order.
2. Experienced staff should be employed for maintenance of Accounts
3. Volume of the transaction will be provided during the working hours at KEA
4. KEA will release the payment after auditing the bills by affecting the necessary Statutory Deductions.1
5. The payment will be released through RTGS/NEFT mode. You are requested to provide beneficiary bank details at the time of submitting the bills for payment.

The quotations may be submitted to the Executive Director, Karnataka Examinations Authority, 18th Cross, Sampige Road, Malleshwaram, Bangalore – 560 012.


Executive Director

18ನೇ ಅಡ್ಡ ರಸ್ತೆ, ಸಂಪಿಗೆ ರಸ್ತೆ, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು – 560 012.
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