



अटल बिहारी वाजपेयी चिकित्सा विश्वविद्यालय, लखनऊ, उ०प्र०  
Atal Bihari Vajpayee Medical University, Lucknow, U.P.

Letter No:- 2953/CA/ABVMUUP/2023

Dt:- 02/02, 2023

**LOI**

Offers are invited from Chartered Accountant firms for the conduct of Balance Sheet Audit and Income Tax Return consultancy of the University for the empanelment of chartered accountant firms.

The firm so empanelled shall carry out the work in the University's main campus.

The firm should fill the following requirement:-

1. The firm should be empanelled with CAG.
2. The firm should have atleast 5 partners out of which 3 partners should be FCA.
3. The firm should have atleast 15 years of standing experience.
4. The firm having experience of accounting/auditing in state/central government institutions will be preferred.
5. The firm should have a minimum turnover of Rs.50.00 lacs. per annum in the last three financial years.
6. The firm must not have been debarred from ICAI or RBI or any statutory autonomous body for the misconduct.
7. The firm having office in Lucknow will be given preference.
8. Interested firms shall submit their Bio-Data on or before 20.02.2023 on address given below:

Atal Bihari Vajpayee Medical University, 9<sup>th</sup> Floor, Academic Block, Dr. Ram Manohar Lohia Institute of Medical Sciences, Vibhuti Khand, Gomtinagar, Lucknow-226010.

**The scope of work for Auditor**

The scope of work in respect of audit of annual accounts would comprise the following:-

1. The audit shall include and be carried out as per the General Principles of Accounting & Auditing.
2. The Audit shall cover the status of the Departments proposed under the University, the processes followed in implementation of such Departments, and the receipts and distribution of payments for such Departments.
3. Issue of an audit report containing an audit opinion on the annual accounts of the University, comprising the Balance Sheet, Profit and Loss Account, Cash Flow Statement and Schedules and Notes there to in accordance with the standards prescribed by the ICAI.



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4. Carrying out audit of annual accounts in accordance with auditing standards laid down by the Institute of Chartered Accountants of India.
5. Review of design and operating effectiveness of internal controls in the implementation of the University, including but not restricted to internal controls over financial accounting and reporting.
6. Review of compliance of the annual accounts with accounting standards prescribed.
7. Recommendations on strengthening of internal controls and other financial accounting and reporting practices in accordance with best practices.

**The scope of work for Income Tax Consultancy**

1. Consultancy to be provided as per Income Tax Act 1961.
2. The Engagement shall only be for the specific purpose for filing Income tax return and for dealing with notices received from Income Tax Department.
3. Income Tax Return is to be prepared under suitable section of Income Tax Act.
4. Income Tax Return is to be prepared on the basis of books of accounts documents and details provided by University.
5. The firm will have to disclose all the facts regarding action taken for notices received from Income Tax Department.
6. Any notices received regarding Income tax return or any other notice is to be dealt with in appropriate manner as per Income Tax Rule and Act.

  
(Neelam Singh)  
Finance Officer

CC To:

1. Notice Board of Atal Bihari Vajpayee Medical University, 9'Floor, Academic Block, Dr. Ram Manohar Lohia Institute of Medical Sciences, Vibhuti Khand, Gomtinagar, Lucknow-226010.
2. Notice Board of Institute of Charetered Accountant, Vikas Khand, Gomti Nagar, Lucknow.

  
(Neelam Singh)  
Finance Officer