



**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING**  
**VARUN MARG, DEFENCE COLONY, NEW DELHI-110024**  
**Phone No.24331409**

NO.F.3(89)/CA/Audit/A/cs./SCERT/2014-15/10490-95

Dated: 3<sup>rd</sup> /March, 2015

**QUOTATION**

Sealed Quotations are invited from reputed Chartered Accountants for conducting audit of book of accounts of 09 DIETs for the financial year 2012-13 & 2013-14:-

**Background:**

Nine DIETs (District Institute of Education & Training) work in the field of education training. It receives 75% Grant-in-Aid from M/o Human Resource Development & 25% Share from Govt. of NCT of Delhi. Apart from above, DIET receives various grants from SCERT (HQ) for implementation of scheme i.e. Sarva Siksha Abhiyan, Rashtriya Madhyamic Siksha Abhiyan, Community Leaders Training etc.

Name of DIETs are as under:-

1. DIET – Moti Bagh
2. DIET – Rajender Naar
3. DIET – R.K. Puram
4. DIET – Ghummanhera
5. DIET – Keshav Purm
6. DIET – Pitampura
7. DIET – Darya Ganj
8. DIET – Karkardooma
9. DIET – Dilshad Garden

**Area of Commercial Book Keeping:-**

- a) Preparation of Trial Balance, Income & Expenditure, Receipts and Payment, Statement of Assets and Liabilities in respect of all DIETs
- b) Audit of Accounts of SCERT & DIETs, RMSA, SSA, etc. at Headquarter.
- c) Finalization of Balance Sheet, Profit & Loss Account.
- d) Preparation of Utilization Certificate for recurring and non-recurring grant of MHRD, Delhi Government, SSA, RMSA and any other programmes.
- e) Detailed findings in respect of
  - i) Verification of Cash,
  - ii) Preparation of Bank Reconciliation Statement
  - iii) Pupil Fund Account at DIETs
  - iv) Physical verification of Stores
  - v) Shortcomings noticed during the course of audit to be completed

**Terms and conditions of the Quotation:**

- i) No subletting of the audit shall be allowed
- ii) Audit Reports shall be submitted within three months from the date of issue of Work Order
- iii) No TA/D will be allowed to auditors.
- iv) No advance payment shall be allowed.

v) Fee quoted shall include all taxes.

-: 2 :-

The period of contract is extendable for a further period of two years on year to year basis subject to satisfactory work and willingness of both the parties.

Date of Start of submission of Quotation	05.03.2015 at 10.00 AM
Last date for submission/receipt of Quotations in Tender Box:	17.03.2015 at 5.00 PM
Date of Opening of Quotation	18.03.2015 at 3.00 PM

**DY. CONTROLLER OF ACCOUNTS**

NO.F.3(89)/CA/Audit/A/cs./SCERT/2014-15/

Dated: March, 2015

Copy for information and necessary action to :-

1. The Director, SCERT
2. The Jt. Director, SCERT
3. The In-charge (ET) for uploading the Quotation in Website of SCERT
4. AAO, with the request to attend the meeting of Purchase Committee on 18.03.2015 at 3.00 PM in the room of DCA
5. OS (CT) with the request to attend the meeting of Purchase Committee on 18.03.2015 at 3.00 PM in the room of DCA
6. OS (Admn.), with the request to attend the meeting of Purchase Committee on 18.03.2015 at 3.00 PM in the room of DCA

**DY. CONTROLLER OF ACCOUNTS**



**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING  
VARUN MARG, DEFENCE COLONY, NEW DELHI-110024**

**QUOTATION FORM FOR ENGAGEMENT OF CA AUDITORS FOR DIETs**

1	Date of start of Quotation	05.03.2015 at 10.00 AM
2	Last date of submission of Quotation in Tender Box	17.03.2015 at 5.00 PM
3	Date of opening of Quotation	18.03.2015 at 3.00 PM
4.	Name and address of the Firm with Telephone No.	
5.	Name, designation, address and Telephone No. of authorized person of Firm	
6.	Registration No. of the Firm	
7.	PAN No.	
8.	Experience (copy be enclosed)	

**Financial Bid**

Sl. No.	Name of the DIET	Rate per year	Amount in words
1	DIET – Moti Bah		
2	DIET- Rajender Nagar		
3	DIET – R.K. Puram		
4	DIET – Ghummanhera		
5	DIET – Keshav Purm		
6	DIET – Pitampura		
7	DIET –Darya Ganj		
8	DIET – Karkardooma		
9	DIET – Dilshad Garden		

This is to certify that I/we before signing this quotation have read and fully understood all the terms and conditions contained and undertake myself/ourselves to abide by them.

Signature of the Quotationer

Date: