

A3/1555/2017

Dated:30/06/2017

INVITATION FOR QUOTATION

LBS Centre for Science and Technology Invites sealed quotations

From reputed and experienced CA firms/Accounting firms for the preparation and compilation of annual accounts of the Centre two Engineering Colleges under the Centre (Kasaragod and Thiruvananthapuram) and one model degree College, Parappanangadi, Malappuram for the financial year 2016-17. Further details can be collected from the office of the undersigned during Office hours (or) from www.lbskerala.com. Quotation shall remain valid for 15 days from the date of notice..


DIRECTOR

LBS CENTRE FOR SCIENCE AND TECHNOLOGY

(A Government of Kerala Undertaking)

Nandavanam, Palayam, Thiruvananthapuram - 695 033, Kerala.

Phone: 0471 - 2324396, 2324148

Fax: 0471 - 2337055; Email: lbs@vsnl.com

Websites: www.lbskerala.com www.lbscentre.org

A3/1555/2017

Dated :30/06/2017

a. Organisational set up

The LBS Centre is an autonomous body under the Govt. of Kerala registered under Act XII of 1955 of Literary, Scientific and Charitable Societies Act. The Centre has head quarters at Thiruvananthapuram and 5 Regional Units 2 Engineering Colleges one at Kasaragod and the other at Thiruvananthapuram and one model Degree College at Parappanangadi, Malappuram. The accounts of The Centre and all the Regional unit are finalized in Head Office, Thiruvananthapuram. The accounts of engineering colleges are finalized separately.

b. Qualifying requirements for quotationer

1. Should have 5 years experience in the field of preparation and finalization of accounts with statements such as Balance sheet, Income and Expenditure statement, Receipt and payment Accounts of State Government Autonomous bodies.
2. Name of Autonomous Bodies/Companies with annual turnover whose financial accounts have been completed during last 3 years should be stated.
3. Valid Registration No. PAN, ST registration No.
4. Statement of number of resource person to be engaged for job along with their qualification

- c. Scope of work** : Preparation of Trial Balance, Income and expenditure Account and Receipt and Payment account of Centre and Engineering College separately and consolidated statement. The work is to be carried out at the respective premises. Also should verify all the expenditures were spent in accordance with the existing norms and delegation.

Hard copies (3 Nos.) and Soft copy of accounts shall be submitted.

d. Payment Terms

No advance payment shall be made.
Payment on successful completion of jobs.


DIRECTOR