



LBS CENTRE FOR SCIENCE AND TECHNOLOGY

(A Government of Kerala Undertaking)

Nandavanam, Palayam, Thiruvananthapuram - 695 033, Kerala.

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A3/1555/2017

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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 of applied Science 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, GST 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 and reconciliation statement, Income and expenditure Account Receipt and Payment account and balance sheet 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