



**NETARHAT RESIDENTIAL SCHOOL, NETARHAT**  
**INVITES**  
**PROPOSAL FROM ACCOUNTING EXPERT FOR ACCOUNTING WORK**

Advt No. - 4134

Dated – 24.12.2016

Netarhat Residential School a fully Residential Boy's Senior Secondary School is located 155 km. from Ranchi on top of beautiful Netarhat plateau. This being a premier government educational institution the state government has granted it an autonomous status since 2009. However, state government's budgetary support to it continues as before.

A detailed proposal is invited from expert accounting firms for accounting work including cost of accounting & work completion time for the financial year 2014-15 & 2015-16. **Till now the school follow a single accounting method to maintain its books of accounts now the authority has decided to convert its books of accounts as per mercantile method. The accounting firms are required to maintain books of accounts in Tally ERP 9 as per the norms of relevant accounting standard generally accepted in India.** The application form and relevant documents will be available in the office of the undersigned or can also be downloaded from the website [www.netarhatvidyalaya.com](http://www.netarhatvidyalaya.com)

Selection of firms will be done only after detailed scrutiny of the proposal submitted by the firm, their competency etc. by the respective authority. In case the outsourcing firm performance is found to be satisfactory, the contract can be continue for the further period also.

Interested parties may submit their proposal super scribing "Proposal for Accounting Work" to the Principal, Netarhat Residential School, Netarhat through Registered Post/Speed Post/Courier Service / By hand only on or before 05th January, 2017 up to 2p.m  
The undersigned shall have the right of rejecting all or any of the proposals without assigning any reasons thereof.

**Sd/-**  
**(Principal)**  
Netarhat Residential School,  
Netarhat

## Application Form

Status of the Firm: - Partnership:  Sole Proprietorship:

1. (a) Name of the firm (in Capital letters) \_\_\_\_\_  
(b) Address of the Head Office \_\_\_\_\_  
(Please also give telephone no. \_\_\_\_\_  
and e-mail address) \_\_\_\_\_
2. Date of constitution of the firm : \_\_\_\_\_
3. Full-time Partners / Sole Proprietor of the firm : \_\_\_\_\_
4. Number of staff employed full-time with the firm : \_\_\_\_\_
5. Number of Branches if any (please mention \_\_\_\_\_  
places & locations)
6. Accounting Charges per year ( Including taxes) : \_\_\_\_\_

Place:

Date:

(Signature with Seal)

## **GENERAL TERMS & CONDITIONS**

- 1) Selection of firms will be done only after detailed scrutiny of the credentials of the firm, their competency etc.
- 2) All information should be kept confidential by the firm.
- 3) All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
- 4) The firm will have to start the accounting work within 10 days of the receipt of the letter of appointment.
- 5) The outsourcing firm shall not assign, transfer, pledge or sub contract the performance of services in any case what so ever.
- 6) In case the outsourcing firm fails to perform or its performance is found to be unsatisfactory, the contract can be terminated by the school by giving one month's notice.
- 7) Principal reserves the right to reject any or all the bids without assigning any reason thereto. Principal will also have a right to reject any bid on the basis of unsatisfactory past performance of a bidder or warranted termination of past contract. Suppression/misrepresentation of any factual information by any bidder or furnishing false information, shall render the contract liable to be terminated. The decision of Principal shall be final and binding in this regard.

Place:

Date:

(Signature with Seal)