



# मैत्रेयी महाविद्यालय MAITREYI COLLEGE

दिल्ली विश्वविद्यालय/University of Delhi

बापुधाम परिसर, चानक्यपुरी  
नई दिल्ली - 110021

Bapudham Complex, Chanakyapuri  
New Delhi-110021

दुरभाष / Tel. 91+ 9311331434

दुरभाष / Tel. 91+9311331435

Email: maitreyi1967@yahoo.co.in

MT/Acctts/CA/24-25/\_\_\_\_\_

Dated: 13/12/2024

## SUB: Requirement of Professional Services of Chartered Accountant.


Sir/Madam,

The College invites kind attention towards required Professional Services of Chartered Accountant for Audited of College Accounts for Financial Year 2024-25 (Sr No. 1) and other services for Financial Year 2025-26 (Sr No. 2 to 6) as mentioned at Annexure- 1 in Maitreyi College on the following terms:-

1. The engagement of Internal Auditor is for one year and will commence w.e.f. 01.04.2025.
2. Must be registered member of ICAI (Institute of Chartered Accountants of India).
3. Confidentiality and data protection of College records should be maintained.
4. The CA will report to Principal, Maitreyi College, Chanakyapuri, Delhi-110021 in this regard.

If you inclined to provide your services to us, you are requested to kindly quote your rates in S. No. 02 to 06 of Annexure-1. Kindly submit a properly filled and signed scanned copy of this information on your letter head through an e-mail to the college on or before 28.12.2024 at [so.accounts@maitreyi.du.ac.in](mailto:so.accounts@maitreyi.du.ac.in). The subject line should be mentioned as "Applied for Chartered Accountant Services at Maitreyi College".

If you required any further clarification in this regard, you may contact to Administrative Officer on any working days between 10:00 AM to 5:00 PM

  
13/12/24  
Mr. Ranu Kumar  
Administrative Officer



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## ANNEXURE-1

S. No.	Scope of work	Fees, including applicable taxes	Remarks, if any
1	Audit Fee for various accounts maintained by the College for Financial Year 2024-25	* As per UGC guidelines	
2	Income tax return filing charges (on yearly basis)	To be filled	
3	GST Return filing charges (on monthly basis)	To be filled	
4	Vetting of Utilization certificate	To be filled	
5	TDS Return (Salary & Non-salary) charges per entry for college employees for each quarter	To be filled	
6	Scrutiny Charges of Income tax, under related section (for complete settlement), if any	To be filled	


Signature of CA : \_\_\_\_\_

Name of the firm with Membership No. : \_\_\_\_\_

Name of the CA: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

  
13/12/24