

Detailed scope of work for tender regarding conversion of old accounting system to double entry system of accounting.

Financial years for which annual accounts are to be prepared : 2011-12, 2012-13, 2013-14, 2014-15, 2015-16 & 2016-17 in explicit mode and in self-contained volumes. Income & Expenditure A/C, Receipts & Payments A/C & Balance Sheet are to be prepared for each category of Accounts. Consolidated Accounts (Consolidated Income Expenditure A/C, Receipts & Payments A/C & Balance Sheet) are also to be prepared year-wise and in separate volumes. Notes on Accounts should form an integral part of the financial statement attached with the Final Account linking with the relevant schedules, Standard accounting principles and norms are to be applied in preparation of Accounts. Rate of Depreciation (as per I.T Act) shall be applicable.

Category of Accounts : University Accounts are classified into different categories such as :

A/C 01 - Accounts of University General Fund.

A/C 02 – Accounts of UGC schemes & Projects.

A/C 03 – Accounts of Non-UGC schemes & Projects.

A/C 05 – Accounts of professorship from outside source.

A/C 06 – Accounts of Earmarked special Fund.

A/C 07 – Accounts of Endowment & Trust Fund.

A/C 08 – Accounts of Govt grant for recurring & Non- recurring Expenditure.

A/C 09 – Accounts related to scholarship & stipend.

Records & books to be prepared : All relevant books of Accounts & statements including schedules year wise are to be prepared. Asset Registers are to be prepared Campus wise, Department wise, Asset wise and Account Category wise. Different departments are located in campuses such as College Street Campus, Rajabazar Campus, Alipore campus, Ballygunge campus, B.T Road campus etc of

the University. The job of preparation of Asset Register includes visiting departments located in every campus and marking the assets after physical verification and duly entering it in the Asset Register.

Time period : Accounts are to be completed latest by 31st July 2017 presuming that the work can be started w.e.f. Dec/2016.

Place for submission of Tender : Office of the Accounts Officer, 3rd floor, Centenary building, College street campus.

Liquidated Damages Clause : This being a time-bound work, emphasis is to be imparted to complete the work as per schedule projected. Delay in preparation of Accounts beyond the stipulated date shall attract deduction of fees for delay (10% of fees for delay in every month).

Last date of submission of Tender : 4th November 2016, 4 pm.

Sd/-

Accounts Officer

University of Calcutta.