



UNDER POSTING OF CERTIFICATE
SARDAR VALLABHBHAI
NATIONAL
INSTITUTE OF TECHNOLOGY,
SURAT

☎ 0267-2210332,02671603/12
FAX NO. 0261-2258709
GRAM : SVNIT
E-MAIL :
director@svnit.ac.in

SVNIT

No.: Hostel/ Audit/ 733 /2019-20

Dates: 14.11.2019

To,

SUB: ENQUIRY DOCUMENT FOR PROVIDING INTERNAL AUDIT & ALLIED SERVICE TO HOSTEL SECTION, SVNIT, SURAT

Dear Sir,

You are requested to quote your price to perform the job listed overleaf. The quotations may be sent to the undersigned in a sealed envelope and subscribed as: "Quotation with reference to Enquiry No. HOSTEL/Audit/733 /2019-20, Dtd: 14.11.2019. Your quotation should reach the undersigned on or before 27.11.2019. **(Before 5:00 pm)**."

- 1) The taxes charged should be at the concessional rates allowed to educational institutions as per the relevant notification of the Government.
- 2) The rates mentioned in the job work order are **inclusive** of all taxes.
- 3) The Bill in duplicate and all dispatch documents are required to be sent to the consignee
- 4) The C A firm shall prepare and submit the audit report on or before 15th February 2020.
- 5) The C A Firm should provide certificate required for opening Bank Account at no extra cost as and when required.
- 6) Enquiry should be enclosed in a **sealed covers**, super scribed "**Enquiry for Providing Internal Audit & Allied Services to HOSTEL SECTION, SVNIT, SURAT**" addressed to the "**Co-Chairman, Council of Warden, Sardar Vallabhbhai National Institute of Technology, Ichchanath, Surat-395 007.**"
- 7) The Enquiry received after due date will be rejected.
- 8) The Director reserves the right to reject services, which are not strictly in conformity with the terms and condition but otherwise found suitable.
- 9) In case of dispute, the matter will be subject to Surat Jurisdiction only.

Payment is normally made by cheque drawn on the S.V.N.I.T. Branch Office of State Bank of India, Surat-395007.

Yours faithfully,

-SD-

Co-Chairman
Council of Warden

SCHEDULE – B

Name of Work: ENQUIRY DOCUMENT FOR PROVIDING INTERNAL AUDIT & ALLIED SERVICE TO HOSTEL SECTION, SVNIT, SURAT

Sr.	Description	Qty	Total Amount in Rs. (Including all Tax & GST)
1.	Professional Fees for audit of Hostel's Books of account for Academic Year-2017-18 and 2018-19	8 (Eight) Hostel Accounts 1.MaintenanceAccount* 2.Electricity Account* 3.Student Activity Account* 4.Xerox account* 5.Hostel Admission Fess Account* 6.Narmad Bhavan* (Guest House) *Applicable duration with Hostel Section	

**Signature of the,
Agency with
Stamp/Seal**