



VALLABHBHAI PATEL CHEST INSTITUTE  
UNIVERSITY OF DELHI  
P.O. Box No. 2101  
DELHI – 110007

Ref. No. VPCI/ACCTTS/CA/BS 2023-24/PUR/1353 SP-12454 March 29, 2023

To,

M/s. Manoj Mohan & Associates

F-18A, Sector -27, Noida – 20301.

Gautam Buddha Nagar (U.P.)

Sub:- Preparation of Financial Statements of Accounts and Audit Report thereof of Vallabhbhai Patel Chest Institute VPCI for the Financial Year 2023-24

Ref No. VPCI Tender No.:- VPCI/PUR/ACCTS/CA/BS/22-23/01/1376 dated 27.10.2022 and subsequent E-Tender dated 17-11-2022 submitted by you and financial e-Bid encrypted on 24-02-2023

Dear Sir,

This has reference to tender dated 27.10.2022 under two bid system and your subsequent bid dated 17-11-2022 on the subject mentioned above. We are pleased to inform you that the Competent Authority, VPCI has approved to place a work order to you for Preparation of financial Statement of Accounts and Audit Report thereof of the Institute for the year 2023-24 on the following terms and conditions:-

1. An amount of Rs. 4,60,460/- (Rupees Four Lakh Sixty Thousand Four Hundred Sixty Only) Plus taxes will be payable to you after satisfactory report you for the said work as per Annexure "A" enclosed.
2. You are also required to deposit a performance guarantee of @ 5 % of Total Work Order in the form of Fixed Deposit Receipt (FDRF) from a Nationalized Bank duly pledged in favour of the Director, VPCI, University of Delhi – 110007. The FDR should remain valid for a period beyond Sixty Days from the date of Completion of the Work Contract.
3. Please also submit the Bio-Data and other details in r/o staff(s) including CA and Team Leader to be deployed for the work at VPCI as per terms of the tender.
4. The terms & Conditions as per tender dated 27.10.2022 shall be accepted & followed in total.

If the above offer is acceptable to you, you are requested to convey your acceptance along with the enclosed copy of Terms & conditions duly accepted and Performance Security (PG) in the form of FDR within Three Days and start the work at the earliest.

Thanking You,

Yours faithfully,

(Deputy Registrar)

- Copy to: - 1. Website Division, VPCI – for uploading on Institute Website.  
2. S.O A/cs) – for information & N.A. Pl.  
3. Director's Office – for information  
4. Master File  
5. Office Copy




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**Scope of Work**

Following jobs are to be required:

- (a) Preparation and maintenance of Accounts in the prescribed formats on monthly basis as per VPCI/DU guidelines for the purpose of Annual Accounts 2023-24. Feeding of all receipts, payments and journals vouchers on daily basis. There are six major accounts of the VPCI namely VPCI (Grant in Aid Account), Scheme A/c, MRU A/c, Tax A/c and NTQL's Account and VPCI, New Delhi Umbrella Scheme A/c.
- (b) Preparation and finalization of Annual Accounts of the VPCI for the financial year 2023-24 on accrual basis and submission of reports as per requirement of the Institute. Preparation of Bank Reconciliation Statement on monthly basis and follow up action with the bank.
- (c) To attend and assist the Audit being specifically conducted by the Office of the Directorate General of Audit (Central Expenditure), New Delhi and any other agency in VPCI premises from time to time.
- (d) To give opinion on matters relating to Income Tax including TDS, VAT and Service Tax as and when required and also to advise on accounting automation and system oversight as and when required.

**Note:** As the Annual Accounts are required to be finalized by 31<sup>st</sup> May, 2024, in the prescribed format, the firm shall be expected to make best efforts to finalize the Accounts at the earliest on or before 31/05/2024. Non - receipt of records/information from any Department/Branch of VPCI, the firm may report the matter to the Deputy Registrar, VPCI immediately.

  
उप कुलसचिव / Deputy Registrar  
वी पी चैस्ट संस्थान V P Chest Institute  
दिल्ली विश्वविद्यालय दिल्ली 110007  
University of Delhi, Delhi-110007