



सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण
सीपज़ सेवा-केन्द्र भवन, सीपज़-विआक्षे
अंधेरी (पूर्व), मुंबई - 400 096.

SEEPZ SPECIAL ECONOMIC ZONE AUTHORITY
SEEPZ SERVICE CENTRE BUILDING, SEEPZ SEZ.
ANDHERI (E), MUMBAI - 400 096.

File no. SEEPZ/SEZ/EMS/CA/03/2016-17/05503 Date: 15th April, 2016

Sub: - Appointment of Chartered Accountant firm for Book Keeping of SEEPZ SEZ Authority for financial year 2016-17.

Sir,

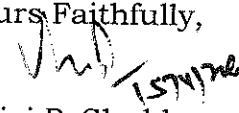
In this regard it is hereby conveyed that the SEEPZ SEZ Authority has been constituted under the SEZ Act, 2005 with affect from 1/4/2009. The SEEPZ SEZ Authority proposes to appoint Chartered Accountant firm empanelled by CAG for Book Keeping and maintenance of Account for the financial year 2016-17.

The detail scope of work is attached herewith for ready reference.

You are hereby requested to submit your detailed proposal & quotation in sealed cover on or before 25th April, 2016 keeping in the mind the scope of work.

Thanking You,

Yours Faithfully,


Vijai P. Shukla
(Estate Manager)
SEEPZ SEZ, Authority

अध्यक्ष Chairperson 28290856

सचिव Secretary 28294729

प्रबंधक (संपदा) Manager (Estate) 28294725

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सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण के बढ़ते कदम - राजभाषा के संग

Scope of Work

1. Preparation of Balance Sheet for the FY 2016-17;
2. Preparation of Income & Expenditure Account for the FY 2016-17;
3. Statement of Receipt & Payment as prescribed by Comptroller & Auditor General of India, Ministry of Finance;
4. Schedules to the above financial statements;
5. Instructions and Accounting Principles;
6. Notes and Instructions for schedules;
7. Preparation of Budget;
8. No dues certificate for rent, gate pass and fine & penalty dues as and when the unit debonded;
9. Accounting of maintenance & repairs taking into account the utilisation certificate , work completion report by consultant and respective bills;
10. Accounting of Aside work taking into account the utilisation certificate , work completion report by consultant and respective bills;
11. Filing of Income Tax return of Authority;
12. Filing of TDS return on quarterly basis;
13. Filing of TCS return on quarterly basis;

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14. Filing of VAT returns as per periodicity prescribed;
15. Ensuring Statutory Compliance;
16. Calculation of yearly usage charges to be collected from units;
17. Preparation of accounting data as per format as required by Ministry from time to time;
18. Coordination with C& AG officials with respect to data required From accounts;
19. Drafting of C & AG Para replies in respect of accounting issues;
20. Preparation of Annual Accounts of the Authority pertaining to a financial Year latest by 30th day of June of subsequent financial year;
21. Compliance report on the observations of C & AG and Public Accounts Committee to be submitted when required by the Govt. of India;

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