

ARMY PUBLIC SCHOOL

SARDAR PATEL MARG, LUCKNOW CANTT-2

PHONE NUMBER: 8795579555

E-mail-apsspmlucknow@awesindia.edu.in, Website: www.apsspmlko.com

NOTICE : RECRUITMENT, TENDER & HIRING FOR SERVICES (CA)

1. The School invites Applications/Tenders for the following:-

Sl. No.	Details	Last Date of receipt of applications/ tender	Remarks
1.1	Recruitment of :- (a) Term Basis (04 years) UDC-01, LDC-03, Paramedics (Nursing Asst)-2, Driver-01, (b) Adhoc- Assistant Librarian- 01, MTS-03, Gardener-03 and Housekeeping-05	28 May 2026	To be dispatched by Post/by hand
1.2	Second call for Procurement and Installation of CCTV Camera for New AMWP Building.	Date extended upto 28 May 2026	Drop in School's Tender Book
1.3	Hiring of CA for Audit Related work of school	30 May 2026	-do-

2. Details can be downloaded from School website www.apsspmlko.com

PRINCIPAL



Contact : 6930 (Army) & 8795579555 (Mobile)
Email ID : apsspmlucknow@awesindia.edu.in
(Affiliation No 2180022 & School Code 70909)

Army Public School
Sardar Patel Marg
Lucknow Cantt (UP)
PIN 226002

Request for Proposal No : 136/CA Appt/APS dt 13 May 26

REQUEST FOR PROPOSAL/ESTIMATE FOR HIRING OF CA
(LAST DATE OF RECEIPT OF PROPOSAL : 25 MAY 2025)

(PROPOSAL TO BE PLACED IN SCHOOL'S TENDER BOX DULY SEALED IN AN ENVELOP AND DETAILS OF FIRM BE MENTIONED ON ENVELOP)

1. Please refer the advertisement dated 13 May 2026 (Dainik Jagran & TOI)
2. Details of Firm/Chartered Accountant:-
 - 2.1 Name of CA/Firm : _____
 - 2.2 Year of Establishment : _____
 - 2.3 Details of Registration : _____
 - 2.4 Experience in yrs (with details) : _____
(Mandatory minimum three yrs experience)
 - 2.5 Attach profile of Firm/CA : _____
 - 2.6 Office Address of Lucknow (mandatory) : _____
(with mobile No & email ID)

3. Kindly quote your proposal/estimate for the audit of accounts of the school as per details given below:-

S No	Details	A/U	Qty	Rate per (incl all charges)	Total Amount
1	Quarterly filing 24Q	Nos	4		
2	Quarterly filing 26Q	Nos	4		
3	Generation of Form 16 and calculation for TDS deduction (all employees approx 150)	Nos	150		
4	Utilization Certificate/Other works as per requirement	Nos	1		
5	Annual Audit	Nos	1		
6	ITR filing	Nos	1		



4. Details of audit related work needs to be carried out are as under: -
- 4.1 Different types of receipts like fees, security deposits, etc.
 - 4.2 Assist/guide in upkeeping/maint of financial records and other registers in an organized manner for retrieving any data.
 - 4.3 Checking of financial transaction as per the fin powers and SOP of school.
 - 4.4 Credit of various funds under different heads.
 - 4.5 Timely action against statutory compliances along with their documentation.
 - 4.6 Assist/guide in reconciliations of different bank accounts.
 - 4.7 Assist/guide in FDR investment and reinvestment to benefit the school.
 - 4.8 Monitoring of TDS deducted on FD interest income along with its accountability as per Form 26AS.
 - 4.9 Accounting of the Terminal Benefits like leave encashment and gratuity.
 - 4.10 Verification of cash/petty cash at appropriate intervals to check the correctness of cash in hand is its utilization as per rules/SOP of the school.
 - 4.11 Procedures followed for Items purchased towards repairs of building, furniture, machinery, upkeep, etc are from approved vendors, if any and the cost charged are more or less than the MRP of these items.
 - 4.12 Proper accounting of deficiencies or condemnation of items in different stock registers maintained during MSTB & ASTB.
 - 4.13 Classification of fixed assets as per their description in Fixed Assets.
 - 4.14 Tracking/monitoring of Traces/ITR site of the school and timely assist/guide to rectify the issue if any observed by the ITR.
5. Term of Hiring. Initial it will be for one year and subject to extension maximum upto three years.
6. Preference will be given to firm/CA of Lucknow statin and also worked with any APSS/Schools.
7. Proposal through email will not be accepted.

Jeemataro
Principal
APS, SP Marg

