



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

आयुष मन्त्रालय, भारत सरकार
आयुर्वेदिक विज्ञान आयोग (विज्ञान) एवं आयुर्वेदी अनुसंधान भवन
61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058
CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

Ministry of AYUSH, Govt. of India
Jawahar Lal Nehru Bhartiya Chukitsa Evam Homoeopathy Anusandhan Bhawan
61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

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F. No. 1-1/2016-17/CCRAS/CA | 575

Dated: 3 AUG 2018

To,

As per list enclosed

Sub: Expression of interest "For Empanelment of Chartered Accountant"-reg.

Sir,

This organization intends to empanel "Chartered Accountant for providing professional services" as detailed below:

SCOPE OF WORK

1. Preparation of statement of six heads Release/FDR,s, Receipt and Payment Accounts (Trial Balance) Institution/ Unit wise of 28 Decentralised Units. (Monthly)
2. Consolidation of Receipt and Payment Accounts (Trial Balance) Institutes/Unit wise of 28 Decentralised Unit. (Monthly)
3. Preparation of Receipt and Payment Accounts Income Expenditure Accounts, Balance Sheet and Utilization Certificate of six heads of GIA/GPF/Piptyadi Yoga/ GTP/Comprehensive Data Base / New Pension Scheme/ NEIFM Pasighat/ NEIAH Shilong/ Pension/ DST/ User Charges/ SBI collect/FDR etc. (Monthly)
4. Reconciliation and adjustment of Opening and Closing balances of 28 Decentralized Unit and CCRAS HQ. (Monthly)
5. Obtaining TDS Exemption Certificate from Income Tax.
6. Correction/Rectification/Reply to Notices received from TDS/ Income Tax Department.
7. Correction/Rectification/Reply to Notices received from GST Department.
8. Downloading TDS certificates.
9. Filing of TDS returns
10. Income Tax returns
11. Filing of GST returns

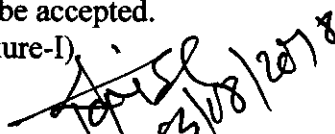
Sealed Quotations are invited from Delhi based Chartered Accountants firms empanelled with Comptroller and Auditor General of India (C&AG) for providing above mentioned professional services for the year 2018-19 to CCRAS, New Delhi.

The quotation should be sent in sealed envelope and addressed to "The Director General, CCRAS, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi – 110058 on or before 23/08/2018 upto 4: 00 p.m by post.

Pre-bid meeting of CA's will be held on dated 10/08/2018 at 11:00 a.m in the committee Room of the C.C.R.A.S., New Delhi.

Terms & Conditions:-

- a. The compilation of accounts, Receipt and Payment accounts, Expenditure account etc are a time bound work, hence be completed within the prescribed time limit.
- b. Firm should be empanelled with C&AG and a copy of the same may be enclosed with the quotation.
- c. Amount required as fee, service tax conveyance, overhead expenses etc. Should be mentioned in the quotation in figure as well as in words. Over writing on figure and words will not be accepted.
- d. Attested copy of PAN/TAN/GST of the firm to be enclosed with the quotation.
- e. Registration of the firm, if any.
- f. Work experience in Central/State Govt./Autonomous Body organizations. Copy of the same is to be enclosed.
- g. The Selected firm has to face to DGACE (CAG) for Audit clarification on the issue raised by the CAG during audit regarding compilation and finalization of Annual Accounts, if required.
- h. The undersigned reserve the right to reject or accept any quotation without assigning any reason at any stage.
- i. If works found satisfactory contract may be extended year to year basis.
- j. The quotation should be submitted along with Demand Draft of EMD of Rs. 5000/- (Rupees Five Thousand only) in favour of "The Director General, CCRAS, New Delhi" EMD of successful firm will be returned after completion of the work.
- k. If successful firm deny the work or fails to complete the work EMD Rs. 5000/- will be forfeited by CCRAS.
- l. The quotation received by post on or before due date will be accepted.
- m. Quotation is to be submitted in enclosed proforma (Annexure-I).


(Vinod S. Abnave)
Administrative Officer (Accounts)
For Director General

Copy to:-

1. CAG empanelled Chartered Accountants for submission of Quotation.
- ✓ 2. IT Cell, CCRAS, New Delhi for display in our web-site for wide publicity.
3. CCRAS Notice Board.

