



# केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

आयुष मन्त्रालय, भारत सरकार

जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन  
61-65, सांस्थानिक क्षेत्र, सम्मुख 'डी' ब्लॉक, जानकपुरी, नई दिल्ली-110058

**CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES**

Ministry of AYUSH, Govt. of India

Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan  
61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

ग्राम : आयुष  
Gram : "AYUSH"  
Fax : 28520748  
**EPBX**  
28525852, 28520501  
28522524, 28525831  
28525862, 28525883  
28525897

F.No.1-37/2023-24/CCRAS/IA/Acct

Dated: 5<sup>th</sup> March 2024

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

Sealed Quotations in two bid system are invited from Delhi based Chartered Accountants firms empanelled with the Comptroller and Auditor General of India (C&AG) for preparation and compilation of Annual Accounts of the CCRAS for the year 2023-24 and filing of various returns for the year 2024-25.

### 2. General information about the Quotations:

a)	Quotation Reference No.	1-37/2023-24/CCRAS/IA/Acct
b)	Last date and time for receipt of sealed Quotations	26.03.2024 (Tuesday)
c)	Time and date of opening of sealed quotations	28.03.2024 (Thursday)
d)	Place of opening of Quotations	Committee Room of CCRAS

### 3. The Quotations shall be submitted in two bid system.

- Technical bid (as per Annexure-I) consisting of all technical details; and
- Financial bid (as per Annexure-II)

Technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed as "Technical bid" and "financial bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super subscribed "Quotation for Empanelment of Chartered Accountant". Sealed quotations should be addressed to "The Director General, CCRAS, JanakPuri, New Delhi- 110 058.

4. The sealed quotations may be put in the Tender Box placed in Admin Section (Room No. 221) on 2<sup>nd</sup> floor or may be sent by post at the aforesaid address latest by the due date and time. Quotations received after the last date of submission will be rejected outright.

5. The sealed quotations will be opened on the stipulated date in the presence of authorized representative of the CA agencies who may like to be present.

6. The signature in Ink of authorized representative of the CA agency with stamp must be appended on each paper of Quotation. Non-compliance of this condition will result in rejection of quotation outright.

7. The date of submission must be recorded on Quotation. Non-compliance of this condition will result in rejection of quotation outright.

8. The bidder will have to submit EMD of Rs. 10,000/- (Rupees Ten Thousand only) in favour of the Director General, CCRAS, New Delhi along with the quotations. The EMD of unsuccessful bidders will be refunded as per provisions given in General Financial Rules.

9. The successful bidder (L1) will have to submit Performance Security of 9 (nine) per cent of the total quote of the contract in favour of the "Director General, CCRAS, New Delhi" in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank or online payment in an acceptable form safeguarding the interest of the CCRAS. The Performance Security should remain valid for a period of 60 days beyond the date of completion of work. If the successful firm denies or fails to complete the work, the Performance Security will be forfeited by the CCRAS.

## **SCOPE OF WORK**

Preparation of Annual Accounts of the CCRAS for year 2023-24 (Sl. No. 1 to 5) and return work (filing of various returns etc. for the F.Y. 2024-25 etc. (Sl. No. 6 to 14)

1. Preparation of Receipts and Payments Statement of 30 units and CCRAS HQ office (6 heads-Monthly).
2. Reconciliation and Consolidation of Receipts and Payments of 30 units and CCRAS HQ office (6 heads -Monthly).
3. Preparation of Receipts and Payments Statement at HQ office: -
  - a) Balance Sheet Funds Accounts.
  - b) Non-Plan Projects Accounts.
  - c) NPS, GPF and Pension Accounts.
  - d) FDRs
4. Consolidation of Income and Expenditure Account and Balance Sheet of the Council.
5. Preparation of statement of six heads Release/refund/FDRs etc.
6. Obtaining TDS Exemption Certificate form Income Tax Department.
7. Correction/Rectification in r/o TDS and Replies of Notices received from Income Tax Department.
8. Correction/Rectification in r/o GST and Replies of Notices received from GST/Income Tax Department.
9. Downloading TDS Certificates (Quarterly).
10. Filing of TDS returns (Quarterly) for the year 2024-25.
11. Filing of Income Tax returns of the Council for the year 2024-25.
12. Filing of GST return for the year 2024-25.
13. Reply of draft SAR and Final SAR (Separate Audit Report).
14. The selected firm will have to interface with the Director General of Audit (Central Expenditure), New Delhi during the course of Certification Audit for the year 2023-24 for clarification on the issued raised by the Audit regarding compilation and finalization of Annual Accounts for the year 2023-24. The CA firm will also prepare reply of Audit Memos and Half Margins of DG, Audit Team.

## **Terms & Condition: -**

1. Copies of valid empanelment with C&AG of India may be enclosed with the quotation.
2. Amount required as fee, GST, conveyance, overhead expenses, etc. should be mentioned in the quotation in figure as well as in words. Overwriting on figure and word will be not accepted.
3. Copies of PAN, TAN, Income Tax Registration, GST Registration of the firm must be enclosed with the quotation.
4. Copy of Registration of the firm with ICAI may be enclosed.
5. Work experience of at least five years of preparation of Annual Accounts of Autonomous Bodies, organization is necessary condition for accepting bid. Copy of the same is to be enclosed.

6. The turnover of the bidder must be more than Rupee One Crore during in every previous three years. Photocopies of the proof must be attached.
7. The DG, CCRAS reserve the right of accepting or rejecting any quotation without assigning any reason at any stage.
8. Contract may be extended for one year on the same rates and terms and condition subject to satisfactory performance of the CA agency.
9. Quotation is to be submitted in the enclosed format. (Annexure-I) in sealed cover.
10. This is a time bound work, hence be completed within the prescribed time limit by 30<sup>th</sup> June 2024.
11. The employees(s) of the CA firm will sincerely attend to the work allotted at CCRAS, HQ office regularly. Failure in attending work preparation of Annual Accounts for the year 2023-24 and delay in completion of work will result in imposing of penalty as deemed fit by the competent authority.
12. The successful bidder (L1) will have to submit Performance Security of 9 (nine) per cent of the total quote of the contract in favour of the “Director General, CCRAS, New Delhi” in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial Bank or online payment in an acceptable form safeguarding the interest of the CCRAS. The Performance Security should remain valid for a period of 60 days beyond the date of completion of work. If the successful firm denies or fails to complete the work, the performance Security will be forfeited by the CCRAS.
13. The CA agency will review/examine the status of preparation and consolidation of Annual Accounts for the year 2023-24 and routine work i.e filing of various returns for the year 2024-25. Further, the CA agency will submit a monthly Status Report to DG, CCRAS.

(Dilip Jain)  
Administrative officer (Account)  
For Director General

Copy to: -

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

ADO(Accounts)

**ANNEXURE – I**

**Technical Bid to Empanel “Chartered Accountant for providing professional services” for preparation of Annual Accounts for year 2023-24 and filling of various returns for the year 2024-25**

To

The Director General, CCRAS  
No. 61-65, Institutional Area,  
Opp. ‘D’ Block – Janakpuri,  
New Delhi -110058

<b>S.No</b>	<b>Documents to be kept in Technical bid</b>	<b>Specifically record “YES” or “NO”</b>
1.	Whether signature in Ink and stamp appended on each paper of Quotation	
2.	Whether date of submission recorded on Quotation.	
3.	Whether Copy of empanelment with C&AG of India enclosed	
4.	Whether Copy of Income Tax Registration is attached.	
5.	Whether Copy of PAN is attached.	
6.	Whether Copy of TAN is attached.	
7.	Whether Copy of GST Registration Certificate is attached.	
8.	Whether Copy of Registration of the firm with ICAI enclosed.	
9.	Whether Copies of Work experience of at least five years of preparation of Annual Accounts of Autonomous Bodies enclosed.	
10.	Whether copies of Income Tax Returns indication the turnover of the bidder more than Rupee One Crore during previous three years attached.	
11.	Whether Self certificate in respect of not being black listed from any Govt./Semi Govt. office attached.	
12.	Whether EMD for Rs. 10,000/- deposited.	
13.	Whether CA firm H.O in Delhi.	

**Signature**

**Firm Name: -**

**Address: -**

**Date: -**

**Place: -**

**ANNEXURE – II**

**Financial Bid to Empanel “Chartered Accountant for providing professional services” for preparation of Annual Accounts for year 2023-24 and filing of various returns for the year 2024-25**

To,

The Director General, CCRAS  
No. 61-65, Institutional Area,  
Opp. ‘D’ Block – Janakpuri,  
New Delhi -110058

<b>S.No.</b>	<b>SCOPE OF WORK</b>	<b>Amount Rs.</b>
1.	Preparation of Receipts and Payments Statement of 30 units and CCRAS HQ office (6 heads-Monthly).	
2.	Reconciliation and Consolidation of Receipts and Payments of 30 units and CCRAS HQ office (6 heads -Monthly).	
3.	Preparation of Receipts and Payments Statement at HQ office: - a) Balance Sheet Funds Accounts. b) Non-Plan Projects Accounts. c) NPS, GPF and Pension Accounts. d) FDRs	
4.	Consolidation of Income and Expenditure Account and Balance Sheet of the Council.	
5.	Preparation of statement of six heads Release/refund/FDRs etc.	
6.	Obtaining TDS Exemption Certificate form Income Tax Department.	
7.	Correction/Rectification in r/o TDS and Replies of Notices received from Income Tax Department.	
8.	Correction/Rectification in r/o GST and Replies of Notices received from GST/Income Tax Department.	
9.	Downloading TDS Certificates (Quarterly).	
10.	Filing of TDS returns (Quarterly).	
11.	Filing of Income Tax returns of the Council.	
12.	Filing of GST return.	
13.	Reply of draft SAR and Final SAR (Separate Audit Report).	
14.	The selected firm will have to interface with the Director General of Audit (Central Expenditure), New Delhi during the course of Certification Audit for the year 2023-24 for clarification on the issued raised by the Audit regarding compilation and finalization of Annual Account for the year 2023-24. The CA firm will also prepare reply of Audit Memos and Half Margins of DG, Audit Team.	
	<b>Net Rs.</b>	
	<b>ADD GST and other taxes if any Rs.</b>	
	<b>Total Rs.</b>	

Amount in words: -

**Signature**  
**Firm Name: -**  
**Address: -**

Date: -

**Place: -**