



केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

अयुर्वेद विज्ञान, नया दिल्ली

जवाहर लाल नेहरू चरितेड विज्ञान अनुसंधान परिषद्

अयुर्वेद विज्ञान, नया दिल्ली, नया दिल्ली, नया दिल्ली-110058

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

Ministry of AYUSH, Govt. of India

Jawahar Lal Nehru Charitable Research Organisation Building

15 Institutional Area, Opp. D Block, Janakpuri, New Delhi-110058

सि.ए. : आर्युषी

Gram: "AYUSH"

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26525862, 26525883

26525897

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

Dated:

To,

As per list enclosed

Sub: Expression of Interest "For Empanelment of Chartered Accountant" – regarding.

Sealed Quotations are invited from Delhi based Chartered Accountants Firms empanelled with Controller and Auditor General of India (C&AG) for compilation of Annual Accounts in respect of CCRAS for the year 2016-17 for following works by 17.03.2017 in favour of Director General,, CCRAS, No.61-65, Institutional Area, Opp-D Block, Janakpuri, New Delhi-110058. Pre-bid conference for bidders will be on dated 07.03.2017, at 2.30 p.m. in the Committee Room of the Council:-

1. Preparation of statement of Release/FDRs Receipt and Payment Accounts (Trial Balance) Institutions/Unit wise of 27 Decentralized Unit-Plan/Non-Plan.
2. Consolidation of Receipt and Payment Accounts (Trial Balance) Institutes / Units wise of 27 Decentralized Unit-Plan/Non-Plan.
3. Preparation of Receipt and Payment Accounts Income Expenditure Accounts, Balance Sheet and utilization certificate of Plan /Non-Plan/ GPF /Pilyadi Yoga/ GTP/ AIIA Sarita Vihar/ Comprehensive Data Base/ New Pension Scheme/ NEIFM Pasighat/ NEIAH Shilong/ Pension/DST/User Charges etc.
4. Reconciliation and adjustment of opening and closing balances of CCRAS, Hqrs. and 27 Institutes.

This is time bound task so it may be ensured that:-

- i. Work will be completed upto latest by 15.05.2017.
 - ii. Firm should be empanelled with C&AG and a copy of the same may be enclosed with the quotation.
 - iii. 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.
 - iv. PAN/TAN of the firm.
 - v. Registration of the firm, if any.
 - vi. Other information, if any, the firm likes to inform.
 - vii. The scheduled firm has to face to DCACE (CAG) certification in Audit for clarification of any issue regarding compilation and finalization of Annual Accounts, if required.
 - viii. The undersigned reserve the right of rejecting or accept any quotation without assigning any reason at any stage.
5. An EMD of Rs.5000/- (Rupees Five Thousand only) in the shape of D.D. in favour of "D.G, CCRAS" payable at SBI, CCRAS Branch, New Delhi. EMD of successful bidder will be returned after completion of the work.
 6. If successful bidder deny the work or fails to complete the work EMD Rs.5000/- will be forfeited by CCRAS.
 7. Financial bid is to be submitted in enclosed proforma (Annexure-I) in a sealed envelope.

(A.K. MEENA)

Ado-cum-Account Officer
For Director General

Copy to:-

1. CAG empanelled Chartered Accountants for submission of Quotation.
2. CCRAS and other websites for wide publicity.
3. CCRAS Notice Board.

ANNEXURE-I

Financial Bid for Compilation of Annual Accounts for the year 2016-17

To,

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

Sl. No.	Particulars	Amount
1.	Professional Fees for whole work of Compilation of Annual Accounts 2016-17 (Inclusive of Service Tax, Conveyance, Overhead expenses etc.)	
	TOTAL	

Total amount in words:-

Thanking You,

Yours sincerely,

Chartered Accountants

Date:

Place: