

9-42/2005-06-CCRUM/Acctts.

CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

Ministry of AYUSH

61-65, Institutional Area, D-Block Janakpuri,

New Delhi-110 058

24.02.2020

NOTICE INVITING QUOTATIONS

The Central Council for Research in Unani Medicine having its Head Office at Janakpuri, New Delhi, will require to conduct the internal audit, e-TDS, returns and other Income Tax/Sales Tax matters in four quarters: 1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March.

Quotations are invited from Chartered Accountants Firms (CA Firms) for Internal Auditors, e-TDS and other Income Tax/Sales Tax matters including filing of returns for the Financial Year 2020-21.

The interested CA firms may submit their quotations in as per General Terms and Conditions attached herein.

The sealed quotations may be submitted in one big envelope superscripting "**Bids for Internal Audit of CCRUM**" and addressed to Director General, Central Council for Research in Unani Medicine, 61-65, Institutional Area, Janakpuri, New Delhi – 110058. The sealed bids must reach the Office, on or before March 15, 2020 at 11.30 A.M. Hrs.

The bids should be accompanied with Earnest Money Deposit (EMD) of 25,000/- (non-interest bearing) in the form of Demand Draft favoring Director General, CCRUM and payable at New Delhi and all relevant documents in support of experience, etc. The CA firm situated within 0 to 8 Kms radius from the office of the CCRUM's Hqrs., New Delhi will be given preference, if no such company situated in this circumference then the other company will be considered. The bids should include professional fee / charges for all services including expenses for boarding / lodging of staff to be incurred in carrying out the internal audit services for CCRUM's out of Delhi Units/Institutes. The CCRUM will not accept any claim other than professional fee / charges etc. specified in the bid.

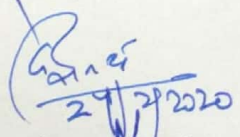
The bids will be opened at CCRUM, Head Office, 6th Floor, Accounts Section on March 16, 2020 at 15.30 P.M. Hrs in the presence of the bidders, who wish to be present.

The selected internal auditor has to cover all issues relating to the internal audit including the issues as specified herein below:-

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- i) The checking and verification of the cash book and to ensure that the cash in hand is reconciled with cash book records.
- ii) The checking and verification of all bank books and to ensure that the bank books are reconciled on monthly basis and necessary actions are taken for unmatched transactions.
- iii) The checking and verification of payment transactions on test check basis to ensure that they are made as per the generally accepted accounting principles/procedure as per the rules.
- iv) The checking and verification of fees / incomes / receipts on test check basis and the review of the reconciliation of fees / income /receipts to ensure that no revenue leakage exists.
- v) To ensure that the required monthly / quarterly reports on various matters are submitted to Head of Accounts properly and in due time.
- vi) To ensure compliance with applicable statutory requirements like income tax, sales tax, Service tax, e-TDS return, New Pension Scheme etc.
- vii) Ensure reconciliation of earnest money deposits (EMD) register and security deposit (SD) register with the Accounting records.
- viii) To advice on income tax, service tax, sales tax, e-TDS etc. applicable to CCRUM and/or Head of Accounts time to time. To help in preparation and submission of necessary compliance with applicable laws.
- ix) Preparation of income tax, sales tax & GST return and submission of same to income tax authorities.
- x) Preparation and filling of e-TDS/GST etc. quarterly returns within applicable due date.
- xi) Preparation and filling of service tax returns within applicable due date
- Xii) To carry out internal audit of CCRUM on monthly/quarterly basis and submit the final internal audit report to Head of Accounts with a copy to Director General within a period of 30 days after the end of relevant quarter.
- xiii) To ensure that the team deputed to carry out the internal audit should consist of at least one senior auditor and two audit clerks.
- xiv)The engagement will be initially for one financial year on contract basis i.e. for the financial year 2020-21 which may be extended by the Council for further period, if the performance of the firm is found upto the mark.
- xv) The contract may be terminated by either party by giving three months notice to the opposite party, in writing.
- xvi) Bids submitted without complying the above instructions shall be summarily rejected.
- xvii) The CA firm must be situated within 0 to 8 kilometers from the Council's Hqrs., New Delhi.
- xviii) The Council reserves the right to cancel any or all the bids received without assigning any reason thereof.
- xix) Income Tax notices of previous years received in the Council will also have to be disposed of.


29/7/2020
(DEVANAND)

Assistant Director(Admn.)