

F.No. 9-42/2005-06 – CCRUM/Acctts..
CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE
MINISTRY OF AYUSH

Jawaharlal Nehru AYUSH Anusandhan Bhawan
61-65, Institutional Area, Opp 'D' Block, Janakpuri
New Delhi – 110058
Tel. No. 011-28526480
E-mail: ccrumhq@gmail.com
Dated the 4th January, 2021

NOTICE INVITING QUOTATION

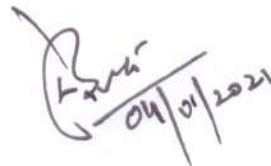
The Central Council for Research in Unani Medicine is an autonomous organizations required to conduct the Internal Audit, e-TDS returns, generate Form – 16 and other Income Tax related matters in Four Quarters – 1st April to 30th June, 1st July to 30th September, 1st October to 31st December and 1st January to 31st March.

In this regard, Quotations are invited from Chartered Accountants/Tax Firms for the following works:

- i) Internal Audits of Accounts
- ii) Filing e-TDS in parallel Issue of Form – 16 , and other income Tax related matters for the year 2021 (1st April, 2021 to 31st March, 2022)

The Interested firms may submit their quotations As per General Terms and Conditions indicated below for single or both the jobs separately in the price Bid performa enclosed:

- i.i) Checking and verification of the Cash Book and to ensure that the cash in Hand is reconciled with cash book records.
- i.ii) Checking and verification of all Bank Records and to ensure that the records are reconciled on monthly basis and necessary actions are taken for unmatched transactions
- i.iii) Checking and verification of payment transactions randomly to ensure that it is as per generally accepted accounting principles/ procedures and as per the rules.
- i.iv) Checking and verification of payment of fees/ incomes/ receipt randomly and to review the reconciliation of fees/ income/ receipts to ensure that no revenue leakages exists.
- i.v) To ensure that the required monthly/ quarterly reports on various matters are submitted to Head of Accounts properly and in due time


04/01/2021

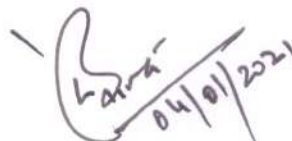
- i.vi) To carry out internal audit of CCRUM on quarterly basis and the submit the final internal audit report to Head of Accounts with a copy to Director General within a period of 30 days after the end of relevant quarter
- i.vii) To ensure that the team deputed to carry out the internal audit should consist of at least one Senior auditor and two audit Assistants.
- i.viii) To ensure reconciliation of Earnest Money Deposit (EMD) register and Security Deposit (SD) register with the Accounting records

Filing e-TDS in parallel Issue of Form – 16 , and other income Tax related matters for the year 2021 (1st January to 31st December)

- ii.i) To ensure compliance with applicable statutory requirements like income tax, service tax, e-TDS return, New Pension Scheme, etc.
- ii.ii) To suggest 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.
- ii.iii) Preparation and filing of e-TDS quarterly of Salary and Non-Salary of deductee as per the list submitted quarterly by the CCRUM within due date to Income Tax Authorities
- ii.iv) Issue of Form – 16 of the Employees (Salaried/Non-Salaried) as per quarterly filed Income Tax within due date.
- ii.v) Preparation and filing of Service Tax returns within due date
- ii.vi) Reconciliation of old pending records of Income Tax and Accounting matters (**charges should be Quote separately as per year reconciliation**)

General Conditions:


- i) The engagement will be initially for one year (1st April, 2021 to 31st March, 2022) which may be extended by the Council for further period, if the performance of the firm found satisfactory on mutually agreed terms
- ii) The Contract may be terminated by either party by giving three months notice to the opposite party, in writing
- iii) Bids submitted without complying the above instructions and procedures shall be summarily rejected

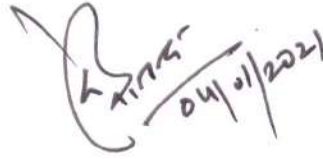
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- iv) The Council reserves the right to cancel any or all the bids received without assigning any reason thereof.
- v) To device system to ensure better internal controls for Accounting System.

The bidder may submit their quotation in sealed Envelope titled as – “**Bid for Internal Audit and Tax related matter of CCRUM**” by the firm and addressed to – Director General, Central Council for Research in Unani Medicine, 61-65, Institutional Area, Janakpuri, New Delhi – 110058. The sealed envelope/bid must reached this office on or before 19th January, 2021 at 3:00 P.M.

The bids will be opened at CCRUM, Head Office, 6th Floor, Accounts Section on 19th January, 2021 at 3:30 P.M. in the presence of bidders who wish to be present


(Mohd. Parvez)
Accounts Officer
CCRUM HQ.


04/01/2021

Central Council for Research in Unani Medicine

Ministry of AYUSH

PRICE BID

S.No.	Schedule of Quantity	Price (in Rs.)
1.	Quarterly Internal Audit (As per scope of work mentioned in para i.ii to 1.viii)	
2.	Quarterly E-TDS returns and other income related works (as per scope of work mentioned in para ii.i to ii.vi)	