



# अखिल भारतीय आयुर्वेद संस्थान

ALL INDIA INSTITUTE OF AYURVEDA (AIIA)

(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

G-18002/10/1/2018-AIIA/10111/114

Dates: - 18/04/2019

To,

As per list enclosed

Sub: Expression of Interest "For Empanelment of Chartered Accountants"-regarding.

Sealed Quotations are invited from Delhi based Chartered Accounts Firms empaneled with Controller and Auditor General of India (C&AG) for Compilation of Annual Accounts in respect of All India Institute of Ayurveda (AIIA) for the year 2018-19 for following works by 26.04.2019 in favour of Director, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi-110076.

1. Preparation of statement of Release/FDRs, Receipt and Payment Accounts (Trial Balance) of the Institute.
2. Preparation of Receipt and Payment Accounts, Income Expenditure Accounts, Balance Sheet and Utilization Certificate of the Institute and comprehensive data base of user charges.
3. Reconciliation and adjustment of opening and closing balances of AIIA.
4. Review of the Annual Accounts of AIIA from 2008-09 to 2017-18.
5. Filing of Monthly/ Quarterly GST Returns.
6. Filing of Monthly/ Quarterly Income Tax Returns.

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

- I. Work will be completed within the stipulated time (S.No.1 to 4 by 31.05.2019).
  - II. Firm should be empanelled with C&AG and a copy of the same may be enclosed with the quotation.
  - III. Amount as required as fee, services 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 schedule firm has to face to DCACE (C & AG) Certification in Audit for clarification of any issue regarding compilation and finalization of Annual Accounts, if required.
  - VIII. The undersigned reserves the right of rejecting or accept any quotation without assigning any reason at any stage.
7. An EMD of Rs.2000/- (Rupees Two thousand only) in shape of D.D. in favour of "Director, All India Institute of Ayurveda" payable at ICICI Bank, Mohan Co-Operative, New Delhi. EMD of successful bidder will be returned after compilation of the work.

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली -110076

Gautampuri, Sarita Vihar, Mathura road, NEW DELHI-110076

E-mail: accounts-section@gov.in

Phone: 011-29948658

Fax: 011-29948660

Contd. 2.



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**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**

**(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)**

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8. If successful bidder denies the work or fails to complete the work, the EMD of Rs. 2000/- will be forfeited by AIIA.
9. Financial bid is to be submitted in the enclosed pro-forma (Annexure-I) in a sealed envelope.

*Tanuja Manoj Nesari*  
18/11/19

(Prof. Dr. Tanuja Manoj Nesari)  
Director, AIIA

Copy to:

1. C&AG empanelled Chartered Accountants for submission of Quotation.
2. DDG, Ministry of AYUSH, INA, New Delhi.
3. AIIA's websites.
4. AIIA Notice Board.

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली -110076

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Financial Bid for Compilation of Annual Accounts for the year 2018-19

To,

The Director  
All India Institute of Ayurveda,  
Gautampuri, Sarita Vihar,  
New Delhi-110076.

S.No.	Particulars	Amount
1.	Professional fees for whole work i.e. Compilation of Annual Accounts of AllA for the year 2018-19 etc. (as per detail given on the letter-1 to 6) Inclusive of Service Tax, Conveyance, Overhead expenses etc.	
	<b>Total</b>	

Total amount in words

Thanking You,

Your sincerely,

Chartered AccountantsDate:Place: