



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/Vol.II 11168

Dates: 19/07/2019

Sub: Expression of Interest "For Empanelment of CA Firm / professional firm "- regarding.

Sealed Quotations are invited from Delhi based Chartered accountant Firms / other similar firm for filing of TDS / GST returns in respect of All India Institute of Ayurveda (AIIA) for the year 2019-20 by Director, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi-110076.

1. Filing of Monthly/ Quarterly/ Annual GST Returns (For TCS). – Volume of work at present around 10-15 transaction per month at present.
2. Filing of Monthly/ Quarterly Income Tax Returns – Volume of work around 115 transaction for salaried and 100 for professional / vendors per month at present.

Terms and Conditions:

- I. Being **Time Bound Work** so the same is needed to be completed within stipulated time to avoid any penalty etc.
- II. After completion of filing of returns bills in triplicate with acknowledgement of return in hard copy is to be submitted to the Accounts office for payment. Over writing on figure and words will not be accepted.
- III. The firms are requested to provide the details as mentioned below **strictly by 23/07/2019 (5:00 AM)** in sealed envelope submitted by Speed Post or By Hand at Reception addressing "Joint Director, All India Institute of Ayurveda, New Delhi.

Annexure I –

- i) Name of the Firm
- ii) Date of incorporation
- iii) Name of the Authorized Contact person with designation and contact information (phone /email).
- iv) Copies of the PAN, TAN, GST, registration certificate of the firm.
- v) Undertaking of being not Blacklisted by any Ministry / Department or its semi government / autonomous / subordinate organization.

Annexure II –

- i) Price of the GST (TCS) return per month and per quarter.
 - ii) Price of the TDS return per quarter.
 - iii) GST/ Taxes if any should be mentioned separately.
 - iv) Prices related to work related to i) and ii) should be indicated transparently and separately mention the price of additional transaction to the minimum no. of transactions (if any).
- IV. The undersigned reserves the right of rejecting or accept any quotation without assigning any reason at any stage.

(Dr. Umesh Tagade)
Joint Director, AIIA

Copy to:

1. AIIA's websites.
2. AIIA Notice Board.

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