



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)

F. No. G-25020/3/2021-AIIA

Date:

Notice Inviting Quotations for Empanelment of Chartered Accountant Firm for Filing of Tax Return and Its Related Matter

All India Institute of Ayurveda (AIIA) an Apex Institute of Ayurveda under Ministry of Ayush invites offers from Chartered Accountant Firms having operating office in Delhi/ NCR for the services mentioned in the scope of work for the financial year 2026-27 which may further be extended for two more years (on yearly basis) on satisfactory services and with mutual consent of both the parties.

The quotations should be submitted to the Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, Mathura Road, New Delhi – 110076. The last date and time for receipt of quotations shall be 21 days from the date of publication of the notice on the Institute's website. Quotations received after the stipulated date and time shall not be considered.

**Director,
AIIA, New Delhi**

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली - 110076
Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076
E-mail: director@aiaa.gov.in Phone: 011-29948658

1. Scope of Work

The primary activities to be assigned to the Chartered Accountant Firm include:

- I. Filling of TDS Returns and issuance of Form 16/16A. This includes preparation and filing of correction/revised statements against the defaults generated by TIN-NSDL and against the notices received from the Income Tax Department during the period of engagement irrespective of the period for which the correction statement/return belongs.
- II. Services related to GST/TDS on GST and GSTR-7 Returns of all GSTINs of the Institute.
- III. Providing Income Tax calculations sheets on quarterly basis/whenever required by the Institute for all employees for monthly deduction of TDS as per prevails slabs.
- IV. Any additional services that the Institute determines to be appropriate and deems your firm suitably qualified to undertake

2. Time Period

The Chartered Accountant firm will be required to provide the desired services initially for a period of one year, which may be extended on a yearly basis up to a maximum period of three years, subject to satisfactory performance and requirements of the Institute. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of the Chartered Accountant firm at any time during the contract period in the event their services are evaluated as unsatisfactory.

3. Pre-qualification Criteria

Firms meeting the pre-qualification criteria shall be evaluated. Firms that do not meet the pre-qualification criteria shall not be evaluated, and their financial quotations shall not be opened. Therefore, firms are requested to submit their financial quotations in a separate sealed envelope.

The quotations of only those firms will be considered which satisfy the following eligibility criteria:

- I. The Chartered Accountant Firm should have its operating office in Delhi/NCR.
- II. The Firm should have been in operation for at least 3 years after its registration.
- III. The Firm should have at least one Chartered Accountant employed/Partner (Full time) with the firm.
- IV. A Self Declaration should be submitted by the CA firm that it has not been blacklisted or barred by Central Government during the last three years. It should also be mentioned that no disciplinary action has been taken against its existing partners/proprietor in the past and no disciplinary inquiry is pending against them during the last three years by the Institute of Chartered Accountants of India.

4. Payment Terms

The payment shall be made against the services provided by the firm on quarterly basis, subject to the following terms and conditions.

- I. The payment during the entire contract period shall be made in accordance with quotations submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. No request for extra payment on account of an increase in price on whatever account will be entertained. However, a raise of 5-10% may be considered (on mutual understanding) in case the contract is extended further.
- II. Any increase in statutory taxes during the contract period will be borne by the Institute.
- III. TDS under Income tax will be deducted at applicable rates.
- IV. The Institute reserves the right to deduct the amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing services. The decision of the Institute will be the final in this regard.

5. Performance Security

The successful bidder will be required to deposit 5% of the bid amount towards Performance Security in the form of Bank Guarantee within 15 days of the award of the contract. The Bank Guarantee must be valid for a period of sixty days beyond the date of completion of the contract. In case of further extension of the contract, the Bank Guarantee will also be renewed accordingly on yearly basis.

6. Queries Regarding the quotations

Interested firms may seek clarification from the AIIA, Accounts Section. They may visit the Accounts Section between 2:00 PM and 5:00 PM on working days (Monday to Friday).

7. Particulars / Details of the CA Firm

S. No.	Particulars	Information
1	Name of the Firm	
2	Address	
a	Head Office	Phone No.: E-mail ID: Mobile No. of the Head Office In-Charge
b	Branch Office(s) (Particulars of each branch to be given)	Phone No.: E-mail ID: Mobile No. of the Branch Office In-Charge
3	Income Tax PAN (Attach copy)	
4	GST Registration No. (To attach copy of Registration)	
5	Registration No. with ICAI	
6	No. of Years of Existence & Date of establishment (To attach copy of Partnership Deed).	
7	CA Firm should have minimum one Chartered Accountant employed /Partner (full time) with the firm. (Submit the proof of the Ownership pattern and the registration certificate of ICAI along with the details of the CA employed/partner	
8	Numbers of staff on Payroll (Full Time) / Article ship incumbent / Apprentices (if any) (Submit the declaration on the letter head of the firm and signed by the Authorized Signatory	
9	Undertaking regarding not being blacklisted	

8. Fee for professional Services

S. No	Scope of Work	Professional Fees in Rupees (excluding GST)
		Amount
1	Filling of TDS Returns 24Q(including the filing of correction/revised statements)- Quarterly per return (Average monthly entries approx. 250)	
2	Filling of TDS Returns 26Q(including the filing of correction/revised statements)- Quarterly per return (Average monthly entries approx. 350)	
3	Filling of GSTR 7 Returns of all GSTINs of the Institute- Monthly per return (Average monthly entries approx. 120)	
4	Income Tax calculations sheets on quarterly basis/whenever required by the Institute for all employees for monthly deduction of TDS as per prevails slabs (Total Employee (Approx. 250)	
5	Charges for registration under GST, if required	

Seal: _____

Signature: _____

Date: _____

Name and Designation: _____

[on the letterhead of firm]

**DECLARATION REGARDING DISCIPLINARY
ACTION/ BLACKLISTING/ DEBARRING**

I/We _____(Firm/Agency) hereby declare that no disciplinary action has been initiated or contemplated/suspension of business against the firm by ICAI or any other Statutory Authority during the last three years.

I/ We _____ (Firm/Agency) hereby declare that none of the partners/ employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.

In case the above information found false, I/We are full aware that the contract will be rejected/cancelled by the AIIA.

Signature of the Authorized Person:

Name & Seal of the Firm/Agency

Date:
Place:

Declaration

I/We hereby declare that the information submitted above is complete in all respect and true to the best of our knowledge. I/We understand that in case any discrepancy or inconsistency or incompleteness is found in the information submitted by us, our application is liable to be rejected.

Signature of the Authorized Person:

Name & Seal of the Firm/Agency

Date:
Place: