



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 Firms for  
Compilation of Annual Accounts & Its related Matters.**

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 & empaneled with CAG of India, for compilations and preparation of Annual Statements of Accounts of AIIA, Verification and Certification of Utilization Certificates of various Sponsored Projects, Filing of Income Tax Return for Financial Year 2025-26.

The quotation must be superscribed as “QUOTATION FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FOR COMPILATION AND PREPARATION OF ANNUAL STATEMENTS OF ACCOUNTS OF AIIA FOR THE YEAR 2025-26” on the envelope and 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.

The quotation must contain following documents:

- Profile of the firm
- Copy of Registration Certificate issued by ICAI
- Copy of empanelment with CAG of India
- Document in support of 3 years of experience
- Document in support of office in Delhi/NCR.
- Rate quoted in prescribed format
- Declaration (enclosed as Annexure-IV)

**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](mailto:director@aiaa.gov.in) Phone: 011-2994865

## **1. Scope of Work: -**

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

- I. Compilation of Annual Accounts of the AIIA for the financial year 2025-26 within 2 months of the closing of the financial year and also appearing before the Standing Committee of the Institute to attend the queries at the time of its submission for approval; if required;
- II. Filing of Annual Income Tax Return of the Institute for the year 2025-26 and to submit and upload Certificate in Form 10 of Income Tax Rules and / or Tax Audit Report, if required by the Income Tax Authority;
- III. To resolve all queries of the Income Tax Authorities in respect of the Financial Year 2025-26 and also for earlier years for which Assessment has not been completed
- IV. Preparation of UCs of Grant in Aid, Project Fund and Endowment fund.
- V. Reconciliation of fees received from Students & charges received from patients.
- VI. Co-ordination with CAG auditors in respect of queries raised during the audit.
- VII. Checking of Bank Reconciliation Statement.
- VIII. Any other services as assigned by the Institute.

## **2. Time Period: -**

The Chartered Accountant firm will be required to provide the assigned 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 assigned contract period in the event their services are evaluated as unsatisfactory.

## **3. Support and Inputs to the Firm: -**

The Institute shall provide appropriate working space & facility to the Firm to perform its services.

## **4. 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 must be empaneled with the CAG for the year 2025-26. Valid empanelment letter for the year 2025-26 issued by the CAG to be provided.
- III. The Firm should have been in operation for at least 5 years after its registration.

- IV. The Average Gross Professional Fees earned by the Firm in the last 3 financial years i.e. (2022- 23, 2023-24 and 2024-25) must be equal to or more than Twenty-Five lakhs (25 lakhs).
- V. The firm should have experience of carrying out similar nature of work for Government Departments and/or Centrally Funded Autonomous Bodies/Institutes having annual grants of ₹100 crore or more.
- VI. 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.

#### **5. Payment Terms: -**

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- I. The payment during the entire contract period shall be made in accordance with the quotations submitted by the selected bidder and accepted by AIIA. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final.
- II. Any increase in statutory taxes during the contract period will be borne by AIIA;
- III. TDS under Income tax& GST will be deducted at applicable rates;
- IV. The Institute reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.

#### **6. 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.

#### **7. Queries regarding 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).

**8. Fees for professional services: -**

<b>S. No</b>	<b>Scope of Work</b>	<b>Fees in Rupees (excluding GST)</b>
1	Compilation of Annual Accounts of the AIIA for the financial year 2025-26 within 2 months of the closing of the financial year and also appearing before the Standing Committee of the Institute to attend the queries at the time of its submission for approval; if required;	
2	Filing of Annual Income Tax Return of the Institute for the year 2025-26 and to submit and upload Certificate in Form 10 of Income Tax Rules and / or Tax Audit Report, if required by the Income Tax Authority;	
3	To resolve to all queries of the Income Tax Authorities in respect of the Financial Year 2025-26 and also for earlier years for which Assessment has not been completed	
4	Preparation of UCs of Grant in Aid, Project Fund and Endowment fund.	
5	Reconciliation of fees received from Students & charges received from patients	

**Details of CA Firm's Professional Income [Gross Professional Fees earned]**

<b>Particular</b>	<b>Financial Year 2022-23</b>	<b>Financial Year 2023-24</b>	<b>Financial Year 2024-25</b>	<b>Average Annual Income</b>
Gross Professional Fees (Rs. in Lakhs)				

\* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for all the 3 (three) years

**Seal:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Name and Designation:** \_\_\_\_\_

**Annexure-II**

**Details of CA Firm's Experience of Similar Services**

<b>Sl. No.</b>	<b>Name of the Assignment</b>	<b>Name of the Project and Duration of the Project [Start date / End date]</b>	<b>Name of the Autonomous Bodies/ Institute</b>	<b>Nature of the Assignments (Pl. specify whether work involved all jobs as detailed in scope of work)</b>	<b>Nature of the Supporting Documents provided</b>
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidence in support of the Information provided above. Please attach additional sheets, if required.

**Seal:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Name and Designation:** \_\_\_\_\_

**Details of CA Firm's Partners**

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Designation</b>	<b>Membership No.</b>	<b>Status (FCA/ACA)</b>	<b>Remarks</b>
1.					
2.					
3.					
4.					
5.					

Furnish the copy of the documentary evidence in support of the information provided above. Please attach additional sheets, 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: