



केन्द्रीय आयुर्वेद अनुसंधान संस्थान

भारत सरकार, आयुष मंत्रालय, केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

#12, उत्तरहल्ली मनवर्तेकावल, कनकपुर मेन रोड, तलघट्टपुरा पोस्ट, बेंगलुरु -560109

Central Ayurveda Research Institute

Govt. of India, Ministry of AYUSH, Central Council for Research in Ayurvedic Sciences
12, Uttarahalli Manavarthe Kaval, Kanakapura Main Road, Thalaghattapura post, Bengaluru-560109
Centre of Excellence awarded by Ministry of AYUSH, Govt. of India
Ph. No. 080-29535034, 29635035, E-mail: nadri-bengaluru@gov.in, Website: <http://www.cari.gov.in>

F. No. ~~6-134~~2024-25/CARI/BNG/CA/ 20

Date: 2 -04-2024

विषय: "चार्टर्ड एकाउंटेंट के पैनलीकरण" के लिए रुचि की अभिव्यक्ति – के संबंध में।

Expression of Interest for "Empanelment of Chartered Accountant" – reg.

वर्ष 2023-2024 के लिए के.आ.अ.सं., बेंगलूरु के खातों की तैयारी और संकलन और वर्ष 2024-25 के विभिन्न रिटर्न दाखिल करने के लिए भारत के नियंत्रक और महालेखा परीक्षक (सी एंड जी) के साथ सूचीबद्ध बेंगलुरु स्थित चार्टर्ड अकाउंटेंट फर्मों से दो बोली प्रणाली में मुहरबंद उद्धरण आमंत्रित किया जा रहा है।

Sealed Quotations in two bid system are invited from Bengaluru based Chartered Accountants firms empanelled with the Controller and Auditor General of India (C & G) for preparation and compilation of Accounts of CARI, for the year 2023-2024 and filing of various returns for the year 2024-25.

2. कोटेशन के बारे में सामान्य जानकारी/General information about the quotations:

a)	Tender Document file No.	No. F./ No. 6134 2024-BNG/Accounts (CA)/
b)	Last date & time for receipt of Tender	24.04.2024, 04. P.M.
d)	Date of opening of the Bid	26.04.2024, 04. P.M.
e)	Cost of Tender	Rs.500.00 (Rs. Five hundred only)
f)	Earnest Money Deposit	Rs.10,000/- (Rs. Ten thousand only)
g)	Place of opening of Tenders	Meeting room, CARI, No.12, Uttarahalli, Manavarthe kaval, Bengaluru - 560 109.
h)	Location & contact person Mob.9482020461	CARI Hospital, No.12, Uttarahalli, Manavarthe kaval, Bengaluru -560 109

3. कोटेशन दो बोली प्रणाली में प्रस्तुत किये जायेंगे।

Quotations shall be submitted in two bid system.

- तकनीकी बोली/Technical bid (as per Annexure-I) consisting of all technical details: and
- वित्तीय बोली/Financial bid (as per Annexure – II)

तकनीकी बोली और वित्तीय बोली को बोलीदाता द्वारा अलग-अलग लिफाफे में सील करना चाहिए जिस पर विधिवत "तकनीकी बोली" लिखना चाहिए और इन दोनों सीलबंद लिफाफों को एक बड़े लिफाफे में "चार्टर्ड एकाउंटेंट के पैनलीकरण" विधिवत सुपर सब्सक्राइब करना चाहिए।

Technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed as "Technical bid" and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super subscribed "Quotation for Empanelment of Chartered Accountant". Sealed quotation should be addressed to the Assistant Director CARI, No.12, Uttarahalli, Manavarthe Kaval, Bengaluru - 560 109.

4. सीलबंद कोटेशन नियत दिनांक और समय तक सीएआरआई तक पहुंचने के लिए डाक द्वारा भेजे जा सकते हैं या हाथ से वितरित किए जा सकते हैं। देर से प्राप्त निविदाएं तुरंत रद्द किया जाएगा।

The sealed Quotations may be sent by post or delivered by hand, to reach the CARI, by due date and time. The Tenders received late will be out rightly rejected.

5. सीलबंद कोटेशन निर्धारित दिनांक पर सीए एजेंसियों के अधिकृत प्रतिनिधि की उपस्थिति में खोले जाएंगे, जो उपस्थित रहना चाहें।

The sealed quotations will be opened on the stipulated date in the presence of authorized representative of the CA agencies who may like to be present.

6. कोटेशन के प्रत्येक पेपर पर सीए एजेंसी के अधिकृत प्रतिनिधि के स्याही से हस्ताक्षर और स्टाम्प अवश्य संलग्न होना चाहिए। इस शर्त का अनुपालन न करने पर कोटेशन सीधे तौर पर अस्वीकार कर दिया जाएगा।

The signature in ink of authorized representative of the CA agency with stamp must be appended on each paper of Quotation. Non-compliance of this condition will result in rejection of quotation outright.

7. प्रस्तुत करने की दिनांक कोटेशन पर दर्ज की जानी चाहिए। इस शर्त का अनुपालन न करने पर कोटेशन सीधे तौर पर अस्वीकार कर दिया जाएगा।

The date of submission must be recorded on Quotation. Non-compliance of this condition will result in rejection of quotation outright.

8. प्रत्येक बोलीदाता को कोटेशन के साथ रु. 10,000/- की ईएमडी जमा करनी होगी। ईएमडी केवल डिमांड ड्राफ्ट के रूप में होनी चाहिए, जो "केंद्रीय आयुर्वेद अनुसंधान संस्थान" बेंगलूरु के पक्ष में एसबीआई खाता नंबर 10509595790 आईएफएससी कोड.एसबीआईएन0040653 पर देय हो।

Each bidder should submit an EMD of Rs.10,000/- along with the quotation EMD should be in the form of Demand Draft only, drawn in favour of "Central Ayurveda Research Institute" payable at SBI A/c No.10509595790 IFSC Code.SBIN0040653, Bengaluru.

9. सफल बोलीदाताओं (एल-1) को अनुबंध की कुल बोली का 9 (नौ) प्रतिशत सीएआरआई, बेंगलुरु के पक्ष में जमा करना होगा या किसी वाणिज्यिक बैंक से सावधि जमा रसीद या हितों की सुरक्षा के लिए स्वीकार्य फॉर्म में ऑनलाइन भुगतान करना होगा। निष्पादन सुरक्षा कार्य पूरा होने की दिनांक से 60 दिनों की अवधि के लिए वैध रहनी चाहिए। यदि सफल फर्म काम पूरा करने से इनकार करती है या विफल रहती है, तो CARI द्वारा प्रदर्शन सुरक्षा जब्त कर ली जाएगी।

The successful bidders (L-1) will have to submit 9 (nine) percent of the total quote of the contract in favour of the CARI, Bengaluru or fixed deposit Receipt from a Commercial Bank or online payment in an acceptable form safeguarding the interest of CARI. The performance Security should remain valid for a period of 60 days beyond the date of completion of work. If the successful firm denies or fails to complete the work, the Performance Security will be forfeited by the CARI.

Scope of Work

Preparation of Annual accounts of CARI for the year 2023-2024 (Sl.No.01 to 05) and return work of various returns etc., for the financial year 2024-25 etc. (Sl. No 6 to 14)

1. Preparation of Receipts and payments Statement of CARI (6 Monthly)
2. Reconciliation and Consolidation of Receipts and payments of CARI (6 Monthly)
3. Preparation of Receipts and Payments Statement at CARI:
 - a. Balance Sheet Funds Accounts.
 - b. Non-Plan Projects Accounts.
 - c. NPS, GPF and Pension Accounts.
 - d. FDRs.
4. Consolidation of Income and Expenditure Account and Balance Sheet of CARI.
5. Preparation of statement of six heads Release/refund/FDRs etc



6. Obtaining TDS Exemption Certificate form Income Tax Department.
7. Correction/Rectification in r/o TDS and Replies of Notices received from Income Tax Department.
8. Correction/Rectification in r/o GST and Replies of Notices received from GST/Income Tax Department
9. Downloading GST Certificates (Quarterly)
10. Filling of TDS returns (Quarterly) for the year 2024-25
11. Filling of Income Tax returns of CARI for the year 2024-2025
12. Filling of GST return for the year 2024-25.
13. Reply to draft SAR and Final SAR (Separate Audit Report).
14. The selected firm will have to interface with the Director General of Audit (Central Expenditure), New Delhi during Certification Audit for the year 2023-24 for clarification on the issued raised by the Audit regarding completion and finalization of Annual Accounts for the year 2023-24. The CA firm will also prepare reply of Audit Memos and Half Margins of DG, Audit Team.

नियम व शर्तें Terms and Condition:

1. भारत के सीएजी के साथ वैध पैनलबद्धता की प्रतियां उद्धरण के साथ संलग्न की जा सकती हैं।
Copies of valid empanelment with C&AG of India may be enclosed with the quotation.
2. शुल्क, जीएसटी, वाहन, ओवरहेड व्यय आदि के रूप में आवश्यक राशि का उद्धरण में अंकों के साथ-साथ शब्दों में भी उल्लेख करना चाहिए। अंक एवं शब्द पर ओवरराइटिंग स्वीकार नहीं की जाएगी।
Amount required as fee, GST, conveyance, overhead expenses, etc. should be mentioned in the quotation in figure as well s in words. Overwriting on figure and word will be not accepted.
3. पैन की प्रति, फर्म का टैन, आयकर पंजीकरण, जीएसटी पंजीकरण कोटेशन के साथ संलग्न होना चाहिए।
Copies of PAN. TAN, Income Tax Registration, GST Registration of the firm must be enclosed with the quotation.
4. आईसीएआई के साथ फर्म के पंजीकरण की प्रति संलग्न की जाए।
Copy of Registration of the firm with ICAI may be enclosed.
5. बोली स्वीकार करने के लिए स्वायत्त निकाय संगठन के वार्षिक खातों की तैयारी में कम से कम पांच साल का कार्य अनुभव आवश्यक शर्त है। इसकी प्रति संलग्न करनी है।
Work experience of at least five years of preparation of Annual Accounts of Autonomous Bodies organization is necessary condition for accepting bid. Copy of the same is to be enclosed.
6. प्रत्येक के दौरान बोली लगाने वाले का टर्नओवर पचास लाख रुपये से अधिक होना चाहिए। पिछले तीन वर्षों के प्रमाण की फोटोकॉपी संलग्न करनी होगी।
The turnover of the bidder must be more than Rupees Fifty lakhs during in every. previous three years Photocopies of the proof must be attached.
7. प्रभारी सहायक निदेशक, सीएआरआई को किसी भी स्तर पर बिना कोई कारण बताए किसी भी कोटेशन को अस्वीकार/स्वीकार करने का पूरा अधिकार है।
The Assistant Director In-charge, CARI has every right to reject/accept any quotation. without assigning any reasons at any stage.
8. सीए एजेंसी के संतोषजनक प्रदर्शन के अधीन समान दरों और नियमों और शर्तों पर अनुबंध को एक वर्ष के लिए बढ़ाया जा सकता है।
Contract may be extended for one year on the same rates and terms and condition. subject to satisfactory performance of the CA agency.



9. कोटेशन संलग्न प्रारूप (अनुलग्नक-1) में सीलबंद लिफाफे में प्रस्तुत करना चाहिए।

Quotation is to be submitted in the enclosed format. (Annexure -I) in sealed cover.

10. यह टाइम बांड कार्य है, अतः दिनांक 30 जून 2024 तक निर्धारित समय सीमा में पूर्ण किया जाये।

This is a time bond work, hence be completed within the prescribed time limit by 30th June 2024.

11. सीए फर्म के कर्मचारी ईमानदारी से नियमित रूप से सीएआरआई कार्यालय में आवंटित कार्य में भाग लेंगे। कार्य में उपस्थित होने में विफलता, वर्ष 2023-2024 के लिए वार्षिक लेखा तैयार करने और कार्य पूरा करने में देरी के परिणामस्वरूप प्राधिकरण द्वारा उचित समझे जाने पर जुर्माना लगाया जाएगा।

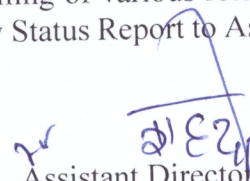
The employees of the CA firm will sincerely attend to the work allotted at CARI, office regularly. Failure in attending work, preparation of Annual Accounts for the year 2023-2024 and delay in completion of work will result in imposing penalty as deemed fit by the authority.

12. यदि सफल फर्म काम पूरा करने से इनकार करती है या विफल रहती है, तो CARI द्वारा प्रदर्शन सुरक्षा जब्त कर ली जाएगी।

If the successful firm denies or fails to complete the work, the performance Security will be forfeited by the CARI.

13. सीए एजेंसी वर्ष 2023-24 के लिए वार्षिक खातों की तैयारी और समेकन की स्थिति और नियमित कार्य यानी वर्ष 2024-25 के लिए विभिन्न रिटर्न दाखिल करने की समीक्षा/जांच करेगी-इसके अलावा, सीए एजेंसी प्रभारी सहायक निदेशक, सीएआरआई, बेंगलुरु को एक मासिक स्थिति रिपोर्ट प्रस्तुत करेगी।

The CA agency will review/examine the status of preparation and consolidation of Annual Accounts for the year 2023-24 and routine work i.e. filing of various returns for the year 2024-25. Further, the CA agency will submit a monthly Status Report to Assistant Director in-charge, CARI, Bengaluru.


Assistant Director (Ay) In-charge

Annexure. I

Technical Bid to Empanel "Chartered Accountant for providing professional services" for preparation of Annual Accounts for the year 2023-2024 and filing of various returns for the years 2024-25

To,
Central ayurveda research Institute,
12, Uttarahalli Manavarthe Kaval,
Bengaluru-560109

Technical bid:

Sl. No.	Particulars	Record Yes/No
1.	Whether signature in Ink and stamp appended on each paper of Quotation	
2.	Whether date of submission recorded on Quotation	
3.	Whether Copy of empanelment with C&AG of India enclosed	
4.	Whether Copy of Income Tax Registration is attached	
5.	Whether Copy of PAN is attached.	
6.	Whether Copy of TAN is attached	
7.	Whether Copy of GST Registration Certificate is attached.	
8.	Whether Copy of Registration of the firm with ICAI enclosed.	
9.	Whether Copies of Work experience of at least five years of preparation of Annual Accounts of Autonomous Bodies enclosed.	
10.	Whether copies of Income Tax Returns indication the turnover of the bidder more than Rupee _____ previous three years Enclosed.	
11.	Whether Self certificate in respect of not being blacklisted from any Govt./ semi-Govt. office attached.	
12.	Whether EMD for Rs. 10,000/- deposited	
13.	Whether CA firm in Bengaluru.	

We accept to all the terms and conditions as mentioned in the Tender Form.

Date:

Signature of the Authorized Signatory with Seal

Financial Bid to Empanel “Chartered Accountant for providing professional services” for preparation of Annual Accounts for the year 2023-2024 and filing of various returns for the years 2024-25

To

The Assistant Director in charge,
CARI, Bengaluru – 560 109.

Sl. No	SCOPE OF WORK	Amount Rs
1.	Preparation of Annual accounts of CARI for the year 2023-2024 (Sl.No.01 to 05) and return work of various returns etc., for the financial year 2024-25 etc. (Sl. No 6 to 14)	
2.	Reconciliation and Consolidation of Receipts and payments of CARI (6 heads-Monthly)	
3.	Preparation of Receipts and Payments Statement at CARI: a. Balance Sheet Funds Accounts. b. Non-Plan Projects Accounts. c. NPS, GPF and Pension Accounts. d. FDRs.	
4.	Consolidation of Income and Expenditure Account and Balance Sheet of CARI, Bengaluru.	
5.	Preparation of statement of six heads Release/refund/FDRs etc	
6.	Obtaining TDS Exemption Certificate form Income Tax Department.	
7.	Correction/Rectification in r/o TDS and Replies of Notices received from Income Tax Department.	
8.	Correction/Rectification in r/o GST and Replies of Notices received from GST/Income Tax Department	
9.	Downloading GST Certificates (Quarterly)	
10.	Filing of TDS returns (Quarterly) for the year 2024-25	
11.	Filing of Income Tax returns of CARI for the year 2024-2025	
12.	Filing of PT return	
13.	Reply to draft SAR and Final SAR (Separate Audit Report).	
14.	The selected firm will have to interface with the Director General of Audit (Central Expenditure), New Delhi during Certification Audit for the year 2023-24 for clarification on the issues raised by the Audit regarding completion and finalization of Annual Accounts for the year 2023-24. The CA firm will also prepare reply of Audit Memos and Half Margins of DG, Audit Team.	
	UC SOE for complete project programme as per GFR and Designed by Council.	
	Net Rs.	
	Add GST and other taxes if any Rs.	
	Total Rs	

Signature, firm name, and address

DECLARATION

(On Rs.100/- rupees non judicial stamp paper)

Shri _____ Proprietor/Partner/Director/
Authorized/Signatory of _____ and competent to
sign this declaration and execute this tender document:

- a) I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- b) The information/documents furnished along with the application are true and authenticate to the best of my knowledge and belief. I/we am/know furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
- c) I have apprised myself fully about the job to be done during the entire period of agreement and acknowledge to bear the consequences of non-performance or deficiencies in services on my part.
- d) Company firm has done in past satisfactory/disciplined work and not blacklisted/derecognized in past by any client.
- e) No investigation by Central or State Government or any other statutory investigation agency is pending or contemplated against the Centre.
- f) The Centre always indemnifies CARI, Bangalore against all claims, damages, or compensation.
- g) The firm is not charging rates lower than quoted to any other Centre.
- h) Bill will be submitted as per Quotation/tender document.

Signature of Owner/Authorized signatory Full Name _____

Date:

Place:

Company's/Firm's Seal

N.B. Above declaration, duly signed and sealed, should be submitted with technical bid in original.

To,

Annexure. IV.

The Assistant Director (Ay.) In-charge,
CARI, No.12, Uttarahalli, Manavarthe kaval,
Kanakapura Road, Bengaluru -560 109.

Sub: Tender for Empanel "Chartered Accountant for providing professional services"
for the year 2023-24 and filling of returns for the year 2024-25. – regarding

Respected Madam/Sir,

I/We.....
who are established and reputed firm dealing with transportation services on not more
approved rates hereby offer our quotation against the Quotation/tender ref
No.....and accept the
terms and conditions of the tender and enclose a copy of the tender document duly
signed by the authorised signatory.

Yours faithfully,

(Name) for and on behalf of M/s.....
(Name of the Manufactures).

Note: This letter of authority should be on the letter head of the concern and should
be signed by an authorized signatory.

End of CA Quotation

....End ...