

# National Research Development Corporation

(An Enterprise of DSIR, Ministry of Science & Technology, Govt. of India)

Inviting bids from the reputed Chartered Accountant firms for engagement as Consultant for Taxation and other support services for Accounts & Finance Section on contractual basis at Corporate office, Anusandhan Vikas, 20-22, Zamroodpur Community Centre, Kailash Colony Extension, New Delhi-110048 initially for one year which can be extended up to two years after review.

**Eligibility Criteria for consideration :** A firm having standing of not less than 20 years and having at least 6 (Six) partners out of which 4 (Four) should be FCA and have done similar work of at least one Public Sector for at least three years.

The interested Chartered Accountant Firms should submit their bid in two Separate sealed envelopes, one marked as Technical Bid and the second marked as Financial bid marked with "Application for engagement of Chartered Accountant Firms for Taxation & other support services" in the prescribed Format alongwith all details of experience, list of clientele/services provided, consultancy charges per month etc. to Administrative Officer by Post. The applications should reach this office within 15 days from the publication of the advertisement in the News Papers.

**The application should be addressed to :**

Head of Office

National Research Development Corporation

20-22, Zamroodpur Community Centre,

Kailash Colony Extn.,

New Delhi-110048

# Application Format for Technical Bid

(Letterhead of the firm showing address, telephone, fax and email address)

To

The Head of Office  
National Research Development Corporation  
Anusandhan Vikas 20-22, Zamroodpur Community Centre,  
Kailash Colony Extension,  
New Delhi –110048

Dear Sir/madam,

We M/s....., Chartered Accountant do hereby apply for engagement for .....of your esteemed organization for the period of.....and declare the following detail for your evaluation:

- 1 Year of establishment of the Audit firm
- 2 Registration No. and year of Registration and PAN
- 3 No. of Partners of the Audit Firms
- 4 No. of qualified assistants (Chartered Accountants employed0 with the firm
- 5 Exposure of the firm in PSU
- 6 Exposure of Sec 25 PSU
- 7 Experience of handling outsourcing activities of Accounts Department
- 8 Experience of handling TDS and Service Tax activities of Public Sector Undertakings
- 9 Experience of handling Income tax Cases of Public Sector Undertakings
- 10 Details of Registration with C & AG office
- 11 Years of continuous association in the firm/Organization (Detail of full time partner of the firm as per latest certificate of Constitution)
- 12**

	<b>Number of FCA</b>	<b>Number of ACA</b>
a. Less than one year		
b. 1 year or more but less than five years		
c. 5 years and more but less than 10 years		
d. 10 years or more		

Signature of Applicant

List of Annexure:

- 1.
- 2.
- 3.
- 4.

## **Application Format for Financial Bid**

(Letterhead of the firm showing address, telephone, fax and email address)

To  
The Head of Office  
National Research Development Corporation  
Anusandhan Vikas 20-22, Zamroodpur Community Centre,  
Kailash Colony Extension,  
New Delhi -110048

### **Financial Quotation**

<b>Particulars</b>	<b>Particular of Fee</b>	<b>Amount (r)</b>
<b>Engagement as Consultant for Taxation and other support services for Accounts &amp; Finance Section on contractual basis</b>		

List of Annexure:

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Applicant

Scope of Work for Chartered Accountant firms for engagement  
as Consultant for Taxation and other support services  
for Accounts & Finance Section

1. Feeding of all vouchers on daily basis
2. Regrouping resetting and realigning of all accounts heads as per statutory requirements after approval of Accounts Official/Competent Authority
3. Bank reconciliation on weekly basis
4. Tracking of all Cheques outstanding for more than 30 days with proper reasons
5. Preparation of cash flow statement
6. Preparation and calculation of TDS and submission of quarterly/Annual TDS return
7. Preparation of TDS certificates on quarterly basis or as per law
8. Preparation of Service Tax credit details and Service Tax related matter/CENVAT etc.
9. Preparation, calculation & submission of Service Tax Return
10. Detailed consultancy on Service Tax
11. All other work related with Service Tax (Preparation, calculation tax credit etc.)
12. Quarterly Profit & Loss accounts with variance analysis as per budget
13. Assistance in preparation of Annual Balance sheet details
14. Assistance in preparation and finalization of tax audit
15. Assistance in statutory audit during the Audit
16. Reconciliation of party accounts on quarterly basis
17. Preparation of monthly overdue statement from employees
18. Preparation of debtors/creditors Ageing and monthly report for realization and suggestion thereon
19. Preparation of all invoices of the Corporation based on the information provided by the various division
20. All Income Tax assignment including preparation & filing of Income Tax Return
21. To assist in preparation of details for income tax scrutiny cases on job basis
22. Issue of computerized cheques and maintenance of record

23. Accounting as per cost centre
24. Creditors ageing analysis and suggestions for action to be taken
25. Preparation of investment details in 10 days advance before maturity of investment/FDR's
26. Preparation of statement of share of Royalties and Premium dues for payment to laboratories & other institutions on monthly basis after realization of the amount from licensees/parties
27. Quarterly reminder of Sundry Debtors through mail to Accounts officials
28. Report-regarding non receipt of vouchers/documents already entered in Tally
29. Maintains of Vouchers Record
30. Maintaining of all the records related with TDC, Service Tax/Income Tax etc.
31. Monthly MIS report as desired by Management
32. Any other work not mentioned herein but required for proper maintenance of Books of Accounts