

F. No.26-1/2014/DAF
Dr. Ambedkar Foundation
Ministry of Social Justice & Empowerment
Government of India
15, Janpath, New Delhi-11001

Dated 01.05.2018

Quotations are invited from Chartered Accountant Firms for preparation of Accounts of Dr. Ambedkar Foundation an autonomous body, registered under Society ACT, 1860, under aegis of Ministry of Social Justice & Empowerment. Records of Foundation are maintained as per the mercantile system of accounting.

2. The Foundation invites quotations from Chartered Accountants Firms for preparation of accounts i.e. assistance and maintenance books of accounts/ Tally software, preparation of Receipts & Payments, Income & Expenditure and Balance Sheet etc., for the Foundation. The work shall initially be awarded for one financial year i.e. 2018-19 with the scope of extension for upto two more years subject to satisfactory performance of the firm.

3. The Total transaction payment voucher will be around 2000 and total expenditure projected upto Rs. 20.00 Crore.

4. The details of scope of work as under:

Scope of work

- Assistance and maintenance books of accounts/ Tally software day to day basis.
- Preparation of monthly Bank Reconciliation Statement.
- To prepare Receipt & Payments, Income & Expenditure and Balance Sheet as per uniform format of Accounts as prescribed by CAG for Autonomous Bodies for F.Y. 2018-19 by 30.04.2019.
- The work should be done under the supervision of senior qualified C.A and the firm deputed qualified staff not below the rank of intermediate of C.A / CMA / CS.
- Any other related work.

5. **Eligibility criteria for CA Firm :**

- Applicant CA firms should be in existence for at least 5 years.
- Applicant firm must have experience of auditing, Accounting and Book Keeping of Central/ State Govt. & Autonomous Bodies etc.
- Applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during past or penalized under any of the tax laws by ICAI or any other statutory body.
- The firm should have Head Office / Branch Office in Delhi/ NCR.

6. **Following supporting documents must be submitted by the firm:**

- a. The firm must submit an attested copy of Certificate of ICAI.
- b. The firm or any partners of the firm should not be black listed by any PSUs or Govt. Co. or any other organization in respect of any assignment.
- c. An earnest money of Rs. 5,000/- in the form of DD should be attached with quotation, The DD may be drawn in f/o Dr. Ambedkar Foundation, payable at Delhi.


7. The selected firm will have to enter into an agreement with the Foundation for timely delivery for services and other terms and conditions. The minimum fee prescribed for assignment of Rs. 65,000/- per annum.

8. The Foundation reserves the right to amend or withdraw any of the terms and conditions in the Tender Documents or to reject any or all the tenders without giving any notice or assigning any reason thereof. The decision of the Foundation in this regard shall be final and binding on all.

9. For further details, the interested firms may visit the O/o Director, Dr. Ambedkar Foundation, West Block - 8, 2nd Floor, R.K. Puram Sector - 1 during 07.05.2018 to 25.05.2018 from 3-5 PM.

10. The closed envelope containing the bids may be super-scribed with:- **Confidential- Bids for "Preparation of Account for the F.Y. 2018-19 for Dr. Ambedkar Foundation"** and addressed to the Director, Dr. Ambedkar Foundation, West Block - 8, 2nd Floor, R.K. Puram Sector - 1.

11. The interest firms may submit their rate in sealed cover quote by 11.00 A.M. on 01.06.2018.


(D. P. Majhi)
Director
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