

E. Office No. 41585  
 Dr. Ambedkar International Centre  
 Ministry of Social Justice & Empowerment  
 Government of India  
 15, Janpath, New Delhi-11001  
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Date: 01/7/2021

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

2. The DAIC invites quotations from Chartered Accountant Firms for preparation of account i.e. assistance and maintenance books of accounts/ Tally software, preparation of Receipts & Payments, Income & Expenditure and Balance Sheet etc., for the DAIC. The work shall initially be awarded for one financial year i.e. 2020-21 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 500 and total expenditure projected upto Rs. 14.00 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.2020-21.
- The work should be done under the supervision of senior qualified FCA 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 :**

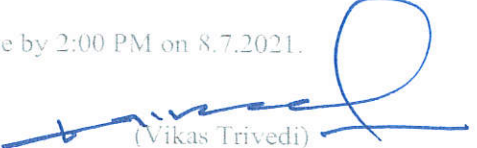
- i. Applicant CA firms should be in existence for at least 10 years.
- ii. Applicant firm must have experience of auditing, Accounting and Book Keeping of Central/ State Govt. & Autonomous Bodies etc.
- iii. Applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 during past or penalized under any of the tax laws by ICAI or any other statutory body.
- iv. 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.

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.50,000/- per annum** including all taxes.

8. The DAIC reserves the right to amend or withdraw any of terminates 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 DAIC in this regard shall be final. The prorated payment will be allowed in such cases.
9. For further details, the interested firms may visit the O/o Director, Dr. Ambedkar International Centre, 15 Janpath, New Delhi-110001 all working day..
10. The closed envelope containing the bids may be super-scribed with Confidential Bids for 'Preparation of Account for the F.Y.2020-21 for Dr. Ambedakar International Centre'
11. The interest firms may submit their rates in sealed cover quote by 2:00 PM on 8.7.2021.



(Vikas Trivedi)  
Director, DAIC

निदेशक / Director  
डॉ अम्बेडकर अंतर्राष्ट्रीय केन्द्र  
Dr. Ambedkar International Centre  
सामाजिक न्याय और अधिकारिता मंत्रालय  
Min. of Social Justice & Empowerment  
भारत सरकार, नई दिल्ली  
Govt. of India, New Delhi