

INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH

36, TUGHLAKABAD INSTITUTIONAL AREA, DARSHAN BHWAN,
NEAR BATRA HOSPITAL, NEW DELHI - 110062

**** NOTICE INVITING QUOTATIONS FOR PROVIDING SERVICES IN RELATION TO BOOK KEEPING AND DRAFTING FINANCIALS FOR THE F.Y. 2022-23 ****

Indian Council of Philosophical Research is an Autonomous Body fully funded by the Ministry of Education, Government of India. The Council is inviting tender for providing services in relation to book keeping and drafting financials for the F.Y. 2022-23 at ICPR, New Delhi.

Requirement details (SCOPE OF WORK):

1. Data Entry in Tally software
2. Reconciliation of Bank Statements
3. Guidance in drafting Financials Statements
4. Basic stationary, IT equipment's shall be provided by the Council for work attended at ICPR New Delhi office.

Service Level Agreement

1. A dedicated number/manpower to resolve our problems within 24 hours.
2. The work should be time-bound.
3. Right to terminate the contract if the services will not be upto the mark.

The following documents should be enclosed with the bid:

1. Attach Company/Firm/Organisation' profile and registration details.
2. Attach copy of Pan Card, GST registration and certification of incorporation of the entity.
3. Last three years' past work orders copies received from Central/State Govt. or other Organisation, reference etc.

Payment Terms: Payment will be made after obtaining satisfactory report from the services rendered.

Quotations are invited for the above work in a sealed envelope super-scribing the same with "**Quotation for book keeping and drafting financials for the F.Y. 2022-23**" may be send to the above address by 05.30 p.m till 10th March, 2023 by Registered Post or deposit by hand in tender box placed at Security guard room at ICPR, New Delhi. The advertisement in this regard has also published in the website of the Council www.icpr.in

Sd/-
Director (A&F)i/c