

**INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH
DARSHAN BHAVAN, 36, TUGHLAKABAD,
NEW DELHI-110062**

****NOTICE INVITING FOR INTERNAL AUDITOR AND BOOK KEEPING SERVICES IN ICPR, NEW
DELHI OFFICE****

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 the Internal Auditor and Book Keeping services in ICPR, New Delhi.

Quotation is invited for the above for the above services in a sealed envelope in below:-

Quotation is invited for the following services in a sealed envelope by 05.00 p.m. on 8th April, 2021, and may be forwarded to the Director (A&F), Indian Council of Philosophical Research, Darshan Bhavan, 36, Tughlakabad, Institutional Area, Near Batra Hospital, M.B Road, New Delhi - 110062 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 been published in the website of the Council www.icpr.in.

Requirement details:

1. Monthly booking of the accounting entries in Tally package
2. Preparation of Detailed list of Advance/Sundry Creditors/Debtors of all types
3. Bank Reconciliations.
4. Filling of GST Returns on monthly Basis.
5. Internal Audit of Books of account (Financial Audit) and other records as per audit check list and reporting of same on half yearly basis.
6. Preparation & finalization of final Trial balance, Ledgers, Balance Sheet, Income & Expenditure A/c, Receipt & Payment A/c, Balance Sheet of NPF, GPF, CPF and FCRA.
7. Submission of CAG Audit queries related to Financial Statements
8. Internal Audit of Lucknow Branch office.

Terms of Services

- Conveyance charges at govt. approved rates as per rule from place of office of firm to ICPR, Delhi travelling.
- Miscellaneous expenses of travelling, boarding and lodging shall be borne by the council for Lucknow office related work.
- Basic stationary, IT equipment's shall be provided by the Council for work attended at ICPR New Delhi office.

The following documents should be enclosed with commercial quotations:

- A. Commercial bid clearly indicating taxes with acceptance terms and conditions of tender.
- B. Company/Firm/Organisation profile and registration details with copy of relevant documents.
- C. Copy of Pan Card, GST registration and certification of incorporation of the entity.
- D. Copies of the past orders if any received from Central/State Govt. or other Organisation, reference etc.


**(Lt. Cdr. Pawan Deep)
Director (A&F)**