

**INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH
DARSAHAN BHAWAN, 36, TUGHLAKABAD, NEW DELHI-110062**

**NOTICE INVITING TO 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.

Quotations is invited 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 03 September 2021 and may be forwarded to the Director (A&F), Indian Council of Philosophical Research, Darshan Bhawan, 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

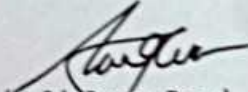
1. Monthly booking of accounting entries in Tally package.
2. Preparation of Detail of list of advances /Sundry Creditors/Debtors of all types.
3. Bank Reconciliations.
4. Filing of GST returns on monthly basis and submission of acknowledgement.
5. Internal audit of books of account (Financial Audit) and other records as per audit check list and reporting of same on half yearly basis.
6. Preparation & finalization of final trail balance Ledgers, Balance Sheet, Income & Expenditure Account, Receipt & Payment Account, balance sheets of NPF, GPF, CPF and FCRA.
7. Submission of SAR and CAG Audit Queries relates to Financial Statement.
8. Internal audit of Delhi office and Lucknow Branch Office.
9. Monthly work progress report is required to be submitted by 10th of the following month.

Terms of Services

- *Conveyance charges at Govt. approved rates as per rule from place of office of firm to ICPR, Delhi for travelling to attend to ICPR work for not less than 4 hrs on working days.
- *Miscellaneous expenses of travelling, boarding and lodging shall be bore by the Council for Lucknow office related work on production of bills or arrangement shall be made by Council.
- *Basic stationary, IT equipment's shall be provided by the Council for work attended at ICPR, New Delhi office and Lucknow office.
- *Payment shall be made on half yearly basis on completion of work. Incomplete bids shall not be accepted, please confirm acceptance to all requirements and terms and conditions of this tender. Successful bidder has to submit 3% (three percentage) performance bank guarantee of the total order value which should be valid upto 60 days beyond contract validity.

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/organization 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 Past order copies if any received from Central/State Govt. or other organization, references etc.


(Lt. Cdr. Rawan Deep)
Director(A&F)