

INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH

36, Darshan Bhawan, Tughlakabad Institutional Area
New Delhi-110062

****NOTICE INVITING QUOTATIONS FOR PROVIDNG SERVICES REGARDING BOOK KEEPING AND DRAFTING FINANCIALS FOR THE F.Y. 2025-26****

Indian Council of Philosophical Research is an Autonomous Body fully funded by the Ministry of Education, Government of India. The Council is inviting Quotations for PROVIDNG SERVICES IN RELATION TO BOOK KEEPING AND DRAFTING FINANCIALS FOR THE F.Y. 2025-26 at ICPR, New Delhi.

Requirement Details (Scope of Work):

1. Data Entry in Tally Software.
2. Reconciliation of Bank Statements.
3. Preparation & finalization of Final Trial balance, Ledgers, Income & Expenditure A/c, Receipt & Payment A/c, Balance Sheet of NPF, GPF, CPF.
4. Submission of CAG Audit queries related to Financial Statements.

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.
4. Basic Stationary, IT equipment's shall be provided by the Council for work attended at ICPR New Delhi office.

Documents should be enclosed with quotations:

- A. Company/Firm/Organisation profile and registration details with copy of relevant documents.
- B. Copy of Pan Card, GST registration and certification of incorporation of the entity.
- C. Copies of the past orders if any 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 '**Quotations for Book Keeping and Drafting Financials for the F.Y. 2025-26**' may be send to the Director (A&F), ICPR, New Delhi by 05.30 pm till 20th January 2026 by registered post or deposit by hand in tender box placed at Security Guard at ICPR, New Delhi.


Director (A&F) I/c