



மத்திய சித்த மருத்துவ ஆராய்ச்சிக் குழுமம்

ஆயுஷ் அமைச்சகம், இந்திய அரசு,

தாம்பரம் சானடோரியம், ஜிஎஸ்டி சாலை, சென்னை - 600 047

केंद्रीय सिद्ध अनुसन्धान परिषद्

आयुष मंत्रालय, भारत सरकार

तांबरम सानिटोरियम, जीएसटी रोड - चेन्नई, 600 047

CENTRAL COUNCIL FOR RESEARCH IN SIDDHA

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F.No.30-23/2022-23/CCRS/CA Firms - Audit/ 1541

Date :

To

(As per the list enclosed)

Sub:- Preparation of Annual Statement of Accounts of CCRS, Chennai for the year 2022 - 23 Professional charges thereof - reg.

I am directed to invite sealed quotations / rates of consolidated professional charges (in a single rate inclusive of reimbursement of conveyance and other charges) excluding GST for the compilation and preparation of Annual Financial Statements (Balance sheet, Income and Expenditure account along with Schedules and Notes of Accounts and Receipts and Payments account of headquarters and nine peripheral units) for the financial year 2022 -23.

Scope of the work: -

The scope of the work is detailed below:-

1. Reviewing of all accounting entries (Approximately 4000 vouchers) related to the CCRS headquarters and its peripheral units entered by this office in Tally software and reviewing, analysing and reconciling of the prepared General Ledger Accounts.
2. To prepare and record all necessary journal entries in preparation of final accounts.
3. Authentication of as many as 23 bank accounts and 40 IMR Project accounts and preparation of combined and unit-wise Receipts and Payments as well as Income and Expenditure statements and Balance Sheets for GIA (General and Salary), Pension, GPF, NPS and Miscellaneous heads.
4. Reconciliation of inter branch bank accounts and CCRS Hqrs bank accounts.
5. **Compilation of Annual Financial statements as on 31.03.2023 viz** Balance Sheet and Income and Expenditure accounts (including schedules and notes of accounts) and Receipts and Payments accounts of headquarters and its nine peripheral units including separate Annual Financial statements for GPF and NPS as prescribed in the format for Autonomous Bodies by the Ministry of Finance, Govt. of India for placing the Accounts before "Standing Finance Committee" of CCRS for approval and then to submit to the CAG for Certification.

Terms and Conditions :-

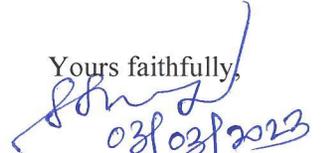
1. The Firm should have **minimum 3 years of experience** in compiling and preparation of Annual Accounts of Autonomous Bodies / Public Sector Undertakings and Reputed Firms and Public Limited Companies. A copy of the offer letters should be furnished.
2. The work of compilation of Annual Accounts should be completed on or before 31.05.2023 for submission to CAG for Certification Audit of Accounts.
3. After completion of Annual Accounts, the CAG Firm has to issue a certificate of completion.
4. The firm should co-ordinate with the CCRS during the period of the CAG Audit for Certification of Annual Accounts for the year 2022 -23 for giving proper reply without any additional cost including revision of Accounts as a result of CAG's Observations.
5. The 50% of the total professional fee will be paid after vetting by our Standing Finance Committee (i.e. before Certification of accounts by the CAG). The balance 50% will be paid after Separate Audit Report issued by CAG and revised final accounts are prepared by the CA firm.
6. No payment of any kind will be paid until the work is completed to the satisfaction of the Council.

Extension / Renewal for two years (2023 – 24) & (2024 – 25)

The contract will be extended / renewed for another two years (2023-24 and 2024 -25) subject to satisfactory performance for the year 2022 – 23 **at the same rate of professional fee** (including all cost of expenses) quoted now with the above terms and conditions.

Your quotation along with the **profile of the firm** covering the aspects of organization structure, empanelment with CAG and / or any other Govt. agencies (if any), consultancy, taxation experience of Statutory Audit, Internal Audit and Concurrent Audit etc should reach this **CCRS Hqrs Council** in a sealed cover on or before **24.03.2023 at 1700 hours**. The quotations will be opened on **27.03.2023 at 1100 hours** for finalising the issue. The cover may be superscribed as "**Quotation for Professional Charges for Compilation of Accounts**" and addressed to the undersigned.

Yours faithfully,



Dr. S. Selvarajan
Research Officer (S) / DDO
For Director General, CCRS