

राष्ट्रीय जलविज्ञान संस्थान, रुड़की
(जल शक्ति मंत्रालय, जल संसाधन, नदी विकास और गंगा संरक्षण विभाग के अंतर्गत भारत सरकार की सोसायटी)
जलविज्ञान भवन, रुड़की –247667, उत्तराखंड

NO. 5(XVIII)/2020-Pur-04

Date: **08-03-2021**

Engagement of Chartered Accountant

Applications are hereby invited from experienced Chartered Accountant with knowledge/experience in the following domain

- 1) Accrual Based Accounting System as per Autonomous Body (Government of India) Guidelines.
- 2) Taxation Matters such as GST return
- 3) Income Tax (TDS return). Form 16
- 4) Legal Matters regarding TDS and GST etc.

The applications along with copies of supporting experience documents and the of charges as an Professional fee to be charged on quarterly bases should reach the office of the Senior Administrative Officer, National Institute of Hydrology, Roorkee latest by **22.03.2021 at 1500 hours** on following address :

Senior Administrative Officer, National Institute of Hydrology, Jalvigyan Bhawan, Roorkee 247667, Uttarakhand.

Senior Administrative Officer

Scope of Work of Chartered Accountant

I. Name of project – National Hydrology Project (World Bank).

1. Quarterly progress report by the end of April, July, October and January shall be submitted through Web based information system.
2. Preparation of balance sheet, income expenditure, receipt payment along with schedules in the prescribed format for Autonomous Bodies by Govt. of India.
3. The annual financial report shall be submitted to National Project Monitoring Unit by 31st July of every financial year with utilization and audit certificate after signing by statutory auditor of the Institute.
4. Filing of online return of monthly expenditure, PFMS/IUFR and data uploading on MIS (Management of Information System)

II. Name of project – Consultancy Project including sponsored projects, Training course.

1. Audit and preparation of Balance Sheet, income expenditure and receipt payment including financial/expenditure statements and schedules.
2. Reconciliation of Consultancy project includes final settlement of closed projects.
3. Details of Invoice raised by the institute incorporating GST for outside parties should be maintained.
4. Filing of TDS (Employees and firms)/ Income tax return quarterly and annual return of TDS with Income Tax Department & the reply of scrutiny cases of the income tax including query of income tax department during the year.
5. Timely filling of goods & service tax return which includes GSTR1, GSTR3A/B, and GSTR7, annual return of GST and Compilation of GSTR2A/2B and all other compliances with reference to amendments from time to time in GST Act.
6. Advice & guide for maintenance of documents which are required under GST law & necessary information to capture in GST return.
7. Review and check GST collection, input tax credit as per GST law.
8. To prepare records with compilation of data towards G-TDS including return filling and handling scrutiny of the same.
9. Online GST data feeding mechanism need to be evolved for all Regional Centers, till then an off-line mechanism for supplying the data on monthly basis may be put in place if needed.

III. Name of project – Sponsored Project, NMSHE, IAEA, , and Training Project.

1. To prepare, maintain & issue the Utilization certificate as per GFR 2017 of the concerned project as and when required.

2. Reconciliation of sponsored project.
3. Audit and Certification of Balance Sheet including Consolidation of balance sheet of all accounts.

IV. Name of project – Contributory Provident Fund account.

1. Audit and Certification of Balance Sheet, income expenditure and receipt payment including investment of funds.
2. Reconciliation of Investment/FDR of CPF Funds.

V. Name of the activity – Scheme / Non-Scheme, NIH-R&DSF & Welfare Fund.

1. Timely Preparation of Balance sheet, income expenditure, receipt payment along with schedules in the prescribed format including data of NIH Regional Centres for Autonomous Bodies by of Govt. of India.
2. Reconciliation of Scheme/ Non Scheme, NIH-R&DSF and Welfare Fund.
3. Filing of TDS (Employees and firms)/ Income tax return quarterly and annual return of TDS with Income Tax Department & the reply of scrutiny cases of the income tax including query of income tax department during the year.
4. Preparation of audited utilization certificate excluding Scheme/Non-Scheme.
5. Consolidation of balance sheet of all accounts.
6. Compliance of Income Tax and Renewal of 12AA and 35(i) if necessary.
7. Day to day consultation regarding compliance of statutory requirement.

TERMS & CONDITIONS

1. The firm should be a reputed Chartered Accountant firm registered with Institute of Chartered Accountants of India (ICAI).
2. The firm should have experience of auditing of accounts of Autonomous Body of Govt. of India for at least five years as on 31st March, 2021.
3. The bidder should not have been black-listed by Government of India, State Government or any other Government Department during last five years.
4. The firm should have at least 2 full time CA as partner of the firm or full time Paid CA.
5. Proposed work should be completed timely from the date of award of work letter. The period of work will be from 1st April, 2021 to 31st March, 2022.
6. The payment will be released on quarterly basis and the last quarter payment will be released only after completion of all the audit work for the period as mentioned at sl. No.5.
7. The Director, NIH, reserves the right to accept or reject all or any of the quotations in part or full at any time prior to award the work order without assigning any reasons, whatsoever, and without incurring any liability or obligation, whatsoever, to the effected bidders.
8. If the firm does not mention percentage of GST etc. separately than, it would be assumed that the rates are inclusive of all taxes, and subsequently no request for charging the extra tax will be entertained in this regard.
9. The quotations should be submitted on your letter head for the work as per the specifications/requirements given in enquiry letter. GST number and Tax related papers must also be attached with quotation.
10. All the disputes/litigation, if any will be subjected to Roorkee (Haridwar) jurisdiction only.
11. Please provide the information of PAN No. etc. otherwise your quotation will liable to be rejected.
12. **The firm will place a dedicated qualified manpower in NIH, Roorkee to carry out the awarded job smoothly. The working hours of the staff shall be 0900 hours to 1800 hours as prescribed for five days in a week. No separate payment of manpower will be considered; therefore, the cost of manpower should be included in the quoted rates.**

FORMAT FOR quoting the price on letter head

Name of the Firm & Address:-

Sl.No	Description	Total Amount in Rupees
1.	National Hydrology Project (World Bank funded).	
2.	Consultancy Projects including sponsored projects, Training course.	
3.	Sponsored Project: NMSHE, IAEA, , and TRG Project	
4	Contributory Provident Fund account.	
5.	Scheme / Non-Scheme, NIH-R&DSF & Welfare Fund	
Rupees in words(-----)		

1. Above cost shall include the cost of man power to be deployed at NIH Roorkee.
2. The price quoted by the firm shall be treated as single and work shall be awarded keeping in view the final price of the firm.

Signature of the Authorized person along with seal