

INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES*(An autonomous institution under the Govt. of NCT of Delhi)*

Dilshad Garden, Delhi 110 095 (India)

Tel.: 2211 2136, 22583355, Fax: 2259 9227, E-mail: directorihbas@vsnl.netWebsite: ihbas.delhigovt.nic.in

F.5(1)/2021/Accts//IHBAS/ 2023-24/209

Date:- 5/10/23

Subject:- Invitation of offers from Chartered Accountants firms for Audit & Certification of Annual Accounts of IHBAS for the Financial Year 2023-24

Sir,

1. IHBAS is an autonomous Institute of GNCT of Delhi, registered under Registration of Societies Act and engaged in medical, educational & research activities. Offers are invited for Audit and Certification of the Accounts of this Institute for the Financial Year 2023-24. At present this Institute is fully funded by GNCT of Delhi.

2. The contract will be on annual basis, extendable up to a total period of three year. The allocation of the Grant-in-Aid to this Institute from Delhi Government for the financial Year 2022-23 Rs.135 crores approx.. Expenditure incurred during the financial year 2022-23 was Rs. 125 crores. The annual budget of the institute for the Financial Year 2023-24 was Rs.170 crores to under take the following works:-

- a) Preparation of Annual Financial Statements for the F.Y. 2023-24
- b) Preparation of Bank Reconciliation Statements for the F.Y. 2023-24
- c) Audit & Certification of Accounts for the F.Y. 2023-24
- d) Any other related task

3. Further details, if any, needed may be sought personally from the Accounts Officer of this institute during 10.30 AM to 3.30 PM on any working day (Saturday upto 12.30 PM only).

4. You will be expected to prepare the Audit of Annual Accounts, Utilization Certification for F.Y. 2023-24 and Bank Reconciliation Statement.

5. Offers, to include the profit of the firm, PAN no. attested photocopy of the latest Income Tax Clearance Certificate, the list of clientele, particularly of the Government Autonomous Bodies/Undertaking whose accounts have been audited by the firm at-least three financial years and the minimum, fees acceptable plus GST as applicable for audit and certification of annual accounts of the Institute may be submitted to the undersigned **latest by 27.10.2023**

6. You are requested to submit your quotation for Audit & Certification of Accounts for the Financial Year 2023-24.


7. Terms and Conditions are:-

I. No TA/DA and any other incidental charges are payable.

II. Payment will be made after submission of Annual Financial Statements and acceptance by the Competent Authority.

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III. The same services may be extended for consecutive years maximum upto 2 years (total three years) subject to satisfactory performance of firm and fees shall be with an increase of 12% per annum for each consecutive year.

 06.10.23

Joint Director, Admn.,

 
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Annexure-2

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Date:-

S.No.	Name of Services	Rates (inclusive GST)
1.	Filling of Income Tax TDS Quarterly returns 24Q (Salary) & 26Q (Non Salary)	
2.	Salary Computations in 4 th Qtr Only	
3.	Form 16A quarterly & For 16 Annually	
4.	GST Professional Services for filling of GST TDS return in GSTR-7	
5.	Filing of GSTR1 and GSTR3B, Generation of GSTR 2B report	
6.	Filing of Income Tax Return, Audit Report in Form 10B	
7.	Income Tax Assessment U/s 143 (3)	
8.	Renewal of Certificates U/s 12A	
9.	Renewal of Certificate U/s 80G	
10.	Professional Fees	

06.10.23