



केंद्रीय होम्योपैथी अनुसंधान परिषद्

(स्वायत्तनिकाय आयुष मंत्रालय, भारत सरकार)

CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY

(An Autonomous Body of Ministry of AYUSH, Govt. of India)

जवाहर लाल नेहरू भारतीय चिकित्सा एवं होमियोपैथी अनुसंधान भवन

Jawahar Lal Nehru Bhartiya Chikitsa Avum Homoeopathy Anusandhan Bhawan
61-65 संस्थागत क्षेत्र, डी-ब्लॉक के सामने, जनकपुरी, नई दिल्ली - 110058
61-65, Institutional Area, Opp. D-Block, Janakpuri, New Delhi - 110058

F.No. 2024-25/CCRH/ACCT/Prep. of Annual Accounts 2024-25/ Dated: 21-Feb-2025

4864-7521

To

As per list attached

Sub: Engagement of Chartered Accountant Firms from C & AG approved panel for preparation of Annual Accounts of the Council-reg.

Director General, Central Council for Research in Homoeopathy, 61-65, Institutional Area, opp. D Block, Janak Puri, New Delhi-110058, Ministry of AYUSH, Govt. of India invite quotations from C & AG Empaneled Practicing CA firms having its offices in the nearby location i.e. 10 kilometers from the hqrs office for preparation of Annual Statement of Accounts of the Council.

Quotation along with necessary documents may be submitted by 11th March 2025 at 03:00 P.M. in the tender box of the Council and to be opened on the same day at 4.00 P.M.

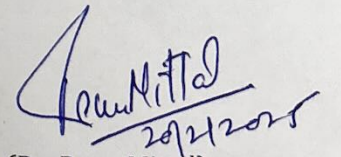
Brief of the organization, scope of work, proforma for quotation, documents to be submitted etc. are as under:

- (A) ABOUT CENTRAL COUNCIL FOR RESEARCH IN HOMOEOPATHY (CCRH)
Central Council for Research in Homoeopathy is an autonomous organization under Ministry of AYUSH, Govt. of India which supports research in Homoeopathy in scientific manner. Head Office of the Council is in New Delhi. Multi-Centric Research is conducted through a network of 27 field units all over India. The Council finances all Research Projects and Studies conducted by various Institutions/Universities. All the payments are made at Headquarters direct to the entities and Units and field Units for further disbursement.
- (B) Assessment of work involved: Annual Accounts of the Council are comprised of Receipts and Payments, Income and Expenditure, Balance Sheet and various Schedules to be the part of Annual Accounts including Accounts for GPF, Pension, Publication, Income Tax, NPS etc., on the proforma prescribed as Unified Accounting Format for Autonomous Bodies, revised from time to time, if any.

It is requested to contact the Accounts Officer, CCRH, in Room No. 302 for books of Accounts for the financial year 2024-25 and Annual Accounts for the previous year on any working day prior to submission of financial bid.

Documents to be submitted:

- Registration Number of the firm:
- PAN Number:
- GST Number:
- Valid Letter of empanelment with C & AG:
- Place of Working:


20/2/2025

(Dr. Renu Mittal)

Research Officer (H)/ S-4
Admin. In-Charge

d/c

Schedule of Quantity

S. No.	Particulars	Amount in figures and words
1	Preparation of Annual Accounts completes in all respects including other related statements, scheduled etc.	
2	GST or any other tax levy etc., if applicable. (Nil may be mentioned if not applicable)	

Terms and Conditions:

- i) The assistance is to be provided by sitting in office premises.
- ii) Annual Accounts is required to be prepared within one month after closing of Financial Year.
- iii) Confidentiality of office records and information are to be maintained.
- iv) Payment will be made in three parts:
 - a) 50% on preparation of the Annual Statement of Accounts and its acceptance and signing by the competent authority responsible for preparation of accounts.
 - b) 25% on the approval of C&AG and on the receiving of SAR.
 - c) 25% on printing of Bilingual Annual Report for placing on the table of Parliament of India.
- v) Taxes applicable shall be shown separately.
- vi) If required the representative of the firm who was involved in the preparation of Accounts must visit the meeting of IFC, EC at the time of audit by C&AG and in the meeting of Governing Body, and no extra TA/DA or any other allowance shall be paid for this.

Signature of the authorized Chartered Accountant

Stamp of the CA Firm:

List of Documents attached: