



केन्द्रीय लुग्दी एवं कागज अनुसंधान संस्थान  
**Central Pulp & Paper Research Institute**

(उद्योग संवर्धन और आंतरिक व्यापार, वाणिज्य एवं  
उद्योग मंत्रालय, भारत सरकार के आधीन एक स्वायत्त संगठन)

(An Autonomous Organization under DPIIT

Ministry of Commerce & Industry, Govt. of India)

हिम्मत नगर, स्टार पेपर मिल रोड, सहारनपुर (यूपी) – 247001

Himmat Nagar, Star Paper Mills Road, Saharanpur (U.P.) – 247001

Website: www.cppri.res.in. Phone No. (0132) 2714059, 2714061, 2704062

Date: 21.02.2024

**NOTICE INVITING QUOTATIONS**

Sealed Quotations are hereby invited from Qualified, Experienced and Reputed Chartered Accountant firms 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 etc.
- 4) Legal matters regarding Income Tax, TDS and GST etc.

For detailed information, please visit the Institute's website "www.cppri.res.in". The last date for submitting the proposal is 15.03.2024 at 17:30 hours.

**Head-Administration, CPPRI**

**Central Pulp & Paper Research Institute**  
(An Autonomous Organisation under DPIIT, Ministry of Commerce & Industry, Govt. of India)  
Himmat Nagar, Star Paper Mills Road, SAHARANPUR (UP)-247001

No. CPPRI/FAO/Hiring of CA Firm/2023-24

Date: 21.02.2024

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2. Taxation Matters such as GST return
3. Income Tax (TDS return), Form 16 etc.
4. Legal matters regarding Income Tax, TDS and GST etc.

The sealed quotations along with copies of supporting documents duly signed and stamped should reach in the office of the Head Administration, Central Pulp and Paper Research Institute, Himmat Nagar, Star Paper Mills Road, Saharanpur (UP)-247001 latest by 15.03.2024 at 17.30 Hrs on the following address:

Head-Administration,  
Central Pulp & Paper Research Institute  
Himmat Nagar, Star Paper Mills Road,  
Saharanpur (UP)-247001

  
Head-Administration, CPPRI

## Annexure-A

### Scope of Work of Chartered Accountant

- I. **Name of activity- Grants-in-aid received from Department of Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, GOI and GIA received under Project Based Support:**
  - a) Timely preparation of balance sheet, income and expenditure and Receipt and Payment account along with schedules in the prescribed format of Govt. of India for Autonomous Bodies for the Institute.
  - b) Reconciliation of bank accounts maintained for the purpose.
  - c) Filing of TDS (Employees and firms)/Income tax return quarterly and annual return of TDS with Income Tax Department and the reply of scrutiny cases of the Income tax including query of income tax during the year.
  - d) Filing of goods & service tax return which includes GSTR-1, GSTR-3A/B, and GSTR-7, annual return of GST and Compilation of GSTR-2A/B and all other compliances with reference to amendments from time to time in GST Act.
  - e) Audit and certification of Balance Sheet, Income & Expenditure and Receipt and payment account of the Institute.
  - f) Compliance of notice/query from Income tax department.
  - g) Day to day consultation and updating regarding compliance of statutory requirements.
  - h) Check whether all Rules & Regulations are being followed w.r.t. GFR 2017, Office Memorandum, Office Circulars, Notifications issued in this regards from time to time.
  - i) Check whether all the requisite registers and records are being maintained in proper format as prescribed from time to time and proper entries are being done in the registers and other records maintained in physical electronic mode.

*Syr* *P.P. Shome* *[Signature]* *Abhe Kumbhar*



- j) Verification of Financial Records, Purchase Procedures/Records and records of Stores/Establishment/Asset Management

**II Name of the activity- Employees Contributory Provident Fund Account of CPPRI:**

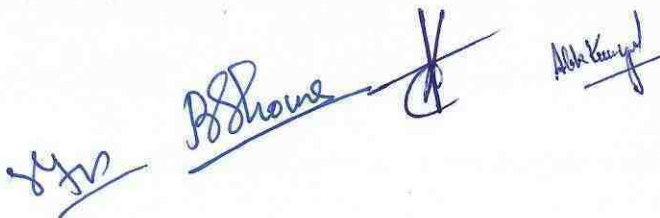
- a) Audit and Certification of Balance Sheet, Income & Expenditure and Receipt and Payment account of the ECPF Trust.
- b) Reconciliation of Investment/FDR of ECPF trust funds.

**TOR and Terms & Conditions for the Work Order**

1. The firm should be a reputed Chartered Accountant firm registered with Institute of Chartered Accountants of India (ICAI) and empanelled with Comptroller and Auditor General of India for auditing the accounts of Government Autonomous Bodies.
2. The firm should have experience of auditing of accounts of the Autonomous Body of Govt. of India for at least three years as on 31<sup>st</sup> March, 2023.
3. The bidder firm or any partner of the firm should have not 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 FCA as partner of the firm or full time paid FCA. (Fellow Chartered Accountant)
5. Proposed work should be completed timely from the date of award of work letter. The period of auditing work shall be from 1<sup>st</sup> April, 2023 to 31<sup>st</sup> March, 2024.
6. Firm is assigned to complete the auditing works of the institute for the Financial Year 2023-24 (1<sup>st</sup> April-2023 to 31<sup>st</sup> March 2024) and Works fall under the Legal Matters and Statutory filings for the period 2024-25 (1<sup>st</sup> April-2024 to 31<sup>st</sup> March 2025)
7. The Director, CPPRI reserves the right to accept or reject all or any of the quotation in part or full at any time prior to the award of work order without assigning any reasons, whatsoever, and without incurring any liability or obligation, whatsoever, to the effected bidders.

Three handwritten signatures in blue ink are located at the bottom right of the page. The first signature is on the left, the second is in the middle, and the third is on the right and appears to be 'Asha K...'.

8. If the firm does not mention percentage of GST etc. separately, then 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 for the work should be submitted on your letter head as per the specifications/requirements given in enquiry letter. GST number and Tax related papers must be attached with quotation.
10. CPPRI, Saharanpur GST No. is 09AAATC3482G1ZR, it should be mentioned in the invoice at appropriate space to claim the input tax credit from the tax department.
11. Please provide the information of PAN No. etc, otherwise your quotation are liable to be rejected.
12. Initially the engagement is for one year from the date of award and may be extended for another one year upon satisfactory working and discretion of the Competent Authority of the Institute.
13. No TA & DA will be paid extra for the firm during in the course of work at CPPRI Saharanpur.
14. Price quotation should be submitted on totality based on the categories of the works mentioned under the table. The sealed quotation should be submitted in a separate envelope.
15. Sealed quotations of only the eligible bidders/firms shall be opened.
16. All the disputes/litigation, if any, will be subject to Civil Court, Saharanpur jurisdiction only.
17. 100% payment will be released against submission of proper invoice only after satisfactory completion of the work in all aspects and submission of signed Audit report.
18. In case of any other further queries please Contact Sri Alok Kumar Goel, Scientist-E-II, Head F&A, CPPRI Saharanpur, Contact No: +91- 9458296655/ Sri KVK Satya Sai, Section Officer - F&A, CPPRI Saharanpur Contact No: +91-9701201201 and V.K. Sharma, Consultant F&A, CPPRI Saharanpur Contact No: +91-9997742310.

The bottom of the page features three handwritten signatures in blue ink. From left to right: the first is a stylized signature that appears to be 'S.S.'; the second is 'B.S. Sharma' with a large, sweeping flourish extending to the right; the third is 'Alok Kumar Goel' with a similar flourish.

**FORMAT FOR QUOTING THE PRICE ON LETTERHEAD**

**Name of the Firm & Address:**

<b>Sl.No.</b>	<b>Description</b>	<b>Total Amount (in Rupees)</b>
<b>1.</b>	Grants-in-aid received from Department of Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, GOI and GIA received under Project Based Support:	
<b>2.</b>	Employees Contributory Provident Fund Account of CPPRI.	
	<b>Tax on above</b>	
	<b>Total Amount</b>	
<b>Rupees in words(.....)</b>		

**Signature of the Authorized person along with seal**