



केंद्रीय लुग्दी एवं कागज़ अनुसंधान संस्थान,
Central Pulp & Paper Research Institute
(उद्योग एवं आंतरिक व्यापार संवर्धन विभाग, वाणिज्य एवं
उद्योग मंत्रालय, भारत सरकार, के अधीन एक स्वयात् संस्थान)
(An Autonomous Organization under DPIIT,
Ministry of Commerce & Industry, Govt. of India)
हिम्मत नगर, स्टार पेपर मिल रोड, सहारनपुर (यू.पी.)-247001
Himmat Nagar, Star Paper Mills Road, Saharanpur (U.P.)-247001
Website: cppri.res.in, Phone No. (0132) 2714059, 2714061, 2714062

Date: 11.02.2025

NOTICE INVITING QUOTATIONS
For Engagement of Chartered Accountant FIRM

Sealed Quotations in **two SEPARATE ENVELOPES (Technical Bid and Financial Bid)** are hereby invited from experienced Chartered Accountant firms with knowledge/ experience in the following domains:

- 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 TDS and GST etc.

For detailed information, please visit the Institute's website "[www\[dot\]cppri\[dot\]res\[dot\]in](http://www.cppri.res.in)". The last date for submitting the proposal is **11-03-2025 at 17.30 hours.**

BShome
11.02.2025
Administrative Officer, CPPRI

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

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

Date: 11.02.2025

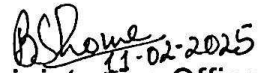
NOTICE INVITING QUOTATIONS
For Engagement of Chartered Accountant FIRM

Sealed Quotations in **two SEPARATE ENVELOPES** (Technical Bid and Financial Bid) are hereby invited from experienced 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 TDS and GST etc.

The quotations along with copies of supporting documents should reach in the office of the Director, Central Pulp and Paper Research Institute, Himmat Nagar, Paper Mill Road, Saharanpur (UP)-247001 latest by **11-03-2025 at 17.30** hours on the following address:

Director,
Central Pulp & Paper Research Institute
Himmat Nagar, Paper Mill Road,
Saharanpur (UP)-247001


11-02-2025
Administrative Officer, CPPRI

Scope of Work of Chartered Accountant Firm

- 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 and Regulations are being followed w.r.t GFR 2017, Office Memorandums, Office Circulars, Notifications issued in this regard 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.
 - 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

BSKhome

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 31st March, 2025.
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 three 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 1st April, 2024 to 31st March, 2026.
6. Firm is assigned to complete the auditing of the Institute for the F.Y 2024 – 25 & 2025 – 26 and works fall under the legal matters and statutory filings for the period F.Y. 2025 – 26 and 2026 – 27 respectively.
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.
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 in a **SEPARATE ENVELOPE** 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 two 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.

BS Home

14. Price Quotation should be submitted in a **SEPARATE ENVELOPE** based on the categories of the works mentioned in financial bid format.
15. Financial Bid of only Technical Qualified Bidder shall be opened.
16. 50% payment will be released against submission of proper invoice only after satisfactory completion of work in all aspects and submission of signed Audit Report for first year and balance 50% payment will be released against submission of proper invoice only after satisfactory completion of work in all aspects and submission of signed Audit Report for the second year.
17. In case of any further queries, please contact Shri Alok Kumar Goel, Scientist – E-II, Head F&A, CPPRI, Saharanpur, Contact No. +919458296655 / Shri KVK Satya Sai, Section Officer, F&A, CPPRI, Saharanpur, Contact No. +919701201201.
18. All the disputes/litigation, if any, will be subject to Civil Court, Saharanpur jurisdiction only.

BShome

Technical Bid

Technical Bid must contain following documents:

- I. Registration of Firm with Institute of Chartered Accountants of India (ICAI)
- II. Order of empanelment with Comptroller and Auditor General of India for auditing the accounts of Government Autonomous Bodies.
- III. Proof of experience of at least three years of auditing of accounts of the Autonomous Body of Govt. of India.
- IV. Self – Declaration on Letterhead of Firm for not been blacklisted by Government of India, State Government or any other Government Department during last three years.
- V. Proof of 2 full-time FCA as partner of the firm or full time paid FCA..
- VI. Self – attested Pan Card of Firm.
- VII. Self – attested GST Registration of Firm.

Note: Failure to submit any of the required documents may result in the rejection of the bid.

BSkome

Financial Bid

FORMAT FOR QUOTING THE PRICE ON LETTERHEAD in a SEPARATE ENVELOPE

Name of the Firm & Address:

Sl.No.	Description	Total Amount (in Rupees)
1.	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:	
2.	Employees Contributory Provident Fund Account of CPPRI.	
	Tax on above	
	Total Amount	
Rupees in words(.....)		

Signature of the Authorized person along with seal