

Appointment of CA Firm | Scope of Work

CA Firm's Appointment as Service Provider for the period from 01-10-2024 to 31-03-2026 (Eighteen Months) for IGDTUW Anveshan Foundation. May be extended on the grounds of work satisfaction for another similar period (i.e., total three years).

A. Accountancy and Allied Services

CA Firm shall assist Anveshan Foundation with a part time Accountant who shall be responsible for doing the following work of our company.

1. Maintenance of Computerized Books of Accounts on the Computer systems to be provided by our company with Tally Software. For this, the accountant will visit our Company's Office on periodical basis to complete the data entry for books of accounts as per the details of expenses and revenue along with Bank Statements and other related vouchers and documents shown to him by our company.
2. The accountant will prepare the Balance Sheet, Income & Expenditure Account and other supporting accounts and get them ready for annual audit and will also help the auditors to complete the audit by providing the necessary information/explanation/documents relating to the accounting entries made by him.
3. The accountant shall synchronize with the Tax Consultants of the Company for Statutory compliance relating to Accounts and taxation as may be requires.
4. The Books/Vouchers and other documents will always be kept in the premises of our company and accountant or any person associated with your organization shall not be allowed to take them outside the office premises.
5. Preparation of Bank Reconciliation Statements in respect of all the Bank Accounts on monthly basis.
6. Accountant shall never be allowed to deal with cash on behalf of our company in any manner.
7. Accountant will be contactable over phone for any query related to accounts.
8. Accountant will also help, create and prepare MIS on periodical basis.
9. Accountant will make sure to get the Annual accounts upon completion of Audit.

B. Tax Deducted at Source (TDS)

1. Assistance in calculation, deduction and deposit of TDS from various payments for all running schemes/ accounts of IGDTUW Anveshan Foundation.
2. Compiling the relevant data and filing of quarterly returns of TDS for payments to Contractors/ Professionals and for Salaries.
3. Issue of TDS Certificates by our company to the Deductees.

C. Goods and Service Tax GST)

1. Online Registration with GST Authorities as and when required by our company and communicated to you.

2. Assistance in calculation and deposit of GST as communicated to you.
3. Assistance in compiling the relevant data and filing of returns of GST as communicated to you.

D. Investment Records and Assistance in Start-ups Valuation

1. Maintain the Register of Incubatees where Investment will be made.
2. Verification of share certificates, as provided to you, relating to the Investments in equity shares of incubatee companies.
3. Valuation support for the startups graduating/ exiting from Anveshan Foundation.
4. Assistance in preparation of transfer documents at the time of Exit from the Investments with respect to Share Transfer deeds and stampings etc.

E. Mandatory Requirements for the F. Y. 2023-24

1. Provide all the financial notes as mentioned above, including Balance Sheet, Profit and Loss Account etc.
2. Get all the records audited by Auditors.
3. Annual Return Filing of Income Tax and ROC.
4. Providing one copy (in original) of all the filing communications,

F. Companies Act Compliances

1. Assistance through a company Secretary for Preparation of Resolutions from the Minutes of the Board meetings and AGM/EGM as per the information and copies of documents provided by our company.
2. Assistance through a company Secretary for Preparation of Director's Report as per the information provided by our company.
3. Assistance through a company Secretary for Preparation and Filing of documents with Registrar of companies in respect of Addition/deletion in Directorships, change of registered office, Transfer of Shares, Appointment/Change of Auditors as and when the information and documents provided by our company.
4. Assistance through a company Secretary for Filing of documents for Annual Return and Annual Accounts with Registrar of companies as and when the information and documents provided to you by our company.
5. KYC of all the Directors of IGDTUW Anveshan Foundation.

G. Income Tax Compliances

Assistance in:

1. Online Registration with Income Tax.
2. Preparation of Computation of Annual Income and filing of Annual Income Tax Return on the basis of information and documents provided to you by our company.
3. Follow up for Issuance of Income Tax Refunds relating to our company.
4. Representation before the Tax Authorities up to Assessing Officer Level.
5. Representation before the Income Tax Assessing Authority for Rectification matters.

6. Annual Reconciliation of Form 26AS with Books of Accounts.

I. Other Inclusions and understanding: -

1. Assistance in updation of Records relating to Income Tax as and when communicated to you.
2. To attend the meetings fixed up with your prior consent where interests of our company are involved.
3. Availability of Point of Contact on Telephone in respect of any matter relating to above services.
4. Assistance in maintaining stock registers.
5. Assistance in procuring Director's Indemnity Insurance.
5. You or any of your staff or associates shall never be allowed to take any decision on any matter and shall follow whatever is communicated by our company as our company shall be taking the services of Legal Consultant separately.
6. You shall never be provided with any original document relating to our company and if any document is required for any purpose, you will be allowed to take the photocopy of same.
7. You or any of your staff or Associate shall never be held responsible for physical occupation of any documents relating to our company or in respect of any decision of our company. Your responsibility shall be restricted to complete the work as per the information and documents provided to you in lieu of Fee paid to you.
8. Providing Utilization Certificates (of the fund), as and when required by Anveshan Foundation, DTTE, GNCTD, DPIIT, Department of Science and Technology and own revenue account(s) in the prescribed format, provided by respective department.
9. Requirement pertaining to the Form 12AA and 80G, already in place with Anveshan Foundation.

If the above scope of work is admissible, kindly send your letter of interest/ quotations to

The Managing Director, IGDTUW Anveshan Foundation
IGDTUW Campus, Kashmere Gate, DELHI – 110006

Or Email at anveshan@igdtuw.ac.in by 12th August, 2024 (by 05.00 PM) along with following data/ information.

- a. Your Firm's Profile with previous experience in the similar line.
- b. Profile of the Contact person(s) & Designation(s) on behalf of the firm.
- c. Complete Address, contact number, email ID
- d. Expected Service Charges/ Quotations (excluding GST and Government Fees) per month.