



भारतीय मानक ब्यूरो
केन्द्रीय प्रयोगशाला
BUREAU OF INDIAN STANDARDS
Central Laboratory



NABL ACCREDITED

प्लॉट नं० 20/9, साईट IV, साहिबाबाद औद्योगिक क्षेत्र
साहिबाबाद-201010, जिला गाजियाबाद (उ० प्र०)
Plot No. 20/9, Site IV, Sahibabad Industrial Area,
Sahibabad-201010, Dist. Ghaziabad (U.P.)

दूरभाष : } 0120-2770032 फैक्स : } +0120-2776663
Phones : } 0120-2770235 Fax : }
0120-2770345 E-mail : cl@bis.org.in

Our Ref : CL/Admn/CA (08-09)

06 Oct 2008

Subject: Quotation for Outsourcing of Accounting jobs to Chartered Accountant firms for the period of Twelve months in BISCL.

Sealed quotations are to be invited from interested Chartered Accountant firms for taking services as followed:

SERVICE TAX FORMALITY:

- a) Compilation of Accounts on monthly basis and preparation of trial balance along with all supporting schedules.
- b) Reconciliation of control Accounts and schedules thereof. Reconciliation of Headquarters Accounts and internal Unit Accounts. Reconciliation of fixed Assets and current Assets Accounts.
- c) Service tax formality and tax deducted at source work like;
 - i) to provide necessary guidance on service tax Rules and for availing of credit rules, reconciliation of service tax deducted and collected from the parties and deposition of the same and filling requisite returns,
 - ii) Checking of appropriateness of tax deduction at source from payments to parties, its timely deposition and filing of requisite return by due date and guidance on TDS matters.

हमेशा हिंदी में पत्र व्यवहार करके देश का गौरव बढ़ाएं, इस कार्यालय में हिंदी में प्राप्त पत्रों का स्वागत है।

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- d) To oversee the timely adjustment of advances/recoveries, realization of outstanding dues, write off old dues, clearance of old outstanding debits/credits of more than one months in the bank reconciliation statement and watching any other accounts matter requiring timely completion and monthly report to Heads of RO/BO thereon.
- e) Any other account related matter and anything considered necessary towards above.

The security of Rs. 10000/- is to be payable as Demand Draft/Pay order in favour of BIS Ghaziabad. The security deposit of Rs. 10000/- will be refunded to the unsuccessful bidders. The security would be refunded to the successful firm after completion of the contract period i.e. one year from the date of contract. The working hours of the contractor normally are as office working hours i.e. 0930 to 1800hrs.

The contractor shall be responsible for the compliance of applicable Chartered Accountant Law in force and other Govt orders.

The Bureau reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons. The Bureau further reserves the right to terminate the contract during its tenure at anytime without assigning any reasons.

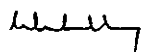
If, interested in undertaking the contract under the conditions mentioned above, please submit your quotation as stated in Para-1 above, so as to reach the Director & Head (Admn) latest by 30 Oct 2008 at 1500 h in a sealed cover mentioning "QUOTATIONS FOR OUTSOURCING OF ACCOUNTING JOB". It is reiterated that quotations should be sent in a sealed cover.

The quotation shall be opened on 31 Oct 2008 at 1500 h at the above mentioned address in the presence of such tenderer or their duly authorized representatives as may like to be present.

For any clarification that may be desired, please call at our office during working hours of any working day (Monday to Friday).

Thanking you,

Yours faithfully,


Director & Head (Admn)