



# Indian Council of World Affairs

Sapru House, Barakhamba Road  
New Delhi

No. ICWA/745/1/2007  
INDIAN COUNCIL OF WORLD AFFAIRS  
(An Autonomous Body) Under  
Ministry of External Affairs  
Government of India  
Sapru House, Barakhamba Road,  
New Delhi.  
Tel- 011-23317246-49, Fax - 011-23310638

Date : July 10, 2023

## QUOTATION/ TENDER

for Hiring of Services of a Chartered Accountant Firm  
for ICWA for the financial year 2023-24 & 2024-25

Indian Council of world Affairs (ICWA) is a body corporate under Government of India constituted under ICWA Act, 2001 of Parliament of India (No. 29 of 2001). It is not a profit earning institution. In the ICWA Act passed by the Parliament of India, the council has been declared as an Institution of National Importance.

### Aims and Objectives of ICWA

The Indian Council of World Affairs Act, 2001 lays down the objectives of the ICWA.

- To promote India's relations with other countries through study, research, discussions, lectures, exchange of ideas and information with other organisations within and outside India engaged in similar activities.
- To serve as a clearing house of information and knowledge regarding world affairs.
- To publish books, periodicals, journals, reviews, papers, pamphlets and other literature.
- To establish contacts with organisations promoting objects.
- To arrange conferences and seminars to discuss and study the Indian policy towards international affairs.
- To undertake such other activities for the promotion of ideas and attainment of the above mentioned objects.

The annual accounts of ICWA are being maintained in the format prescribed by Controller Auditor General of India (C&AG) for the Autonomous Bodies. The accounts are prepared on accrual basis. As per the accrual basis accounting, the expenditure accrued during the financial year is only taken into account.

**INDIAN COUNCIL OF WORLD AFFAIRS  
SAPRU HOUSE, BARAKHAMBA ROAD,  
NEW DELHI.**

**NOTICE INVITING QUOTATION**

Office of issue : Deputy Director General, ICWA, New Delhi  
Quotation No. : ICWA/745/1/2007  
Estimated cost : Rs.50,000/- + Taxes  
Due date / Time of receipt : 28.07.2023 up to 1500 Hrs.  
Opening date/ time : 28.07.2023 at 1530 Hrs.

**TENDERS ARE INVITED ON BEHALF OF DIRECTOR GENERAL, INDIAN COUNCIL OF WORLD AFFAIRS, SAPRU HOUSE, BARAKHAMBA ROAD, NEW DELHI** for appointment of CA Firm for audit & compilation of Annual Accounts of Indian Council of World Affairs, New Delhi consisting of Balance Sheet, Receipt & Payments and Income & Expenditure Account & TDS/ Income Tax Job for the years 2023-24 & 2024-25.

The ICWA intends to get the services of a Professional Chartered Accountants firm, which includes the following services:

1. Compilation/ Audit of ICWA Annual Accounts consisting of Receipt & Payment Account, Income & Expenditure Account and Balance Sheet
2. Quarterly Compilation/Preparation of ICWA Electronic TDS Return, Compilation/Preparation of Form 16-A Quarterly and Form 16 Annually
3. Providing advisory services on TDS on professional / contractual payments / salary / rent etc.
4. Assistance in compilation/preparation of Income Tax Calculation Sheet of ICWA Salaried Employees and providing advisory services in Tax Calculation/Investment for ICWA Salaried Employees
5. Filing of ICWA income Tax Return

For ready reference details of TDS deducted/ deposited during last 6 years are given below:

Years	Salaried		Other Than Salary		Gross Total of TAX Deducted & Deposited
	No. of times TDS deducted/ deductee	TAX Deducted & Deposited	No. of times TDS deducted/ deductee	TAX Deducted & Deposited	
2017-18	204	5,77,969	567	27,02,666	32,80,635
2018-19	230	6,38,770	531	25,50,419	31,89,189
2019-20	71	6,85,400	758	40,12,195	46,97,595
2020-21	61	8,48,000	531	29,00,178	37,48,178
2021-22	97	7,04,700	676	34,37,964	41,42,664
2022-23	123	11,87,000	727	39,49,321	51,36,321

### **ELIGIBILITY OF BIDDER:**

Indian CA-Firms, fulfilling the following requirements are eligible to submit their quotations:-

1. A Chartered Accountants firm having experience of 10 years or more in the area of auditing of organisations of repute.
2. The firm must be on empanelment with C&AG of India for conducting audit/compilation of government owned autonomous bodies/institutions /undertakings under Central/State Governments and Nationalised Bank.
3. A Chartered accountant firm must have the office in Delhi and be fully operational with qualified staff.

### **SCOPE OF WORK:**

- Conducting internal checking/ verification of books of accounts and ancillary records
- Verification of the correctness of Trial Balance and compiling the Grouping statements and scheduling to the Annual Accounts and finalization of the same
- Quarterly Compilation/Preparation of ICWA Electronic TDS Return, Compilation/Preparation of Form 16-A Quarterly and Form 16 Annually
- Providing advisory services on TDS on professional / contractual payments / salary / rent etc.
- Assistance in compilation/preparation of Income Tax Calculation Sheet of ICWA Salaried Employees and providing advisory services in Tax Calculation/Investment for ICWA Salaried Employees
- Filing of ICWA income Tax Return

**Detailed Activities with respect to services mentioned in Scope of Work are described below:-**

- Internal Checking/ Verification of the books of accounts and ancillary records of the institute by a Chartered Accountant.
- The internal checking/ verification will be carried out on continuous basis which inter-alia will include examination of:
  - Bank reconciliation statements
  - Scrutiny of Ledgers
  - Yearly Receipt & Payment, Income & Expenditure and Balance Sheet along-with detailed schedules & grouping
  - Stock/ Fixed Asset Register and depreciation
  - Compliance of Statutory obligations
  - Checking of payments, settlement of old issues/ advances etc.
  - Providing suggestions of improvement of the existing system of internal control.

**Annual Accounts related work-Verification of all the accounting statements/schedules will include:-**

- Verification of the correctness of the Trial Balance including the verification of opening Ledger balances and suggesting reversal/year end entries wherever necessary.
- Compilation of the Grouping statements/schedules to the Balance Sheet, Income and Expenditure Statement and Receipt and Payment Accounts and finalization of the Annual Accounts.
- Any other work needed for Accounts Finalization.

**TDS related work will include: –**

- Quarterly Compilation/Preparation of ICWA Electronic TDS Return, Compilation/Preparation of Form 16–A Quarterly and Form 16 Annually
- Providing advisory services on TDS on professional / contractual payments / salary / rent etc.
- Assistance in compilation/preparation of Income Tax Calculation Sheet of ICWA Salaried Employees and providing advisory services in Tax Calculation/Investment for ICWA Salaried Employees

**Additional responsibilities**

**The function of internal checking/ verification should include a critical review of the systems, procedures and operations as a whole rather than merely of accounting work. In general, the Chartered Accountant is expected to render valuable assistance in the following fields:–**

- To ensure that all the expenses incurred by the Council relates to the legitimate operations of the organization, which are in its best interests and are in accordance with the budget provisions.
- To verify the accuracy and propriety of the transactions. To ascertain the extent of compliance with the prescribed policies, plans, rules, regulations, systems and procedures.
- To review and make appraisal of the soundness, adequacy and application of accounting, financial and operating controls and suggest improvements therein.
- To review sanctions issued by the Management of the Council at various levels.
- To scrutinize contracts and purchase orders.
- To detect cases of fraud, negligence and thefts by the employees of the Council as well as by third parties and to suggest ways and means for its prevention.
- To verify that sanctions for expenditure are accorded by the Competent Authorities in consultation with their associated finance.
- Advice to Council in terms of earning interest on savings
- To examine the prescribed books of accounts along with subsidiary records to ensure that these are maintained properly.
- To review all statutory obligations compliances such as service tax, TDS, EPF etc.
- In general, the Chartered Accountant must, ensure that all the transactions are in conformity with the various policies/provisions of the necessary legal issues, rules and regulations.

The scope of audit will include examination of all transactions with reference to the original documents/vouchers/books/files etc. and reporting on the deficiencies, noticed. The same transactions have to be examined from the angle of propriety. While conducting checking/verification, the Chartered Accountant will look into the following special points:

- Whether the transactions are with reference to the approved policies and recommendations.
- Whether the prescribed procedures are followed
- All cases, where the associated finance was over-ruled may be examined in depth to find out and report the extent of irregularity/impropriety committed, if any.
- Whether the delegated powers have been exceeded.

**Time period of Engagement:**

The selected Chartered Accountant will be required to provide the above-mentioned services initially for the Financial Year 2023–24 and 2024–25, which may be extended on satisfactory performance on the same terms and conditions. **The work relating to audit of account and preparation of Receipt & Payment, Income & Expenditure A/c and Balance Sheet etc. is required to be completed for FY 2023–24 before 15<sup>th</sup> May 2024 and for FY 2024–25 before 15<sup>th</sup> May 2025.** In respect of Council TDS quarterly returns to be completed and submitted to Income Tax Department well before time as per the statutorily date prescribed by the Income Tax Department.

For any information regarding above, Under Secretary (AAE), Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi could be contacted on any working day i.e. Monday to Friday, 11.00 am to 4.00 pm.

**INFORMATION / PRICE QUOTE TO BE GIVEN BY THE BIDDER**

1. Name of the Bidder Firm/Company : \_\_\_\_\_

2. Address : \_\_\_\_\_

\_\_\_\_\_

Telephone No. : Office \_\_\_\_\_

Mobile \_\_\_\_\_

FAX \_\_\_\_\_

3. Registration particulars of the Firm/Company  
viz. Proprietary, Partnership, Private Limited,  
Public Limited etc. with ICAI. (copy to be : \_\_\_\_\_  
Enclosed)

4. Registration particulars of the Firm/Company  
viz. Proprietary, Partnership, Private Limited,  
Public Limited etc. with C&AG. (copy to be : \_\_\_\_\_  
Enclosed)

5. Name/Designation/Address of the Authorized: \_\_\_\_\_  
Signatory holding the Power of Attorney (if any)

**6. Income Tax Return Particulars**

Permanent Account Number (PAN) (Copy to be : \_\_\_\_\_  
Enclosed)

Service Tax/ GST Registration No. : \_\_\_\_\_  
(copy to be enclosed)

7. Details of Experience :

**8. Price Quote (with detailed breakup) :**

**Year wise annual fees (including all taxes and any other expenses):**

Certified that the information given above is true and if any information is found to be false or misleading the quotation /contract may be cancelled.

**Name: Signature**  
**(Capacity in which signed)**