



राष्ट्रीय पृथ्वी विज्ञान अध्ययन केंद्र
NATIONAL CENTRE FOR EARTH SCIENCE STUDIES
पृथ्वी विज्ञान मंत्रालय, भारत सरकार
Ministry of Earth Sciences, Govt. of India
Akkulam, Thiruvananthapuram -11

Advt.No. FA-FOA091/1/2016-F & A-NCESS

Date: 15.05.2023

Invitation for Eol from CAG Empanelled Audit Firms

NCESS do hereby cancel the notice for inviting Eol from CAG Empanelled Audit Firms *vide* Advt.No. FA-FOA091/1/2016-F & A-NCESS dated 12.04.2023 and invites fresh Eol from CAG Empanelled Audit Firms for Audit of Accounts of NCESS for the Financial Year 2022-23. The minimum amount of Audit fees for the aforesaid assignment shall be Rs.40,000/- plus GST. The last date for submission is 29.05.2023.

For more details visit NCESS website www.ncess.gov.in.

Sd/-

Senior Manager

Offer to be submitted in Sealed Cover superscribed "Eol for Hiring Services of Chartered Accountant Firm for Statutory Audit of NCESS for the financial year 2022-23."

I. Background

National Centre for Earth Science Studies (NCESS) is an autonomous institution under the Ministry of Earth Sciences, Government of India. It is a society registered under The XII Travancore Cochin Literary, Scientific and Charitable Societies Act 1955. The affairs of the society are managed, administered, directed and controlled by the Ministry of Earth Sciences.

1. As per the bye-laws of the Society, the Accounts of the NCESS shall be audited by a Chartered Accountant firm to be appointed by the Governing Council of NCESS.
2. The Financial statements are prepared on mercantile system of accounting followed by going concern concept, except for the External/Consultancy Projects which are accounted on cash basis.
3. During the financial year 2022-23, the accounting activities were carried out in Fox-Pro based customized accounting software.
4. NCESS receives grants-in-aid of approximately Rs. 30 Crores per annum from the Ministry and other external sources. The Centre incurs expenditure at an average transactions of 2000 Debit Vouchers, 750 Credit Vouchers and 750 Journal Vouchers.

II. Audit Fees

The minimum amount of Audit fees for aforesaid assignment shall be Rs.40,000/- plus GST. The quotes below this will not be considered for evaluation and awarding of contract. No TA/ DA / accommodation or out of pocket expenses shall be paid in addition to fees assigned.

III. Other General Terms and conditions

1. NCESS would like to appoint registered Chartered Accountant Firm empanelled with Comptroller & Auditor General of India to conduct the statutory audit of the Society for the financial year 2022-23. The tenure of the selected Auditor will be for a period of one year, which is extendable as per rules.
2. The audit of the accounts of NCESS is required to be commenced during June/July 2023 and the final audit certificate on the accounts needs to be issued within 15 days from the commencement of audit.
3. Payment to the audit firm will be made within 7 days from the date of certification of audit upon

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submission of Invoice, subject to TDS, if any. The payment will be made by electronic transfer and the Audit firm is requested to provide us the Bank details at Column No.12 of the Annexure.

4. The Audit firms interested to take-up the statutory audit of NCESS for the financial year 2022-23 may submit their EOI in a sealed cover addressed to **The Director, NCESS, Ministry of Earth Sciences, Government of India, "Thuruvikkal (P.O), Akkulam, Trivandrum-695011** in the prescribed proforma annexed herewith.
5. The last date for submission of EOI is 1530Hrs of May 29, 2023 (Monday). Delay in submission of EOI (including postal delay) will not be considered under any circumstances.
6. The tenders will be opened at NCESS in the presence of interested participants at 1600Hrs on the same day i.e. May 29, 2023.
7. Preference may be given to following criterion:
 - Experience of auditing of Autonomous bodies and/or Scientific/Research Institutes
 - Head office is situated in Trivandrum
8. The Director, NCESS reserves the right to accept or reject any or all quotations without assigning any reasons thereof.

Director, NCESS.

Annexure

(To be submitted on the letter head of the firm)

Tender Notice No. : **FA-FOA091/1/2016-F & A-NCESS**

Date:

Audit Firm Ref. No.:

Date:

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|----|--|---|--|
| 1. | Name of the Firm | : | |
| 2. | Address with Telephone No /e-mail id | : | |
| 3. | <u>Contact Person</u> Name & designation Telephone No. Mobile No. e-mail id. | : | |
| 4. | Year of Establishment and Registration No. | : | |
| 5. | Names of the full-time qualified Chartered Accountants with Membership No of ICAI | : | |
| 6. | Number of Audit staff | : | |

| | | | |
|-----|---|---|---|
| 7. | GST Registration No. | : | |
| 8. | Empanelment No. in C&AG Office. | : | |
| 9. | Detailed experience of conducting Statutory Audit of similar Scientific/Research Institute | : | |
| 10. | Expected Audit Fee for audit of annual accounts of NCESS for the FY 2022-23 as Statutory Auditor. (Payment Subject to TDS) | : | Audit Fee for one year : Rs. GST : Rs. Total : Rs. Rupees in words |

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|-----|--------------------------|---|---|
| 11. | List of Enclosures | : | a) ICAI Registration Copy b) CAG Empanelled copy c) GST Registration copy d) PAN Card copy |
| 12. | Bank details of the firm | : | a) Account No. b) Account Name c) Name of Bank d) Branch Address e) IFSC Code |

I/We hereby declare that I/We have read and understood the tender document and completed all the required formalities, all the statements made above are true and complete and correct to the best of my/our knowledge and belief.

Date:

Authorized Signatory

With seal