

NOTICE INVITING TENDERS

No.NABI/9(12)/2011-Accounts

National Agri –Food Biotechnology Institute (NABI), an Autonomous Institute under the Department of Biotechnology, Government of India, is looking for the services of qualified Chartered Accountants empanelled with the **Comptroller & Auditor General of India** (CAG) to carry out the statutory audit on the accounts of NABI for five years annual accounts commencing from the Financial Year 2009-10 onwards. Offers of the willing parties must reach NABI on or before 9.9.2011 at 15.00 hours and shall be opened at 15.30 hours on the same day.

The full details of advertisement of NIT are available on NABI website “www.nabi.res.in”.

Administrative Officer

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The institute has an annual Budget of ₹ 34.00 Cr for the current year involving approximately 300 monthly financial transactions, at an average. The accounts of the institute are compiled in the Standard Format of Accounts prescribed by the Controller General of Accounts, Government of India for all the Central Autonomous Bodies. Accounts are ready in the institute latest by 30th June and are required to be audited by 31st July of the following year (within one month from the date of their compilation).

The role and responsibility of the Institute:

- i) It shall be the responsibility of the Institute to prepare the annual accounts of the Institute in the Standard Format of Accounts prescribed by the Controller General of Accounts, Government of India for all the Central Autonomous Bodies in line with the significant accounting policies approved for the Institute latest by the prescribed date (at present 30th June of the following year).
- ii) The Institute shall cause to send a copy of the annual accounts to the Auditor as soon as they are ready.
- iii) The Institute shall facilitate the audit as per the requirement of the Auditor and provide all information and records as may be required by him or his team for the proper conduct of the audit.
- iv) The Institute shall pay the professional fee to the auditor immediately on receipt of bill for the same as per agreed terms. The payment to the auditor shall be subject to TDS as may be applicable from time to time.

The role and responsibility of the Auditor:

- i) The Auditor shall intimate his preparedness to carry out the audit in the month of June to the Institute.

- ii) Immediately on receipt of the copy of the annual accounts from the Institute, the auditor shall initiate action for the audit on the accounts immediately within a week.
- iii) The Auditor shall send his requisition in advance for the information/records as may be required for the conduct of the audit.
- iv) The Auditor shall arrange to submit the audit report with the required audit certificate in four weeks from the date of submission of the copy of the annual accounts to the Auditor.
- v) The Auditor shall submit the bill for the payment of fee as agreed.

The auditor shall inter alia ensure before issuing the relevant and requisite audit certificate; i) the correctness and appropriateness of the classification of all transactions; ii) accounts figures are in agreement with the subsidiary books of the institute; iii) accounts are drawn in the prescribed format.

Auditing firms empanelled with the CAG and willing to take up the aforesaid assignment for NABI should send their offers with **professional fees exclusive of service tax** chargeable per annum along with other details in the attached sheet for the service latest by 9-09-2011 at 15.00 hours and shall be opened at 15.30 hours on the same day in the presence of such tenderers who may choose to be present.

Administrative Officer

TENDER FORM FOR THE APPOINTMENT OF AUDITOR FOR STATUTORY AUDIT ON THE ACCOUNTS OF THE NATIONAL AGRI-FOOD BIOTECHNOLOGY INSTITUTE, MOHALI, (Punjab) IN RESPONSE TO NABI ADVERTISEMENT No.

1. Name of the Auditing Firm:
2. Address of the Registered Office:
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3. Name of the Chief/proprietor:
4. Registration no. with ICAI:
5. Registration no. with C&AG of India:
6. Experience of similar audit :
7. No. of Qualified professionals (CAs):
8. Financials:
 - i. Fee per annum ₹.
 - ii. Plus Service Tax (as applicable)
9. PAN No. of the Firm:

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I, hereby declare that the information given above is correct.

Signature with seal

Dated: