

CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES
Dahung::West Kameng District::Arunachal Pradesh-790116
Phone: 03782 207030, email: cihcsdahung@gmail.com
(An Autonomous Body of the Ministry of Culture, Govt. of India)

Tender NO. 2-16/2015/CIHCS

Tender is invited from Chartered Accountant firms to conduct internal audit and to prepare Annual accounts in the prescribed Uniform Format of Central Autonomous Bodies of Government of India for the year 2025-26 to 2027-28.

The application form and relevant documents may be downloaded from the CIHCS website www.cihcs.edu.in. Interested firms may submit their tender super scribing "TENDER to conduct internal audit and to prepare Annual Accounts" separately for technical & financial bids to the undersigned on or before 23rd January (Friday) 2026 at 12.00 Noon. The tender document will be opened on 23rd January (Friday) 2026, at 2.00 P.M. The tenderer may be present at the time of opening of the bid.

The undersigned shall have the right of rejecting all or any of the proposals without assigning any reasons thereof.

Sd/-
(Administrative cum-Accounts officer)
CIHCS,Dahung.

General Terms & Conditions

1. Chartered Accountant firms should have adequate experience in preparation of Annual Accounts in the prescribed Uniform Format of Central Autonomous Bodies of Government of India particularly in education field. The firm shall have adequate no. of qualified CA with relevant experience and engaged in full time Accounts work. A list of full time employed chartered accountants with their complete bio-data be enclosed.
2. Selection of firms will be done only after detailed scrutiny of the credentials of the firm, their competency etc.
3. Empanelled with C & AG.
4. All information should be kept confidential by the firm/CA.
5. All assignments shall be carried out with due diligence maintaining quality of work done and in least possible time.
6. All reporting shall be done on regular basis.
7. Director, CIHCS reserves the right to cancel selected firm, without assigning any reason.
8. The Firm will have to start the work with immediate effect of the receipt of the letter of appointment.
9. Application form should be filled up properly.
10. The firm with its head office at Itanagar is preferable.

Submission of Report

On completion of work, the Report of Annual Statement of Accounts will be submitted in three sets along with a copy on CD to the Institute. Final authority for acceptance of the Report will rest with the Institute. The report will also be supported with the certificate from the C.A. Firm that they have thoroughly checked the report as per terms of reference and their findings are based on the same.

Regulation of Fees.

The payment of Fees as fixed will be made only after completion of Work and issue of Report. Completion of work will be inclusive of preparation of Statement of Annual Accounts, submission and discussion of report with the Institute. The Institute will not pay any advance to the selected C.A. Firm. The Institute is currently receiving Rs. 1570.00 Lakhs as grant-in-aid for running & maintenance of the Institute.

Bill for Fees will be submitted to the office of the Director, CIHCS, Dahung along with a certificate indicating that work has been completed as per guideline framed by the Institute and the work has been completed as per the agreed terms and conditions.

Application Form

Status of the Firm:- Partnership: ☐ Sole Proprietorship: ☐

1. (a) Name of the firm (in capital letters) _____
(b) Address of the Head Office _____
(with telephone No. and
e-mail address) _____

2. ICAI Registration No. _____ Region Name _____
Region Code No: _____
3. Empanelment number with C & AG: _____
4. (a) Date of constitution of the firm: _____
(b) date since when the firm has a full time FCA _____
5. Full-time Partners / Sole Proprietor of the firm as on 31st March, 2025
(attach the copy of Firm's Contrition Certificate issued by ICAI as on 01.01.2025)
6. Number of Part Time Partners if any, as on 31st March, 2025.
7. Number of Full time Chartered Accountant as on 31st March, 2025.
8. Number of full time audit staff employed with the firm
(a) Articles / Account's Clerk _____
(b) Other Staff (with knowledge of book _____
Keeping and accountancy) _____
(c) Other Professional Staff (please specify) _____
(list to be attached for Sl. No. 5 to 8)

9. Number of Branches if any _____
(please mention places & locations)
10. Whether the firm is engaged in any internal or external or providing any other services to any Govt. Company / Corporation or co-operation institution etc. (Yes / No)
If 'Yes', details may be given on a separate sheet.
11. Whether the firm has experience in conducting Accounts work in education Sector (Yes / No).
If 'Yes', a brief note on the procedure adopted is to be enclosed.
12. Are there any court / arbitration / legal cases against the firm: (Yes / No).
If 'Yes', give a brief note of the cases indicating its present status.
13. Financial turn over for the last three years. (fees earned).

DECLARATION

I / We hereby certify that:

1. The information provided above are to the best of my / our knowledge and belief, true and correct in all particulars.
2. There is no litigation pending against the Company / firm or its Directors.
3. I / We shall furnish all information as required by CIHCS in connection with this assignment.
4. All information provided by CIHCS in the course of the assignment shall be kept strictly confidential.
5. This is to certify that none of the Chartered Accountants or the Firm who are going to be appointed with this work, have any interest in the business of the CIHCS and have no relative working in the office. Further, they have not been associated with Accounts of CIHCS and involved in financial dealings of the Institute.
6. I / We understand and accept that CIHCS has a right to reject our application without assigning any reason thereof.

Name of the Authorized Signatory	Designation	Name of the Firm	Signature

Place:

Date:

(Signature with Seal)