

**NOTICE INVITING EXPRESSION OF INTEREST
FROM CHARTERED/COST ACCOUNTANT FIRMS**

Expressions of Interest are invited for engaging Chartered/Cost accountant firms for preparation of annual accounts, filing of TDS returns etc. of the Commission for the year 2012-13, to be submitted by 31st August, 2012 to Sh. M.A. Zargar, Joint Director (F&A), Competition Commission of India, 4th floor, Hindustan Times House, 18-20, K.G. Marg, New Delhi – 110 001 in sealed envelope. The scope of work & other details are as follows.

Scope of work

(A) Maintenance of Accounts.

- i) Data Entry of all transactions in Accounting software and generation of reports thereon.
- ii) Bank Reconciliation Statement for two bank accounts on monthly basis.
- iii) Calculation of depreciation, provisioning of expenses & income and preparation of annual accounts with schedules as per the guidelines of Ministry of Corporate Affairs.

(B) TDS returns.

- i) Compilation and filing of TDS returns under different sections on quarterly basis.
- ii) Revision of TDS returns, if any, opinions or any other assignment pertaining to TDS.

Rates shall be quoted separately for 'A' and 'B' above with details if any.

Terms & Conditions

- (i) The firm shall depute the officials having experience in the field and knowing application of Accounting Software to CCI office at HT House, K.G Marg New Delhi for maintenance of accounts so that the required accounts statements are made available latest by 1st of succeeding month. The work shall be supervised suitably. CCI shall for this purpose provide access to authorized personnel during normal working days.
- (ii) BRS shall be provided latest by 7th of succeeding month.
- (iii) The annual accounts shall be finalized and provided latest by 25th April 2013.
- (iv) Authorized officials of CCI shall have the right to inspect the work done for preparation of Annual Accounts.
- (v) Bills shall be raised on quarterly basis. The payment shall be released within 15 days after submission of bills.
- (vi) The firm shall depute their representative with the knowledge of filing TDS challans, returns to CCI office latest by 2nd of succeeding month to verify the TDS challan, reconcile the TDS amount and TDS statement before the TDS amount is deposited in the bank.
- (vii) The TDS returns shall be filed quarterly before the due date and provide the acknowledgement promptly.
- (viii) Secrecy of records shall be maintained.
- (ix) CCI reserves the right to terminate the order any time without assigning the reasons.