



Prasar Bharati  
Directorate General : All India Radio  
**AIR RESOURCES**  
New Delhi- 11 0 001



No. 19(23)ARC/2011

New Delhi, Dated: 13.06.2013

To,

Subject: Quotation for services of Chartered Accountant on Consultancy basis for AIR Resources, DG: AIR, Prasar Bharati, New Delhi.

1. Sealed quotations are invited by AIR Resources, DG: AIR, P&D Unit, All India Radio, New Delhi to carry out following work profile on consultancy basis for "AIR Resources", Akashvani Bhawan, New Delhi, for a period of one year w.e.f. 01.07.2013 to 30.06.2014.
  - i. To maintain and update the commercial accounting system in accordance with accounting standards laid down by Chartered Accountants of India, with a feasibility to extract feasibility profitability statements, details of cash flow and out flow, balance sheet indicating profit & loss account, working results etc. for shorter duration or yearly as per requirement.
  - ii. To arrange computerized accounting of the financial transaction during the period covered under the contract.
  - iii. To train the staff of "AIR Resources" on the basic concept of commercial accounting.
  - iv. To advice and guide the staff of "AIR Resources", on maintenance of accounts.
  - v. To finalize Profit & Loss Account, Balance Sheet etc. at the end of accounting period.
  - vi. To furnish the details of service tax/education cess or any other tax, as and when required.
  - vii. Furnish the details of TDS and depositing the same to income tax department.
  - viii. Any other consultancy profile related to accounting system of "AIR Resources".
2. The rate quoted should be on monthly basis and inclusive of all taxes and Service charge etc. However the rate of all the taxes should also be indicated separately.
3. The work should start within one week from the date of placement of order.
4. The payment will be made by cheque after satisfactory completion of the work as per work order, within 15 days from the receipt of the bill. The bill should be pre-receipted and submitted in duplicate to facilitate the payment.
5. The work order shall be terminated without any advance notice if the work rendered is not satisfactory.
6. Director General, All India Radio or his representative reserves the right to accept or reject any or all offers without assigning any reason thereof.



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7. Any information in this regard may be had from the undersigned personally or on telephone no.23422108 during office hours on any working day.
8. AIR Resources reserves all rights in this regard.

The last date for receipt of quotation is 27.06.2013 (2 p.m.). The quotations will be opened by undersigned or any other officer assigned by competent Authority, on same day i.e. 27.06.2013 at 3 p.m. in room no.301, 3<sup>rd</sup> floor, Akashvani Bhawan, New Delhi in the presence of tenderer or their representative who may choose to be present at the time of opening of quotation.

Incomplete quotations are liable to be rejected.

(Sanjay Kumar Mishra)

Manager (A&C)