

QUOTATION FOR STATUTORY AUDIT & OTHER SERVICES

Quotation for Statutory Audit, E-filing of yearly Income Tax Return, E-filing TDS for Parties and Employees, Issue of Form 16 & 16A, Tax Audit, Advice on routine Matters of Accounts, Consultancy, preparation of documents & representation in Income Tax Scrutiny, Appeal & Tribunal cases of IRC, Calculation of GST amount from the data provided by IRC in excel/tally format and after that filing of GST return (monthly/annually), day to day advice on GST etc. for three financial years 2018-19, 2019-20 & 2020-21 (assessment year 2019-20, 2020-21 & 2021-22)

The Indian Roads Congress (IRC) is an Apex Body of Highway Engineers working under the aegis of Ministry of Road Transport & Highways (Roads Wing). The Director General (Road Development), Govt. of India is the permanent Honorary Treasurer. It is registered under Societies Act – XXI of 1860 on 29th September, 1937 and it has also been registered under section 12(A)a of the Income Tax Act 1961. IRC files its Income Tax Return under Trust Circle and is working “**not for profit**” to fulfil their objectives for the profession.

The principal objectives of IRC are to provide a national forum for expression of collective opinion of its members on all matters relating to the design, construction, operation and maintenance of roads and bridges including technology, equipment, materials, research, planning, finance and taxation, etc. to recommend standard specifications and to suggest improved methods of administration, planning, operation, maintenance, policy issues and use of roads.

The major resources of income of Society includes membership fees from its members (life membership fee/yearly fee), yearly Council Membership fees, Sale of Publications (IRC itself print and sale about 350 priced publications prepared by its Technical Committees), Registration Fees (for organising Seminars/Workshops/Annual Session), Accreditations for New Materials/Techniques, processing fee for appointment of Arbitrators, Advertisement charges for its monthly/quarterly periodicals, Sponsorship fees for Seminars/Workshops/Annual Session and Interest from its FDRs etc. IRC is following Central Govt. Rules. The major expenditure head of IRC are Establishment Expenses (Salary & Wages, Allowances, Bonus, contribution towards Gratuity/Pension, Staff welfare expenses etc.) and Operative & Administrative Expenses are (Printing of Publications, building maintenance, computers, stationary, AMC, Seminars/Workshops/Annual Session expenses, Travelling, Postage, Water, Electricity bills etc.).

IRC has approximately 16000 members. Almost 8000 to 10000 receipts are prepared in a year regarding income of IRC. 3000 to 4000 payment vouchers are prepared in a year. Monthly cash book, journals, ledgers, trial balance and balance sheet is prepared from this data. IRC also have separate balance sheets for GPF/Pension. Quarterly returns are submitted for TDS and employees tax. Forms 16 and 16A are quarterly generated. There are fifty employees in Indian Roads Congress and only 10 to 35 contractors/consultants form 16A are generated in a quarter. Advice relating day to day work regarding accounts are sought from the auditors. C&AG has also conducted its audit since 2009-10 to 2013-14. At present IRC is maintaining the accounts on Merchandise Basis. IRC does its banking transaction through nine bank accounts.

Indian Roads Congress requires the services for the following work:

1. Statutory Audit of Accounts on Merchandise Basis for all the accounts and funds of IRC including GPF, Pension & Gratuity
2. Filing of Quarterly Return for E –Tax Deducted at Source (TDS)/Tax Collected at Source (TCS) & Employees Tax.
3. Issue of Form 16 & 16A on quarterly basis as per Income Tax Rules
4. E- filing of Annual Return of Income Tax of Indian Roads Congress
5. Tax Audit
6. General Advice relating to the matters of Accounting, Income Tax /TDS/Banking, General Accounting Procedures/Tally etc. as and when required on yearly payment basis.
7. Consultancy, preparation of documents and representation in Income Tax Scrutiny Case of IRC (for every individual year case)
8. Consultancy, preparation of documents & representation in Income Tax Appeal Case of IRC in Income Tax Department (for every individual year case)
9. Consultancy, preparation of documents & representation in Income Tax Appeal Case of IRC in Income Tax Tribunal (IT AT) cases (for every individual year case)
10. Calculation of GST amount from the data provided by us in excel/tally format and after that filing of GST return (monthly/annually). Day to day advice on GST etc.

You are requested to quote your fee in the prescribed format (format enclosed) for the above works, item wise alongwith brief introduction of your firm & C&AG empanelment number. Your quotation should reach by 31st January 2019. The envelope should be superscripted **“Quotation for Statutory Audit & other Services”** and should be submitted in a seal cover on the following address:

The Under Secretary-II
Indian Roads Congress
Sector-6, R.K. Puram
Kama Koti Marg
NEW DELHI-110022
Tel: 9899646666, [011-26185315](tel:011-26185315)
Email: ircfinance2017@gmail.com

Format for quoting Rates		
	Name of Firm:	CAG Empanelment No.
Sl.No.	Details of work	Amount in Rupees per year
1	Statutory Audit of Accounts on Merchandise Basis for all the accounts and funds of IRC including GPF, Pension & Gratuity	
2	Filing of Quarterly Return for E –Tax Deducted at Source (TDS)/Tax Collected at Source (TCS) & Employees Tax.	
3	Issue of Form 16 & 16A on quarterly basis as per Income Tax Rules	
4	E- filing of Annual Return of Income Tax of Indian Roads Congress	
5	Tax Audit	
6	General Advice relating to the matters of Accounting, income Tax /TDS/Banking, General Accounting Procedures/ Tally etc. as and when required on yearly payment basis.	
7	Consultancy, preparation of documents and representation in Income Tax Scrutiny Case of IRC (for every individual case)	
8	Consultancy, preparation of documents & representation in Income Tax Appeal Case of IRC in Income Tax Department (for every individual case)	
9	Consultancy, preparation of documents & representation in Income Tax Case of IRC in Income Tax Tribunal (IT AT) (for every individual case)	
10	Calculation of GST amount from the data provided by us in excel/tally format and after that filing of GST return (monthly/annually). Day to day advice on GST etc.	