



# विकास अध्ययन संस्थान

## INSTITUTE OF DEVELOPMENT STUDIES

Jaipur

An Autonomous Research Institute under Indian Council of Social Science Research (ICSSR),  
(Ministry of Education - Shiksha Mantralaya), Government of India & Government of Rajasthan

IDSJ/Appointment of CA/2023-24

March 26, 2024

### Appointment of Statutory Auditors of the Institute of Development Studies, Jaipur for the FY 2024-25 to 2026-27

#### Criteria & Procedure for Appointment of Statutory Auditors.

#### Short summary of the Institute:

The Institute of Development Studies, Jaipur (IDSJ) was established in 1981 at the initiative of a group of academicians, scholars, and administrators from Rajasthan. The Indian Council of Social Science Research (ICSSR) and the Government of Rajasthan (GoR) are the two main supporting agencies of the Institute. Being an autonomous organisation registered under the Societies Registration Act of 1958, the main objectives of the Institute include: (a) contributing to the understanding of development processes and problems; (b) carrying out studies on contemporary issues; (c) contributing to the policy discourse through theoretical and empirical research; (d) carry out empirical and policy research on the local area and marginalised communities; and (e) providing a forum for intellectual debate and discussions on issues of contemporary relevance. The Institute is a multi-disciplinary research organisation. It takes cognizance of the macro environment, planning processes, and strategies, including their socio-economic dimensions, and attempts to make interventions through research and dialogues. The Institute is specifically concerned with regional issues related to Rajasthan and western India. In addition to research, the institute believes in collaborative work and policy advocacy. As an ICSSR-State Government-supported institute since its inception, it aims to promote research, training, consultation, and information dissemination in the state and beyond.

Our Annual Budget for the financial year 2023-24 has shown a total income of Rs. 538.27lakh and total expenditure of Rs. 411.50 lakh.

#### 1. Eligibility Criteria:

**The Firm of Chartered Accountant (Jaipur based) should, Inter alia, satisfy the following:**

1. Minimum standing of three years in the profession with good public image.
2. Experience of conducting Statutory Audit of at least three of the Government Enterprises of Rajasthan.
3. Experience for providing Services under GST of at least three years of the Public Sector units in Rajasthan.
4. Having minimum 6 full time Chartered Accountants including 3 partners exclusively associated with the firm for at least 3 years out of which at least 2 should be FCA having more than 3 years of experience.
5. Having 5 professional experienced staff consisting audit and article assistants with knowledge of book-keeping and accountancy and engaged in on-site audits.



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6. Average annual professional fee from audit/certification should not be less than Rs.25 lac for the past three financial years.
  7. No adverse remarks/disciplinary proceeding pending/initiated against the firm or any of its partners on records of ICAI.
  8. Should have in-depth knowledge on GST law.
2. **Periodicity of Audit:**  
The audit shall be carried out on quarterly basis within the timeline prescribed by IDSJ under Section 12 A(b) of the Income Tax Act 1961. The Statutory Auditor shall have to follow all matters relating to Income Tax, Good and Service Tax (GST), FCRA and other law applicable to the Institute.
3. **Term of Appointment**  
The appointment of Statutory Auditors shall be made for a period of threeyear initially which can be extended on same terms and conditions and mutual consent.
4. **Reserve Fee**  
The Institute has been paying annual professional fee of Rs. 80,000 per year from the last three years.
5. You are requested to quote your reasonable professional fee on the following proforma:

SN	Nature of the work	Professional Fee per year (in Rs.)
1.	<p><b>Finalisation of Annual Accounts, preparation of Financial Statements and conducting Statutory Audit of the Institutes includes the following task:</b></p> <ol style="list-style-type: none"><li>i. Finalisation of Annual Accounts of the Institute as per standard accounting system and past practice of the Institute.</li><li>ii. Preparation of Financial Statement (FC) as per approved audited annual accounts of the Institute. The Institute would provide updated backup of tally for this purpose.</li><li>iii. Conducting Statutory Audit of the Institute and submit audit report as per law.</li><li>iv. Preparing Utilisation Certificate of annual grant received from Indian Council of Social Science Research (ICSSR) and Government of Rajasthan in the prescribe format.</li><li>v. preparing &amp;submitting of ITRs of the Institute and follow up all Income Tax matters with Income Tax Department (except Income Tax Scrutiny and other litigation related matters.</li><li>vi. Preparing and submitting monthly/quarterly TDS Returns (ITRs) into Income Tax Department and submit annual return along with generate Form-16, 16A, 24Q, 26Q and others applicable in the Income Tax law.</li></ol>	



ESTABLISHED : 1981

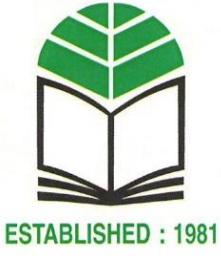
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	<p>vii. Auditing of FCRA Accounts and filing monthly/ quarterly/annually returns into Ministry of Home Affairs, Government of India for the audit period and fulfil all terms and conditions laid down in the FCRA law. IDSJ would provide updated back up of tally as and when required.</p> <p>viii. Presentation of the Audited Annual Accounts of the Institute before the Finance Committee, Committee of Direction and the Governing Board of the Institute.</p> <p>ix. To provide Opinion on any objections/ quarries raised by the funding agencies.</p> <p>x. One Senior CA article of would visit IDSJ to verify tally data before filling of returns.</p> <p>xi. Any other work related to Income Tax, FCRA and books of accounts of the Institute.</p>	
2.	<b>Regular Consultancy Services</b>  Regular Consultancy Services regarding applicability of GST on various projects and ascertaining the present/past liabilities except GST scrutiny and other litigation related matters.	
3.	<b>GST Related Work</b>  Preparing and filing of monthly/ quarterly/ annually GST returns of the Institute and reconciling GST inwards and outwards supply of goods and services shown in our books and accounts with GSTR1, 2 and 3 in the GST portal on monthly basis and submit monthly reconciliation statement on regular basis. It is to ensure that accurate compliance of GST has been made by the Institute properly on monthly basis. IDSJ would provide updated backup of tally as and when required. One Senior CA article of GST would visit IDSJ to verify GST data before filling of GST returns.	
4.	<b>GST Audit</b>  Conducting GST Audit under section 35 (5) read with section 44 (2) and other related provisions of GST law, if required.	
5.	<b>Total Professional Fee</b>	
6.	Issue of Utilisation Certificates (UC) of grant received from various sponsoring agencies for conducting studies as and when required. You may quote your professional fee for per utilisation certificate.	



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The Institute is hereby requested you to submit quotation for the professional fee as explained above. The short-listed professional shall assign Statutory Audit Work as explained in column no.1 for the year 2024-25 to 2026-27. It may be extended on mutual consent.

### 6. Submission of Offer:

The Expression of Interest shall be submitted by eligible CA firms along with detailed profile, supporting papers of aforesaid eligibility criteria, experience before **05.04.2024** with the following:

- (i) The minimum number of man-hour per quarter to be deployed in carrying out the detailed audit.
  - (ii) The level /number of persons (partners/Chartered accountants/article clerk etc.) for the proposed audit.
7. For any clarification/information about the proposal, you may contact Mr. Girdhari Lal Mittal, Accounts Executive (Mob. 95097-28870 or Mr. Rajendra Sharma, Section Officer (Mob. 98291-50552).
  8. IDS reserve the right to reject any of all proposals without assigning any reason. The proposal does not create any contractual obligation on the part of IDSJ.

DIRECTOR