

COASTAL AQUACULTURE AUTHORITY

Department of Fisheries

Ministry of Fisheries, Animal Husbandry and Dairying, Govt. of India
5th Floor, Integrated Office Complex For Animal Husbandry and Fisheries Departments,
Veterinary Hospital Road, Fanepet, Nandanam, Chennai – 600035.
Phone: +91 44 24353784 / 24353502

No.42-3/2022-Admn

Date: 01.02.2024

NOTICE INVITING QUOTATIONS

The Coastal Aquaculture Authority (CAA) invites sealed quotations from the Chartered Accountant Firms for preparation of financial statements and providing the accounting services to CAA for the Financial Years 2023-24 to 2025-26. The quotations should reach the Office of CAA, Chennai on or before 1600 hrs on 12.02.2024. The quotations shall be opened on same day at 1630 hrs, where the bidders may also be present.

Sl. No.	Description	Grant / fees details
1.	Grant-in-Aid for Salaries	Rs.2.60 Crores
2.	Grant-in-Aid for General	Rs.2.60 Crores
3.	Internal Revenue Generation	Rs.2.00 Crores (approx.)

* The GIA amount will be increased 10% every year.

Scope of work:

- (i). Maintaining all receipts and payments in Tally Software according to the applicable standards / codes / rules etc.
- (ii). Complete the postings to the nominal ledger for General / Allowances / Advances / Security Deposits and Accruals of Income & Expenses.
- (iii). Calculating depreciation and making provisions for liabilities.
- (iv). Preparing the financial statements of Accounts.
- (v). Entries of transaction should be mentioned in descriptive manner.

Terms and Conditions:

- (i). Rates must be quoted in figures and words with proper signature and date by the authorized signatory in the prescribed format as per Annexure "A" only and submit in a sealed envelope superscripting "**QUOTATIONS FOR PREPARATION OF FINANCIAL STATEMENTS FOR THE FINANCIAL YEAR 2023-24**". In case of discrepancy, the rates quoted in words will be taken as valid.
- (ii). The successful CA Firm has to arrange their own manpower for the purpose it is engaged by CAA. CAA will provide required device with Tally Software for the said job in its office premises. No official record shall be allowed to be taken out of CAA premises.



- (iii). Firm should provide their service for revision of accounts and / or financial statements to the extent of observations made by Internal Audit Firm, CAGI and PAO of the Administrative Ministry, if any.
- (iv). Quotation should be valid for six months which will be reckoned from the last date of receipt of the quotation.
- (v). Hard copies and soft copies of Data are to be provided, without any extra cost.
- (vi). The firm has to submit a self-attested copy of PAN Card.
- (vii). The bidder has to sign on all pages of the NIQ in acceptance of the terms and conditions of the NIQ. Sub-contracting is not allowed.
- (viii). The firm should not disclose the information to any person / media etc. it has to maintain confidentiality.
- (ix). The finalisation of accounts of this office should be completed within time period to be fixed by this office.
- (ix). In case of any dispute, the decision of Member Secretary, CAA, Chennai shall be final and binding.
- (x). The rates quoted shall be inclusive of all such as tax, TA/DA of employees deployed by firm etc.
- (xi). CAA is not liable for death of personal injure or theft caused to Firm's employees who are involved the job.
- (xii). No additional payment shall be made other than the quoted rates. TDS will be deducted as per applicable rules at the time of payment.
- (xiii). CAA reserves the rights to accept or reject any or all quotations in part or full, without assigning any reason thereof and without any liability to the CAA.



**Member Secretary
CAA, Chennai**

Signature of Bidder

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Annexure “A”

Financial Quote and Details of bidder for preparation of financial statements and providing the accounting services to the Coastal Aquaculture Authority for the Financial Years 2023-24 to 2025-26

1	Name of Bidder	
2	Communication Address of Bidder	
3	Contact Phone Number	
4	E-Mail ID	
5	PAN Number (Enclose self-attested copy of PAN Card)	
6	Bank Account Number	
7	Name of Bank and Branch	
8	IFSC Code	
9	Financial Quote for preparation of financial statements and providing the accounting services	
10	Rate of GST in percentage (GST %)	
11	Total rate including GST	

Signature of Bidder with Seal

Place:

Date:

