

**Ref No: AIC/ADVT/2025-26/001**

**Date: 24<sup>th</sup> July 2025**

### **Advertisement for Compliance Management Agency**

**AIC BARC Anushakti Foundation (AIC Anushakti)** invites proposals from qualified and experienced professional firms/agencies for providing Compliance Management Services on an annual retainer basis.

The selected agency will be responsible for managing statutory, financial, and tax-related compliance, including full accounting and bookkeeping services, for AIC Anushakti. Statutory audit will be conducted by a separate auditor appointed by the Foundation, and coordination support is expected.

#### **About AIC ANUSHAKTI:**

AIC Anushakti is a not-for-profit Section 8 company Bhabha Atomic Research Centre (BARC) and supported by Atal Innovation Mission (AIM), NITI Aayog. The center supports deep-tech innovation, technology transfer, and startup incubation through partnerships and scientific outreach.

#### **Scope of Work:**

##### **1. ROC Compliances (Companies Act, 2013):**

- Filing of applicable forms/returns (MGT-7, AOC-4, DIR-3 KYC, etc.)
- Drafting of notices, agendas, resolutions, and minutes for Board, AGM, and other meetings
- Maintenance of statutory registers and corporate records
- Monitoring of compliance calendar and event-based filings

##### **2. Bookkeeping & Accounting:**

- Maintenance of books of accounts using standard software (e.g., Tally)
- Entry of all vouchers, receipts, payments, and journal entries
- Ledger maintenance, bank reconciliation, and periodic closing
- Preparation of trial balance, profit & loss account, and balance sheet
- Coordination with and support to statutory auditors for annual audit

##### **3. Taxation & Financial Compliances:**

- GST computation and filing
- TDS computation, challan payments, return filing, and Form 16/16A
- Annual income tax return for the Foundation
- Obtaining and revalidation of 12A & 80G Registrations
- Support in case of tax assessments, scrutiny, or notices

#### **4. Grant & CSR Compliance Support:**

- Preparation of Utilization Certificates (UCs) and Statements of Expenditure (SoEs)
- Financial documentation and tracking of government/CSR grants
- Ensuring audit readiness and accurate fund utilization reporting

#### **5. Representation & Governance Support:**

- Participation of agency representative(s) in Board meetings (in-person or virtual)
- Periodic reporting of compliance status to the CEO/Board
- Advisory on legal, financial, and compliance matters as needed

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#### **Eligibility Criteria:**

- Registered CA/CS firm or professional agency with minimum 5 years of experience
- Demonstrated experience with Section 8 companies or not-for-profits
- Familiarity with grant and CSR fund compliance
- Preference will be given to firms based in Mumbai
- Ability to allocate qualified personnel for day-to-day compliance and periodic reviews

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#### **Proposal Submission Guidelines:**

Interested agencies are requested to submit:

- Firm profile and team credentials
- Understanding of scope and methodology
- Annual retainership fee (exclusive of taxes).
- List of similar clients served
- Contact details of authorized representative

**Submit proposals to [aicbarc@barc.gov](mailto:aicbarc@barc.gov)** in with below mentioned subject line

**Subject:** Proposal – Compliance Management Services for AIC ANUSHAKTI

**Submission Deadline:** 5<sup>th</sup> August 2025

**For queries:** Write to [aicbarc@barc.gov](mailto:aicbarc@barc.gov)