

Ref No: AIC/ADVT/2025-26/002

Date: 26th August 2025

Tender for appointment of 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:

Particulars	Amount (Rs.)
1. ROC Compliances (Companies Act, 2013): <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 	
Total Amount (inclusive GST)	

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
- Firms based in Mumbai only should apply.
- Ability to allocate qualified personnel for day-to-day compliance and periodic reviews (with minimum 2 visits per month to AIC Anushakti Office.)

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

Quotations and above-mentioned documents must be submitted in **sealed envelopes**, clearly superscribed with “**Quotation – Compliance Management Agency.**” The sealed envelope should be addressed to below mentioned address and should reach before **Tuesday, 9th September 2025 before 5:00 PM IST** by **speed post/ registered post only**: Hand delivery will not be entertained.

CEO, AIC ANUSHAKTI,
R# 115, DAE Convention Center, Anushaktinagar, Mumbai – 400094

For queries: Write to aicbarc@barc.gov.in

Note: The AIC ANUSHAKTI reserves the right to accept or reject any or all bids without assigning any reason thereof.