

No.

11 June 2026

NOTICE

Subject: Outsourcing of CA firm in Sahitya Akademi for a period of three years.

The Sahitya Akademi, India's National Academy of Letters, was established in the year 1954 by the Government of India. As India's Premier literary institution, the Akademi preserves and promotes literature contained in 24 Indian Languages recognized by it through Awards, Fellowships, Grants, Publications, Literary Programmes, Workshops and Exhibitions. The Akademi also undertakes literary exchange programmes with various countries across the globe to promote Indian literature beyond the shores of India.

The Quotations for providing the accounting services on contractual basis are invited from experienced accounting firms for maintaining the accounts of Sahitya Akademi. The details of job requirement as well as Terms and Conditions of the contract are attached at Annexure-I and Annexure-II.

The eligibility criteria for accounting agency are as under:-

- i. The Accounting Agency (CA firm) must have office located in Delhi NCR.
- ii. The Agency must be empaneled by CAG with firm station in Delhi NCR.
- iii. The Agency must have at least 10 employees enrolled on the payroll of the Firm.
- iv. The Agency must have at least three years of experience in maintaining accounts of Government run institutions/societies/Autonomous bodies.
- v. The Agency must have an average annual turnover of last Financial Year (2025-26) of Rs. 75 Lakhs or above.

The quotation may be submitted by 15th July 2026 in a sealed cover along with all relevant documents regarding experience, empanelment etc., to Secretary, Sahitya Akademi, Rabindra Bhawan, 35 Ferozeshah Road, New Delhi-110001. The bid will be a single packet bid containing relevant documents and amount quoted by the CA firm. The bids will be opened by a duly constituted committee and the contract shall be awarded to the L1 bidder who meets all the eligibility criteria.

Annexure-I

Details of Job requirement for providing Accounting Services

1. The employee of the firm shall attend the office regularly. He should be well qualified and should have adequate knowledge of accounting procedures on Tally software. Software will be made available by the Sahitya Akademi for looking after the day to day accounting work.
2. The firm will prepare the final accounts including the balance sheet of the Sahitya Akademi at the closing of the financial year and will assist in getting the same audited by the Chartered Accountants of the Society as well as from the auditors of the Comptroller and Auditor General of India and Internal audit.
3. The representative of the firm will prepare the Annual Budget of the Board.
4. The representative of the firm will attend Sahitya Akademi meetings as and when annual report/annual accounts are discussed.
5. The firm will study audit observations in respect of accounts of Sahitya Akademi for the past period, maintain the records as per audit observations and also prepare replies to the audit observations.
6. The representative will keep a track on expenditure and income of the Board and shall submit a report every Monday of the week. The Firm will also suggest measures to control the expenditure if required.
7. The representative of the firm will make enrolment as well as payment of contribution of NPS and will file the return on behalf of Sahitya Akademi and will provide full consultancy on matters related to NPS.
8. The representative of the firm will process filing of Income Tax/TDS return and undertake all other work relating to accounts/accounting procedures/statutory requirements.
9. The representative of the firm shall ensure that all the accounting correspondence is replied without any delay. The firm will give timely reminder to individuals/dealers/institutions etc., regarding information/documents/demands etc.
10. The Sahitya Akademi will provide computer, printer, scanner, stationery and the accounting software (Tally) for undertaking the accounting work.
11. The representative of the firm will handle Income Tax Returns, Registration, Renewal and GST (where applicable).
12. The representative of the firm will handle all the notices regarding taxation, TDS, NPS etc.
13. No extra amount would be paid for any new regulation/rule enforced by the Government in view of accounting related issue.
14. Any other accounting related work.

Annexure-II

Terms and Conditions of the contract

1. The period of contract would be for three years and the contract will not be renewed after the expiry of said period. Instead, fresh quotations will be called.
2. The firm will quote the monthly amount including GST to be charged from Sahitya Akademi for providing accounting services. No request for increase in this amount shall be entertained during the entire period of three years engagement.
3. The firm shall ensure that its employees maintain discipline and exemplary behavior while working in Sahitya Akademi.
4. The firm shall abide by all the prevalent labour law while deputing their employees for the work in Sahitya Akademi.
5. On termination of the engagement period, the firm shall return all papers, documents and other proceedings belonging to and including those which are expected to be retained by the Sahitya Akademi.
6. The engagement period can be terminated before its expiry by either of the parties serving one month's notice on the other. The Sahitya Akademi, however reserves the right to terminate the contract without assigning any reason.
7. In case of any dispute between the firm and the Sahitya Akademi, the matter shall be put up to the President of the Sahitya Akademi and his/her decision shall be final.