

Date- 16 July 2019

### **IIIM-Technology Business Incubator (IIIM-TBI)**

CSIR-Indian institute of Integrative medicine, Jammu is running a company in the name and style of Indian institute of Integrative Medicine - Technology Business incubator (IIIM-TBI) which is registered under the Companies Act, 2013. The main objective of the company is

- (i) To carry out/ promote research for discovering herbal cures for unmet disease areas of Indian population.
- (ii) To support drug discovery efforts of R&D institutes.
- (iii) To promote/develop skill/entrepreneurship in the area of botanical/herbal drugs/nutraceutical products/phyto-pharmaceuticals acting as Technology Business Incubator (TBI) by way of extending incubation ecosystem to entrepreneurs/SMEs.
- (iv) To make availability of herbal products/medicines at lower costs to the society.
- (v) (Current Good Manufacturing Practices) pilot plant (Facility) developed at CSIR-IIIM (Council of Scientific & Industrial Research – Indian Institute of Integrative Medicine), Jammu as per WHO guidelines.
- (vi) To provide overall support, membership and hand holding to startup entrepreneurs during complete product development cycle.

For this, we are in the process of engaging the services of a Chartered Accountant for the said company for the FY 2019-20 who will solely be responsible for all the dealings associated with the said company which besides other activities as required under the company act include the following aspects also.

- 1. To prepare annual account and balance sheet of the company**
- 2. Filing of all the returns/ challan relating to recovery/payment of statutory levies and papers associated thereto.**
- 3. Maintenance of all the records and accounts of the TBI.**
- 4. Prepare & file TDS returns.**
- 5. To prepare and audit the accounts as per to the Government rules.**
- 6. To prepare and file income tax returns.**
- 7. This firm will also take care of all financial matters related to incubates, manpower training, contract research, infrastructural support etc. Besides this, the firm will guide and help in all finance related matters of this TBI and the incubatees housed at the TBI.**
- 8. Besides this, if there is any other finance related jobs of the TBI has also to be under taken by your firm.**
- 9. Your contract shall be renewed every year based on the satisfactory performance of your firm.**

You are therefore, requested to kindly submit your quote on annual basis along with your credentials for this job in a sealed cover superscribed as "Quotation for hiring the services of Chartered Accountant" and addressed to The Chairman, Technology Business Incubator (IIIM-TBI) Indian Institute of Integrative medicine, Canal Road, Jammu 180001 so as to reach this office on or before 22nd July, 2019.

**Coordinator, IIIM-TBI**