

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE  
(Accounts Section)

No.NIHFW/IT/Main Accts/2019-20

Dated: 23rd March, 2020.

**CORRIGENDUM**

With the approval of Director, NIHFW it has been decided that due to unavoidable administrative exigencies in the wake of COVID-19, the tender for technical/financial bid for engagement of Chartered Accountant of NIHFW has been extended till **30th April, 2020**.

(Anil Kumar)  
Dy.Director (Admn.)

Copy to:

1. I/c Computer Centre to upload in the Institute's website and CPP portal.
2. PA to Director.
3. PA to Dy.Director (Admn.)

F.No.NIHFw/IT/Main Accts/2019-20

राष्ट्रीय स्वास्थ्य एवं परिवार कल्याण संस्थान

बाबा गंगनाथ मार्ग, मुनीरका, नई दिल्ली - 110067

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

Baba Gangnath Marg, Munirka, New Delhi – 110 067

Website: [www.nihfw.org](http://www.nihfw.org)

**SUBJECT: Tender for Empanelment of Chartered Accountant firm for the year 2020-21 and extendable for three years as per performance.**

**Cost of Tender document: Rs. 500/- (Rupees Five Hundred only)**

**Earnest Money deposit (EMD): Rs. 5000/- (Rupees Five Thousand only)**

**Total Estimated Cost of C.A. work Annually (Approx. Rs.02 Lakh to 2.50 Lakh)**

NAME OF THE FIRM:-----

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ADDRESS OF THE FIRM & PHONE NO:-----

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Date & Time of issue of tender document	:	05/03/2020	9:30 to 5:00 PM
Last Date & Time for Sale of Tender document	:	24/03/2020	up to 5:00 PM
Last Date & Time for submission of tender	:	25/03/2020	Up to 3.00 PM
Date & Time of opening of Technical Bid	:	25/03/2020	3:30 PM

F.No.NIHFw/IT/Main Accts/2019-20  
THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE  
BABA GANG NATH MARG, MUNIRKA, NEW DELHI – 110067

Dated: 04th March,2020.

INVITING TENDER FOR EMPANELMENT OF CHARTERED ACCOUNTANT IN THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE, MUNIRKA, NEW DELHI – 110067.

1. Sealed bids are invited from engagement of Chartered Accountant firms to be included in the panel of Chartered Accountant firms approved by CAG of India for PSU audits for providing Income Tax related services of the Institute.
2. The National Institute of Health and Family Welfare (NIHFw) an autonomous organization under Ministry of Health and Family Welfare, Govt. of India. It serves as an 'Apex Technical Institute' for promotion of Health and Family Welfare programs in the country through its Education and Training, Research and Evaluation, specialized services and advisory and consultancy services.
3. Non-transferable Tender documents **for** Chartered Accountant firm obtained from Account Section, Administrative Block, NIHFw, Munirka, New Delhi on payment of Rs. 500/- (Rupees Five Hundred only). In case of download (**[www.nihfw.org](http://www.nihfw.org)**) Tender Document, Draft/Banker's cheque for Rs. 500/- may be prepared in favour of DIRECTOR, NIHFw, New Delhi and submitted along with **Technical Bid** of Tender Document. The tender document received without tender cost will be summarily rejected. The sealed tender document must be dropped in the tender box kept near the reception of the Admn. Block of NIHFw, New Delhi by **3.00 PM on 25/03/2020**.
4. The Annual Accounts of the Institute is audited by Internal Audit Wing, Ministry of Health and Family Welfare and as well as by the Controller & Auditor General (CAG) of India. The TDS are deducted from the salary of the employees/pensioners and other agencies/companies and deposited on quarterly basis.
5. The Institute also has to file annual Income Tax Returns for the assessment Year 2020-21.
6. The appointment of the Chartered Accountant firm finally selected will be initially for a period of 1 year and extendable for three years with pre- decided increments for second and third year, subject to satisfactory performance of the firm and continued empanelment of the firm by the CAG.
7. Chartered Accountant firms on the panel of Chartered Accountant firms shall be approved by CAG of India for PSU audits and desirous of taking up for the services of Income Tax related

of the Institute. They may furnish profile of their Firm/Company, copy of Firm Constitution Certificate issued by ICAI, copy of latest income tax return duly acknowledged by I.T. department, copy of duly signed TOR and other details and Technical Bid and Financial Bid in the enclosed format (Annexure-I and Annexure-II) on your letter head separately latest by **3.00 P.M. on 25th March, 2020** in sealed envelopes addressed to Director, NIHFw, Munirka, New Delhi-110067. These two envelopes should be super scribed as **“Technical Bid” or “Financial Bid”** as the case may be. These two envelopes should be kept inside a bigger envelope which should be super scribed as **“Bid for empanelment of Chattered Accountant”**.

- 8. Tentative cost of Annual IT related work yearly Approx. two lakh to two lakh fifty thousand only.**
- 9.** No figures or words should be overwritten. Overwritten/incorrect figures or words should be scored off and re-written under full signature of the bidder. Tender which does not fulfill this condition will not be considered. When quotation runs into several pages, each page must be signed.
- 10.** The successful tenderer will be required to deposit Performance Security @10% of the IT work value by way of Demand Draft drawn on any Nationalized Bank payable at New Delhi or Bank Guarantee of the total amount in favour of Director, NIHFw, New Delhi. The security will be retained by the Institute at least upto two months beyond the date of completion of all IT work.
- 11.** Conditional tenders are liable to be rejected. In the event of acceptance, Director's decision will be final. The rates should be quoted as per our required specified work. The tender which is not as per our required specifications, will not be considered on any ground.
- 12.** Payment will be made within a reasonable period through a crossed Cheque drawn on State Bank of India, NIHFw, Munirka, New Delhi – 110067 after satisfactory work. No conditions/clause with regard to interest etc. shall be entertained.
- 13. The quoted price shall be typed on the format of Price Bid or transparent cello tape shall be pasted on it, if the quoted price is written by hand.**
- 14.** EMD of Rs.5000/-(Rupees five thousand only) in the form of Demand Draft/Banker Cheque in favour of Director, NIHFw payable at New Delhi should accompany the Technical Bid. The Bids may be dropped in the Tender Box of NIHFw. The technical bids will be opened on **25th March,2020 by 3.00 P.M.** The rate of increment for 2<sup>nd</sup> and 3<sup>rd</sup> years should be also included in your Financial Bid and it will also be a parameter to qualify. The fees quoted must include all out of pocket expenses including conveyance. The Financial Bids of the firms qualifying in the Technical Bids will be opened at the later date. The Incomplete tender and the tender received after the due date and time will not be accepted. The tender sent by post/courier and received after due date and time will not be accepted.

- 15.** Earnest money deposited by Bidder, may be retained till the finalization of the tender.
- 16.** EMD deposited by Bidder and the same may be retained as Security deposit beyond the service period.
- 17.** Firm should have minimum 5 partners with 4 FCA and firm must have qualified CA on their payroll and firm having knowledge of handling of Accounts of Central Educational Institute in one last three years till 2016-17, 2017-18 and 2018-19 copy of work order must be enclosed.
- 18.** Disputes, if any, arising in the matter shall be resolved through an Arbitrator to be nominated by the Director, NIHFV. The resultant contract shall be interpreted under the Indian laws and shall be subject to the jurisdiction of courts located at New Delhi only.
- 19.** An affidavit on non-judicial stamp paper of Rs. 100/- duly certified by the authorized signatory(ies) that there is not vigilance/CBI case pending and the firm has not been blacklisted by any Govt. organization/Deptt.
- 20.** The Director, NIHFV, New Delhi has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.

Terms of Reference (TOR) for providing Income Tax related services in The National Institute of Health and Family Welfare, Baba Gang Nath Marg, Munirka, New Delhi-110067.

1. Introduction NIHFW Background

The National Institute of Health and Family Welfare (NIHFW) is an autonomous organization under Ministry of Health and Family Welfare, Govt. of India. It serves as an 'Apex Technical Institute' for promotion of Health and Family Welfare programmes in the country through its Education and Training, Research and Evaluation, specialized services and advisory and consultancy services. The Annual Accounts of the Institute is audited by Internal Audit Wing, Ministry of Health and Family Welfare and as well as by the Controller & Auditor General (CAG) of India. The TDS are deducted from the salary of the employees and also other agencies/companies and deposited on quarterly basis.

2. Objective for hiring Chartered Accountant

The objective for hiring Chartered Accountant is to provide services like filling of Quarterly TDS, Annual Income Tax return and other misc./correspondence related to I.T/TDS etc. filling Quarterly TDS and consolidated Annual Income Tax return of the Institute. The service shall be carried out with the Standards of Income Tax manual issued by the Income Tax Department from time to time. The concerned Chartered Accountant will specifically mention the component of the Income and Expenditure of the Institute for filling TDS/IT of Quarterly TDS, Annual Accounts of the Institute

3. Scope of work related to Income Tax matters will include the following services:

1. GST Annual Audit and Annual Return under GST for F.Y.2019-20
2. Annual Audit of Income Tax U/s 12A of Income Tax Act for F.Y. 2019-20
3. Preparation and filling of Quarterly e-TDS Returns of the Institute.
4. Preparation of filling of Annual ITR of the Institute and Project Cell F.Y. 2019-20
5. Preparation and filing of correction/revised IT Returns wherever found necessary.
6. Correspondence to IT/TDS department from time to time.
7. To represent the Institute before the relevant authority w.r.t. the notices/orders received by the Institute.
8. Consultation and advisory services for service / GST taxes, if any.
9. Any other work of the Institute related to IT Department / GST Department
10. Preparation and Filing of GST Monthly / Quarterly Return (GSTR1/3B/3/2)
11. Preparation and filing of Salary and GST TDS Return on Monthly basis for Institute as well as Project.

4. Responsibility for preparation e-TDS and Annual ITR

The CA firm is responsibility for preparing the filling of e-TDS on quarterly basis and annual ITR and to express professional opinion on the true and fair view of the operations of the IT related services. The IT related services should cover the entire IT Manual as applicable to the

Institute under IT Act 1961 and so on.

5. Key personnel

The key personnel in the firm should be led by a Chartered Accountant with a minimum of 10 years experience in the field of e-TDS and annual ITR.

6. The Chartered Accountant would be given access to all documents, correspondence, and any other information, which is deemed necessary relating to Income Tax of the Institute. The Chartered Accountant shall maintain working papers in a systematic manner and make them available to Institute for review if required.

**“TECHNICAL BID”**

Expression of Interest for short listing of Chartered Accountant Firms for providing I.T related services in The National Institute of Health and Family Welfare, Munirka, New Delhi-110067.

Status of the Firm: Partnership \_\_\_\_\_ Sole Proprietorship

1. (a). Name of the firm ( in capital letters) : \_\_\_\_\_

(b). Address of the Head Office :  
( Please also give telephone No. and e-mail address)

(c ). PAN No. of the firm : \_\_\_\_\_

2. ICAI Registration No. \_\_\_\_\_ Region Name \_\_\_\_\_  
Region code . \_\_\_\_\_

3. (a). Date of constitution of the firm : \_\_\_\_\_

(b). Date since when the firms has a full-time FCA: \_\_\_\_\_

4. Full-time Partners/Sole Proprietor of the firm as on 31<sup>st</sup> March, 2019 (Self attested document should be enclosed)

Sl.No.	Years of continuous association with firm	Number of FCA	Number of ACA
1	Less than one year		
2	1 year or more but less than 5 years		
3	5 years or more but less than 10 years		
4	10 year or more but less than 15 years		
5	15 years or more		

Note: Please attach the copy of Firm's Constitution Certificate issued by ICAI as on 31.03.2019.

5. Number of Part-time Partners if any, as on 31<sup>st</sup> March, 2019



6. Number of Full-time chartered Accountants as on 31<sup>st</sup> March, 2019 along with FCA Chartered Accountant.
7. Number of audit staff employed full-time with the firm
- (a) Articles/Audit Clerks: \_\_\_\_\_
- (b) Other Audit Staff (with knowledge of book keeping and accountancy): \_\_\_\_\_
- (c) Other Professional Staff(Please specify): \_\_\_\_\_
8. Number of branches if any : \_\_\_\_\_  
(Please mentioned places & locations)
9. Whether the firm is engaged in maintaining of accounts to any State/Central Educational Institute in last 3 years for any one year.
- Yes/No
10. Whether the firm is implementing quality control policies and procedures designed to ensure that all audits are conducted in accordance with statements on Standard Auditing Practices (If yes, a brief note on the procedure adopted is to be enclosed)
- Yes/No
11. Whether there are any court/arbitration/ any other legal case against the firm (If yes, give a brief note of the case indicating its percent status)
- Yes/No

### Undertaking

I/We hereby declare that the above mentioned information are true & correct to the best of my / our knowledge and belief and I/we also undertake to abide the terms & condition of the contract and would make compliance of terms laid-down in the contract if executed by us with the National Institute of Health and Family Welfare(NIHFW).

Date:

Place:

Signature of the Proprietor/Sole Partner

**“FINANCIAL BID”**

Expression of Interest for short listing Chartered Accountant Firms for providing I.T related services in The National Institute of Health and Family Welfare, Munirka, New Delhi-110067.

Status of the Firm: Partnership \_\_\_\_\_ Sole Proprietorship

1. (a). Name of the firm ( in capital letters) : \_\_\_\_\_

(b). Address of the Head Office :

( Please also give telephone No. and e-mail address)

(c ). PAN No. of the firm : \_\_\_\_\_

2. ICAI Registration No. \_\_\_\_\_ Region Name \_\_\_\_\_  
Region code o. \_\_\_\_\_

3. (a). Date of constitution of the firm : \_\_\_\_\_

(b). Date since when the firms has a full time FCA: \_\_\_\_\_

4. Full-time Partners/Sole Proprietor of the firm as on 31<sup>st</sup> March, 2019 **Scope of work related to Income Tax matters will include the following services**

Sl.No.	Items	Qty	Amount quoted by the firm (Rs)
1	GST Audit	Annually	
2	GST Annual Return	Annually	
3	Preparation and filling of Quarterly e-TDS Returns	Quarterly	
4	Annual IIR of the Institute including Project Cell	One	
5	Preparation and filing of correction/revised Returns wherever found necessary.	Per correction/ revised	

6	Correspondence to IT/ TDS department from time to time	Per Assignment revised basis	
7	Rate of increment for the 2 <sup>nd</sup> year		
8	Rate of increment for the 3 <sup>rd</sup> year		
9	GST monthly return GSTR-1, GSTR-2, GSTR-3 and GSTR-3B	Monthly/Quarterly	
10	Professional Charges for Audit of Accounts U/s 12A(1) (B) of Income Tax Act 1961 for the FY 2018-19 a. For the Institute b. NIHFW GPF c. NIHFW Pension d. NIHFW Hostel e. NIHFW Canteen f. NIHFW Projects	Annually	
11	RCH Annual Audit of Accounts	Annually	
12	GST R7 for GST TDS Institute and Project	Monthly	
13	GST Input Reconciliation	Quarterly	