

**CSIR – INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY
MALL ROAD, NEAR JUBILEE HALL, DELHI – 110 007**

NOTICE INVITING TENDER

On behalf of Director, CSIR-IGIB, Delhi online bids are invited through **CPPP portal : e.tenders.gov.in** for
“Hiring professional services of Chartered Accountant/firm for e-filing of TDS return (salaried/non-salaried) and handling GST related activities of CSIR –IGIB, Mall Road, Delhi – 110 007”. The last date for receipt of online bids is **15.12.2022**. The online bids received will be opened on the next working day.

Controller of Administration

CSIR – INSTITUTE OF GENOMICS & INTEGRATIVE BIOLOGY
Mall Road, Delhi – 110 007.

Sub : “Hiring professional services of Chartered Accountant/firm for e-filing of TDS return (salaried/non-salaried) and handling GST related activities of CSIR –IGIB, Mall Road, Delhi – 110 007”.

IMPORTANT INFORMATION

Sl. No.	Items	Description
1.	Subject / Scope of work	Hiring professional services of Chartered Accountant / firm for e-filing of TDS return (salaried/non-salaried) and handling GST related activities of CSIR –IGIB, Mall Road, Delhi – 110 007.
2.	Availability of bid document	CPPP Portal : etenders.gov.in
3.	Proforma for Bid Security Declaration Form	Annexure – C
4.	Performance Security	Successful bidder has to submit Performance security equivalent to 3% of the award value before Commencement.
5.	Date of Publication of bid	02.12.2022
6.	Last Date for submission of online bids	15.12.2022
7.	Date of opening of financial bids	To be communicated later to technically qualified bidders only.
8.	Address for communication	Controller of Administration, CSIR – Institute of Genomics & Integrative Biology, Mall Road, Delhi – 110 007

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MALL ROAD, DELHI – 110 007**



Sub : Hiring professional services of Chartered Accountant/firm for e-filing of TDS return (salaried/non-salaried) and handling GST related activities of CSIR–IGIB, Mall Road, Delhi – 110 007.

On behalf of Director, CSIR-IGIB, Delhi, online bids through CPPP Portal e-tenders.gov.in for “Hiring professional services of Chartered Accountant/firm for e-filing of TDS return (salaried/non-salaried) and handling GST related activities of CSIR –IGIB, Mall Road, Delhi – 110 007” as per scope of work detailed below for the **financial years 2022-23 and 2023-24 (till settlement of all issues of financial years):**

1. SCOPE OF WORK OF GST RELATED ACTIVITIES :

- Filing of GSTR-3B, GSTR-1 and GSTR-7,
- Filing of Annual returns for the financial year 2022-23 and 2023 & 24
- Amendment in GST return, if required.
- Downloading certificate 7A
- Settlement of notice(s) pertaining to GST received through online and offline mode under various Sections of GST Act, if any
- Any other issue pertaining to GST return

2. SCOPE OF WORK FOR FILING OF e-TDS returns (INCOME TAX) :

- Preparation of Form 16 (Part A & B) for all employees/pensioners/students from the portal of TRACES website
- Preparation & filing of TDS return in the prescribed format before due date including filing of revised returns with corrections;
- Data entries of all the bills of the parties along with appropriate section under which tax needs to be deducted
- Reconciliation of data
- Carrying out corrections / filing of revised returns of previous years as per requirement of the Institute of demand of Income Tax Deptts.
- Resolving issues of Income tax return/notices in r/o individuals (staff, project fellow and contractors) with Income Tax Deptts.
- Any other related item of work.

TECHNICAL CRITERIA

3. The participating agencies must enclose the following documents essentially :

- (i) Annexure – A, B and C.
- (ii) Copies of at least two similarly ongoing valid contracts (E-return filing of Income Tax and GST work only) of Govt. Ministry / Deptts. / Autonomous Bodies / PSUs,
- (iii) Copies of PAN No. , GST registration number
- (iv) Bank details. (Account No., Name of Bank and Branch, IFSC Code)

4. FINANCIAL BID :

The agencies must quote their professional fee and applicable taxes in the attached BOQ excel file.

The online bids (Offers) will be received **upto 15.12.2022** and the bids received will be opened on the next working day.

5. TERMS AND CONDITIONS OF THE CONTRACT :

- i) Incomplete bids received without essential documents as at Sl. No. 3 above shall be rejected straightway.
- ii) The bids shall be kept open for acceptance by CSIR-IGIB upto 90 days from the date of opening.
- iii) The agency selected will be bound to perform the above jobs.
- iv) Successful bidder has to furnish Performance security equivalent to 3% of the award value before commencement.
- v) The payment for the work done will be made after certification of satisfactory services by the concerned IGIB authority and after deduction of TDS at applicable rates.
- vi) The agency shall be responsible to deal with demand notice/corrections/revision of returns, received, if any due to mismatch of challans/error and for rectifications in respect of e-returns filed by them.
- vii) The Director, CSIR-IGIB, Mall Road, Delhi reserves the right with himself to verify the credentials submitted by the agencies at any stage (before or after the award of work). If at any stage, any information /documents submitted by the agency found to be incorrect/false or have some discrepancy which disqualifies the contractor then the agency shall be liable for debarment from bidding in CSIR-IGIB, apart from any other appropriate contractual/legal action.

Controller of Administration

ANNEXURE - A

Sub : Hiring professional services of Chartered Accountant/firm for e-filing of TDS return (salaried/non-salaried) and handling GST related activities of CSIR –IGIB, Mall Road, Delhi – 110 007.

CHECK LIST FOR EVALUATION OF THE BID :

Sl. No.	Documents of Technical criterion	Page Nos. (Columns must be filled by the bidders)
1.	CA Registration number and year (enclose copy)	
2.	Copy of valid PAN card	
3.	Copy of GST Registration number	
4.	Income Tax Returns of last three financial years (Financial years 2019-20, 2020-21 & 2021-22)	
5.	Address of agency Telephone / mobile no. e-mail id	
6.	Name and Address of the Banker : i) Name of Bank ii) Account No. iii) Branch iv) IFSC Code	
7.	Copies of at least <u>two ongoing valid contracts</u> for providing similar services (filing of e returns & GST returns) in Central Govt. Ministry/Deptt./PSUs/Autonomous Bodies.	
8.	<u>Undertaking</u> by the Agency signed by the proprietor that the agency has <u>not been blacklisted</u> and has no criminal case is pending / contemplated against the firm. Annexure – B.	
9.	<u>Undertaking</u> by the Agency for <u>non-disclosure of data of CSIR-IGIB</u> . Data not to be revealed without explicit permission from the competent authority.	
10.	Proforma for Bid Security declaration form. (Specimen at Annexure –C)	

Signature of the authorized person

ANNEXURE – B

Sub : Hiring professional services of Chartered Accountant/firm for e-filing of TDS return (salaried/non-salaried) and handling GST related activities of CSIR –IGIB, Mall Road, Delhi – 110 007.

DECLARATION

(TO BE SUBMITTED ON AGENCY LETTER HEAD)

1. _____ son/daughter/wife of Sh. _____ Proprietor / Director / Authorized signatory of the agency, mentioned above, is competent to sign this declaration and execute this bid document.
2. The agency has not been **blacklisted** by Central/State Govt. and has no criminal case is pending against the firm / owner of the agency on grounds of moral turpitude or for violation of law in force.
3. The agency shall not disclose any data without prior permission from the competent authority of CSIR-IGIB.
4. The information/documents furnished along with the application are true and authentic to the best of my knowledge and belief.
5. I have carefully read and understood all the terms and conditions of the bid and undertake to abide by them. I/we, am/are fully aware of the fact that furnishing of any false information/fabricated document and not abiding stipulated terms and conditions of the bid would lead to rejection of my bid at any stage and entail forfeiture of Performance Security as the case may be, besides liabilities towards prosecution under appropriate law.

Date :

Place:

(Signature of authorized person)

Full Name :

SEAL

ANNEXURE – C

PROFORMA FOR BID SECURITY DECLARATION

(SPECIMEN)

Whereas, I/We _____ (name of agency)
_____ have submitted bids for
_____ (name of work)

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit

- (i) If after the opening of bid, I/we withdraw or modify my/our bid during the period of validity of bid (including extended validity of bid) specified in the bid documents,

OR

- (ii) If after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the bid documents,

I/we shall be suspended for one year and shall not be eligible to bid for CSIR – IGIB from date of issue of suspension order.

Signature of the contractor(s)
SEAL
Date :