

Subject : **Award of contract for services related to Statutory Tax(es)**

Central Scientific Instruments Organisation (CSIO), a constituent unit of Council of Scientific & Industrial Research (CSIR), is a premier national laboratory dedicated to research, design and development of scientific and industrial instruments. It is a multi-disciplinary and multi-dimensional apex industrial research & development organisation in the country to stimulate growth of Instrument Industry in India covering wide range and applications. Apart from regular strength of approximate 325 employees, about similar number of contractual staff is also working in different areas viz. cleaning, horticulture, canteen, security etc. As on date, there are around 600 pensioners on roll.

CSIR-CSIO is interested in hiring the services of reputed local Chartered Accountant for the following scope of work :

1. To upkeep, maintenance & retrieval of records for Service Tax
2. To ensure compliance of timely monthly Service Tax Deposit
3. To file timely Service Tax Return
4. Service Tax audit replies/to provide assistance for replies to Service Tax paras
5. To ensure compliance of timely E-filing of Tax Deducted at Source returns
6. To ensure compliance of timely generation of Form-16, 16-A from website (TRACES)
7. To ensure compliance of timely feeding of data of I-Tax deductions of employees/contractors
8. To ensure compliance of timely filing of I-tax returns through on-line systems (TRACES)
9. To ensure compliance of timely filing of I-Tax returns of 24Q & 26Q format (Pvt. Contractors)
10. To ensure compliance of timely filing of replies of e-IT notices/queries
11. Assisting in preparation of submission before Appellate Authority under I-Tax
12. Consultation/advice on records, Maintenance of applicable taxes
13. To provide guidance leading to full compliance to all rules and regulations of I.T laws and its implementation and others laws of Central/State/UT Govt. relating to various taxes i.e. all the statutory taxes
14. Timely filing Correction Return in case of invalid/wrong PANs submitted or any other kind of error
15. Appearing before Income Tax Authorities on case to case basis as and when required
16. To upkeep, maintenance and retrieval of records for Labour Cess
17. To ensure compliance of timely monthly Labour Cess Deposit
18. To file timely return in respect of Labour Cess
19. Any other statutory tax(es) imposed/to be imposed by the Central/State/UT from time to time

Nandu
8/1/2016

The duration of the award will be for two years. You are therefore requested to quote your best competitive rates. The rates quoted will be fixed on monthly basis.

Quotation addressed to Director CSIO and contained in a sealed envelope, superscribed as "QUOTATION FOR AWARD OF CONTRACT FOR SERVICES RELATED TO STATUTORY TAX(ES)" must be received in General Section of CSIO by 29th January, 2016 upto 03.00 pm. **Tenders are to be opened on the same day at 03.30 p.m. in the presence of bidders, if any.**

Offers/Tenders received after stipulated date and time will not be considered. The Director CSIR-CSIO reserves the right to reject any or all the offers without assigning any reason. The decision of the Director CSIR-CSIO will be final and binding in this regard. Director also reserves the right to cancel/terminate the award at any stage without assigning any reason.

P.S. Please quote fixed rates on monthly basis. The rates quoted in any other fashion will not be considered.

Naveed
21/1/2016
Section Officer