

**CSIR-CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION
(Council of Scientific & Industrial Research)
SECTOR-30, CHADIGARH-160030**

NOTICE INVITING TENDER

{NIT No. Bill/CA Firm/(01)/2021}

Quotation for Hiring Services of Chartered Accountant Firm

CSIR- CENTRAL SCIENTIFIC INSTRUMENTS ORGANISATION (CSIO), Chandigarh, a constituent unit of Council of Scientific & Industrial Research an Autonomous Organisation under the Ministry of Science & Technology, Govt. of India invites sealed offers for hiring services of CA Firm. The detailed scope of the work and terms of conditions to submit Bid is enclosed herewith. The Bid duly superscribed "**Quotation for 'Hiring the Services of a CA firm for Tax related activities'**" should reach Director, CSIO **on or before 19.01.2021 upto 3:00 PM** and it will be opened on same day at **3:30 PM**.

To

Sub:- **Quotation for 'Hiring the Services of a CA firm for Income Tax/GST related activities of CSIO. (NIT No. Bill/CA Firm/(01)/2021)**

Dear Sir,

Quotation in sealed envelope is invited for the below mentioned Tax related activities in CSIR-CSIO. At present there are 321 numbers of regular staff on the rolls of the Institute. Besides, TDS is also deducted from contractors/suppliers payment bill which is around 15-20 per month. GST invoice generated by institute are around 10-20 per month.

I. (A) SCOPE OF WORK : Related to IT-TDS/GST-TDS

1. To ensure compliance of timely E-filing of quarterly TDS returns pertaining to income tax deducted from salaries and TDS deducted from contractors. (24Q and 26Q), GST-TDS return.
2. Data for filing aforesaid return will be provided by office through soft copy/hard copy as required.
3. To ensure timely generation of Form-16, 16-A. Generation of GST-TDS certificate/GSTR-7A or any other document mandatory required under aforesaid activities.
4. Timely filing of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry or invalid/wrong PANs or any other kind of error in any return of I. Tax or GST matter.
5. Appearing before Income Tax/GST Authorities on case to case and providing assistance to file reply of IT notices/GST matters as and when required.
6. Firm will suggest regarding maintenance of books/ledgers required for GST Return./TDS matters.

(B) Related to GST Matters.

7. To file online monthly/annual GST returns of institute or any other return as required by GST authorities from time to time.
8. Handling the input tax credit and ensuring proper maintenance of ITC register.
9. Visit of staff once a month to guide on GST/IT related matters.
10. Consultation/advice on record, maintenance of applicable GST rates.
11. To maintain proper record of outward and inward supplies of Goods or services and generation of GSTR-1 and GSTR-2, 3B etc.

- 12.To provide guidance leading to full compliance of all rules and regulations of GST Laws and its implementation from time to time.
- 13.Assistance in updating GST related portals including e-invoice portal and their related issues as required from time to time.
- 14.Assistance in identification of invoices (outward and inward) which are not eligible for ITC.

II. TERMS & CONDITIONS OF FOR SUBMISSION OF QUOTATION

- a) The firm should have 05 Years (Five years) experience of providing similar taxation service to Govt Departments/Autonomous Bodies etc.(Attach Proof)
- b) Turnover of firm providing such services should not be less than 50 lakh per annum.(Attach Proof)
- c) The firm should have their active office or branch in Tricity (Chandigarh, Mohali and Panchkula). (Attach Proof).
- d) Initially the contract will be for two years starting from 01.04.2021 extendable to the third year depending upon the satisfactory performance of the CA firm.
- e) Payment will be released on quarterly/half yearly/yearly basis as desired by the Consulting firm. TDS as per rule would be deducted from the payment.
- f) An undertaking that the Agency/company/firm is not blacklisted by any CSIR labs or any Govt. Deptt.
- g) The lowest quoting firm will be given preference over others. However, Director, CSIR-CSIO, Chandigarh reserves the right to reject all or even the lowest quotation without assigning any reason
- h) The Director, CSIR-CSIO may terminate the contract of the selected firm on account of unsatisfactory service by giving a notice of one month.
- i) The selected firm shall have to enter into an agreement before award of work.
- j) The rate should be quoted as lumpsum per month for all activities mentioned in scope of work.

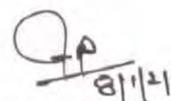
III. SELF ATTESTED DOCUMENTS TO BE ATTACHED

- 1) Copy of PAN Number, GST Number.
- 2) Copy of CA registration Number/Trade certificate for carrying out aforesaid activities.
- 4) RTGS/NEFT Details of the firm .
- 5) Copies of documents in support of experience, turnover and active branch in tricity.

IV. Price Bid proforma
Quoted Rate per month

Sl No.	Name, address, Telephone numbers and e-mail of the Firm	Lump sum quote per month (in Rs. only) for all works as per Scope of work.
		Rs. _____ (per month)

1. The quote will be treated as invalid/unresponsive, if item wise rates are quoted. Only a single lump sum amount per month which shall remain valid for two financial years for all works as per scope of work.
2. The firm should not devise their own format or lay down any other conditions except lump sum amount. Conditional quote are liable to be rejected.
3. Applicable Taxes, if any, shall be paid extra.
4. The authorized officer of the firm should sign and stamp the pages of this letter and submit the same in a sealed cover with superscription over the envelope **Quotation for 'Hiring the Services of a CA for Tax related activities'** and to be addressed to Director, CSIR-CSIO, Sector-30, Chandigarh, 160030. The **last date to submit Quotations is 19.01.2021 upto 3:00 PM** and it will be opened on same day at **3:30 PM**.



(Satish Kumar)
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