

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

NOTICE

**Sub:- Quotation for Hiring Services of Chartered Accountant Firm against
NIT No. Bill/CA Firm/(01)/2020**

It is hereby informed to all concerned that NIT No. Bill/CA Firm/(01)/2020 on above subject which was to be submitted upto 17/09/2020 by 3.00 PM has been withdrawn due to administrative reasons. New NIT with revised scope of work will be issued on our website in the month of Jan/Feb, 2021. Tenders/Bids received against the offer will be returned to bidders in original.

Administrative Officer

To

Subject: Quotation for 'Hiring the Services of a CA firm for Income Tax related activities' (NIT No. Bill/CA Firm/(01)/2020)

Dear Sir,

Quotation in sealed envelope is invited for the below mentioned Income 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.

SCOPE OF WORK :

1. To ensure compliance of timely E-filing of quarterly TDS returns (24Q and 26Q) and generation of Form-16.

Filing of Returns (24Q & 26Q)	Due date of Filing of Returns	Date by Which quarterly information will be provided to CA	Date by Which CA will inform any discrepancy to CSIO	Actual date of Filing of returns
Quarter-1	31st July	10th July	15th July	20th July
Quarter-2	31st October	10th October	15th October	20th October
Quarter-3	31st January	10th January	15th January	20th January
Quarter-4	30th April	10th April	15th April	20th April
Information for generation of Form-16(Part-B) and 16A to be provided to CA by CSIO : 10th May. Date by which CA will inform any discrepancy to CSIO : 15th May Date by which CA will provide Form-16 and 16A to CSIO : 20th May				

2. To intimate cases of short or wrong deduction of TDS in case of 24Q and 26Q before actual e-filing.

3. To ensure timely generation of Form-16, 16-A with detail deductions, exemption shown in Part-B of Form-16 from website (TRACES)

4. To ensure timely feeding of data of I-Tax deductions of employees / contractors.

5. To ensure timely filing of Income Tax returns through on-line systems (TRACES)

6. To ensure compliance of timely filing of replies and settlement of IT notices/queries.

7. Assisting in preparation of submission/reply before Income Tax Authority.

8. Consultation/advice on records, Maintenance of applicable taxes

9. To provide guidance leading to full compliance to all rules and regulations of Income Tax laws and its implementation and others laws of Central/State/UT Govt. relating to various taxes i.e. all the statutory taxes.

10. Timely filing of correction/rectification/revision in quarterly returns in case of any incorrect entry or invalid/wrong PANs or any other kind of error.

11. In addition to above, correction/rectification/revision in quarterly returns (24Q and 26Q) and generation of Form-16, Form-16A.

12. Appearing before Income Tax Authorities on case to case basis as and when required.

13. If required by CSIO authority, the firm has to visit CSIR-CSIO at Sector-30, Chandigarh for discussion on important IT related issues and to educate the staff members of CSIR-CSIO on IT related issues.

TERMS & CONDITIONS OF FOR SUBMISSION OF QUOTATION

- a) 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.
- b) Initially the contract will be for two years starting from 01.11.2020 extendable to the third year depending upon the satisfactory performance of the CA firm.
- c) Payment will be released on quarterly/half yearly/yearly basis as desired by the Consulting firm. Taxes as applicable would be deducted from the payment.
- d) An undertaking that the Agency/company/firm is not blacklisted by any CSIR labs or any Govt. Deptt.
- e) The Director, CSIR-CSIO may terminate the contract of the selected firm on account of unsatisfactory service by giving a notice of seven days.
- f) The selected firm shall have to enter in to an agreement before award of work.

SELF ATTESTED DOCUMENTS TO BE ATTACHED

- 1) Copy of PAN Number
- 2) Copy of CA registration Number/Trade certificate
- 3) GST number
- 4) RTGS/NEFT Details of the CA firm

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 is to be quoted in above mention column.
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 firm for Income Tax related activities`** and to be addressed to Director, CSIR-CSIO, Sector-30, Chandigarh, 160030. The **last date to submit Quotations is 17.09.2020 upto 3:00 PM** and it will be opened on same day at 3:30 PM.

(Satish Kumar)
Section Officer(G)
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