



**NATIONAL AGRICULTURAL HIGHER EDUCATION
PROJECT
(Project Implementation Unit)
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI ANUSANDHAN BHAWAN-II, NEW DELHI-12**



**Request For Quotations (RFQ) for hiring of CA firm for filing of returns and
advising on all matters related to Taxation, TDS, Income Tax, Goods and
Services Tax for FY 2022-23**

Ref.No.3(21)/2019-NAHEP

Dated: 14 March 2022

NAHEP, ICAR invites sealed quotations from interested CA firms having requisite experience for filing of returns and advising on all matters related to Taxation, TDS, Income Tax, Goods and Services Tax for FY 2022-23 as per terms and conditions detailed in the tender document. Accordingly, interested parties are requested to quote their rates with others relevant documents as prescribed in formats mentioned in a sealed cover super-scribing the envelope **“Quotations for Providing Tax related services in NAHEP, ICAR”**.

Scope of the proposed work, terms of reference, terms and conditions of the contract will be as per the following details:

Tender Number	3(21)/2019-NAHEP
Mode of Bid Submission	Manual Submission
Tender Cost	NIL
Description of work, Terms of Reference, and conditions of contract	Detailed in Annexure-I of bid document
Techno-financial Bid format	Detailed in Annexure-II of bid document
Type of Tender	Single Stage Single Envelope Bid System
EMD Required?	No
BID SUBMISSION START DATE AND TIME	14.03.2022 10 AM onwards
BID SUBMISSION END DATE AND TIME	21.03.2022 2 PM
DATE AND TIME OF OPENING OF TENDER	21.03.2022 2.30 PM
SUBMISSION OF QUOTATION	Sealed quotations from the interested CA firms bearing the name and address of the firm should be submitted to Deputy Secretary, NAHEP, Room no-507, Krishi Anusandhan Bhawan-II, PUSA, New Delhi. The quotation will be opened in the presence of interested firms or their authorized representative(s) who may like to be present. In case, quotations are submitted after 21.03.2022 02:00 PM, the tenders/quotations shall be rejected summarily.

**Sd/-
(Sunita Dhingra)
Section Officer
NAHEP, ICAR**

Scope of Work:

1. Timely filing of Quarterly TDS return as per Income Tax Rules.
2. Timely filing of Annual Income Tax Return.
3. Timely filing of Goods & Service Tax Return as per GST Rules.
4. To get assessment order from Income Tax Department from AY 2022-23.
5. To give suggestion for improvement to maintain the accounts book of the Company in conformity with different tax laws.
6. Examination of applicability of various provision of Income Tax Act 1961, with respect of organisation.
7. Attending the meeting with Income Tax/GST Department on behalf of NAHEP, ICAR personally regarding any notice issued by the Income Tax/GST Authority. Reply to these authorities as and when required.
8. Goods & Service Tax, Input Credit and CENVAT related works and to verify and certify the monthly/ periodical adjustments / claims for availing of GST/CENVAT credit by NAHEP, ICAR as per prevailing GST and CENVAT credit Rules.
9. Checking of Advance Tax calculation as per Income Tax Act with reference to Company books.
10. Income Tax calculation of the NAHEP, ICAR employees and checking of the documents submitted by the employees submitted for tax exemption.
11. Issue of all statutory forms such as Form 16,16A, 24Q, 26Q etc.
12. Quarterly calculation of TDS receivables and interest accrued on FDs of the Company through 26AS.
13. Any clarification and advice in taxation/ statutory matters as and when required by the company.

Terms of Reference:

The award of contract will be governed by the following terms and conditions:

1. The firm should quote their rate in Lump Sum excluding GST for appointment as Tax related services in Annexure-II
2. The quotation should have proper address, telephone number and E-mail address, other relevant details with relevant supporting documents duly signed by authorized signatory.
3. Copy of attested PAN/TAN No. etc. (as required) of the agency should be attached with quotation.
4. The bidders may visit the company office to examine the financial statements, reports and related documents for assessment of work involved during office hours on working days, if so desired.
5. The bid shall remain valid for 30 days from the date of opening of quotation(s).
6. The bid document should be kept intact and signed with seal on all pages with acceptance of terms and conditions.
7. The Company reserves the right without assigning any reason to accept or reject any/ all quotation(s) in whole or in part.

Extension and Termination of Contract:

1. The contract will be initially valid for a period of one year. The period of contract is extendable by another year subject to rendering of satisfactory services by the firm & mutual consent of both the parties on the same terms & conditions. However, it shall be with the consent / written request by the CA firm in this regard.
2. The contract may be terminated by this office at any time without assigning any reason, if the work of the firm is not found satisfactory. In this connection, the decision of the company shall be final and binding on the firm.

Payment Terms:

1. The rates should be quoted for the whole year (exclusive of taxes). Payment to the firm will be made in four instalments at the end of each quarter subject to satisfactory services.
2. Company will pay taxes as per Government of India norms applicable from time to time.
3. No advance payment will be made by the office. The approved firm shall submit the bill at the end of each quarter.
4. TDS under Income Tax/TDS under GST as per rule shall be deducted from the bill.

Settlement of Disputes:

1. The competent authority of NAHEP i.e., National Director reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Company, for any justifiable reasons, not mandatory to be communicated to the bidder
2. Decision of National Director, NAHEP, ICAR will be final for any aspect of the contract and binding to all parties.
3. In case of any dispute, all legal proceedings arising between both the parties regarding a contract shall be settled by a competent court having jurisdiction over the place, where agreement has been executed and by no other court, after decision of the standing committee for settlement of disputes.

Evaluation Criteria and Award of Contract:

1. The contract will be awarded to the bidder who will be technically qualified and who will quote the lowest rates in the sealed quotation.
2. Acceptance of the offer will be communicated by email/ fax/ letter or any other form of communication. Formal letter of acceptance and work order of the tenders will be forwarded as soon as possible, but the earlier instruction in the email/ fax / letter should be acted upon immediately.
3. If bidder does not accept the offers, after issue of letter of award by NAHEP, ICAR within 15 days, the offer made shall stand withdrawn.

Note:

1. The Deputy Secretary, NAHEP may at his/her discretion, extend the date of submission of bids by a fortnight and such extension shall be binding on all firms.
2. If the date up to which the quotations are open for acceptance is declared to be a holiday, the quotation shall be deemed to remain open for acceptance till the next working day following the holiday.

For clarifications, if any please contact Deputy Secretary, NAHEP, Room no-507, Krishi Anusandhan Bhawan-II, Pusa, New Delhi-110012.(Telephone No-011-25841473 & Email-diliproj.icar@nic.in) on any working day between 1000 hrs. to 1700 hrs.

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Qualifying Bid Format

Relevant supporting documents (duly signed by authorized signatories) to be enclosed with the quotation, wherever applicable.

S.No	Particulars	To be filled/submitted by the bidder
1	Name, Address & Contact No of the Bidder	
2	Type of organization (company/ Partnership firm/Proprietorship/other)	
3	PAN Number (Enclose Copy)	
4	GST Reg No (Enclose Copy)	
5	Experience certificates for serving in at least three govt organisations to be enclosed (for the last three financial years)	
6	Whether the firm has any legal suit/ criminal case pending against it for violation of any law of court (give details if any)	
7	Proprietorship (If applicable, necessary certificate may be enclosed)	
8	Lump sum rate quoted for the whole year (exclusive of taxes) for tax related services as defined in Annexure-1 for NAHEP.	

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge.

(Signature & Seal of authorized firm)

ANNEXURE-III: SELF-DECLARATION {to be filled by the bidder}

To,

{Procuring entity},

In response to the RFQ Ref. No. _____ dated _____ for Professional & Consultancy Services, as an Owner/ Partner/ Director/ Auth. Sign. of _____, I/ We hereby declare that presently our Company/ firm _____, at the time of bidding: -

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security (if submitted) may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder
Signature with official seal

ANNEXURE-IV: BID COVER LETTER & FORMAT

COVER LETTER {to be submitted by the bidder on his Letter head}

To,

{Procuring Entity},

_____ ,

Reference: RFQ No. : _____

Dated: _____

Dear Sir,

We, the undersigned bidder, having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work & in conformity with the said bidding document for the same.

I / We undertake that the prices are in conformity with the specifications prescribed. The quotes/ prices are inclusive of all cost likely to be incurred for executing this work.

I / We undertake, if our bid is accepted, to provide the consultancy & professional services in accordance with the schedule specified in the schedule of Requirements.

I / We agree to abide by this bid for a period of _____ days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief. We understand that you are not bound to accept the lowest or any bid you may receive. We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Date:
Authorized Signatory
Name:
Designation: