

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
2A & 2B, Raja S.C.Mullick Road
Jadavpur, Kolkata - 700032

Tender Notice No.: ADM/F&A/14/ 30 dated 04.07.2014

**Subject: Appointment of Chartered Accountant firm (s) for Consultancy Work of Institute
On Income Tax and Service Tax for the years 2014-15, 2015-16 and 2016-17.**

Indian Association for the Cultivation of Science (IACS), a grantee Scientific Research Institute of Department of Science and Technology, Government of India is looking for a suitable Kolkata based experienced CAG empanelled Chartered Accountants firm for appointment as Consultant Chartered Accountants for consultancy work of Institute on Income Tax, Service Tax and Sales Tax Deducted at Source (STDS) for the Financial Years 2014-15, 2015-16 and 2016-17.

Sealed tenders in two bids system (Technical Bid & Price Bid) are invited from the firms interested to take up the consultancy work on income Tax, Service Tax and Sales Tax Deducted at Source (STDS) of the Institute for the Financial Years 2014-15, 2015-16 and 2016-17. The Technical Bid and the Price Bid will be placed in two separate sealed covers distinctly marked accordingly and both to be put inside another big envelope which should be super scribed with tender reference no., due date and time of opening. The requirement of Consultancy work is given at (Technical Bid) at Annexure-I and the format of the Price bid is given at Annexure-II. The tender should be sent to "The Registrar, Indian Association for the Cultivation of Science, 2 A & 2B Raja, SC Mullick Road, Jadavpur, Kolkata-700 032" in a sealed cover. The schedule is appended below:-

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| Tender Notice Number | ADM/F&A/14/ dated 17.06.2014 |
| Last date and time of submitting tender | 22 nd July, 2014 at 12.00 noon |
| Date and time of opening tender | 22 nd , 2014 at 3.30 pm |
| Place of Opening Tender | SN Bose Conference Hall |
| Contact | iacstax@iacs.res.in, +91-33- 2473 4971 (extns: 1750) |

The technical bids will be evaluated first to ascertain the suitability of the consultant firm and thereafter, the price bids of those consultant firms will be opened who satisfy the requirements of the technical bid.

TECHNICAL BID

**(Consultancy Work on Income Tax and Service Tax for the
Financial Years. 2014-15, 2015-16 and 2016-17).**

| Details of Works to be undertaken | Competence to handle work. (Yes/No). |
|--|--------------------------------------|
| I. TDS-Salary | |
| a) Assistance in preparation of Format of Provisional Declaration. | |
| b) Test check of employees' tax calculation on the basis of provisional declarations | |
| c) Half Yearly Review of Tax Calculation. | |
| d) Compilation of quarterly returns, Validation of output file & Submission of Quarterly Returns. | |
| e) 100 % checking of employees' final declaration with investments of documents and Tax Calculation with evidence for deductions from income in the month of January and February. | |
| f) Compilation of Salary Details for Return of 4 th Quarter. | |
| g) Verification of online quarterly assessment & compliance of defaults or deficiencies and corrections of irregularities in submission & payments. | |
| h) Appearance before the tax authorities with proof of appearance to represent the Institute for Current and Previous Year. | |
| i) Generation of Justification Reports from all defaults from TRACES website and submission of Correction/Revised Returns to eliminate those defaults. | |
| II. TDS-Non Salary | |
| a) Compilation of monthly deductions. | |
| b) Test Check of tax calculation from Bill Register of Department. | |
| c) Validation of output File and generation of Form 27A. | |
| d) Submission of Quarterly Returns and generation of Form 16A. | |
| e) Compliance to defects in quarterly returns if arises and correction of the irregularities before tax authorities. | |
| f) Appearance before the tax authorities with proof of appearance to represent the Institute for current and previous year. | |
| g) Generation of Justification Reports from all defaults from TRACES website and submission of Correction/Revised Returns to eliminate those defaults. | |

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| III. Income Tax Return Including ITR 7 | |
| a) Checking and compilation of online Income Tax Return | |
| b) Preparation of supporting documents. | |
| c) Compliance and attending before the tax authorities with proof of appearance to their requirements and persuasion for assessment order. | |
| IV. Service Tax | |
| a) Checking and Compilation of Monthly data of Service Tax advisory service and submission of half yearly return. | |
| b) Representation before superintendent/ Asstt. Commissioner/ Commissioner with proof of appearance. | |
| b) From Annual Accounts of IACS, advice for new amendable c) taxable service apart from existing services. | |
| d) Advice for books of accounts, register to be maintained by IACS relating to service tax. | |
| V.15 CA filing & 15CB certificate | |
| a) After checking of all data preparation and online filing of 15 CA to Income tax. | |
| b) Issue of certificate for 15CB. | |
| VI. STDS (Sales Tax Deducted at Source) | |
| a) Appearing before Commercial Tax Officer for any hearing and assessment with proof of appearance to represent the Institute for Current and previous years. | |
| b) Advise for STDS applicable to the contractor/subcontractors. | |
| General Requirement | |
| a) State if the firm has past experience as Consultant in similar Research Institutes of Science & Technology. | Yes/No |
| b) Support with the proof of work orders; at least of three Institutes | Yes/No |
| c) Firm should mention trade registration/License No/ | Yes/No |
| d) PAN No. | Yes/No |
| e) Service Tax Registration No. | Yes/No |
| f) EPF & ESI Registration No. where applicable. | Yes/No |
| g) Details of authorized contact person (viz Name, Designation, Mobile No., and Phone No. (Office), and Email Id etc.). | |

Place: Kolkata
Dated:

(Signature of the Authorized Signatory)
(Official seal)

PRICE BID

(Consultancy Work on Income Tax and Service Tax for the F.Y. 2014-15)

| Details of Works to be undertaken | Rate to be quoted in Rs. |
|--|--------------------------|
| I. TDS-Salary | |
| a) Assistance in preparation of Format of Provisional Declaration. | |
| b) Test check of employees' tax calculation on the basis of provisional declarations | |
| c) Half Yearly Review of Tax Calculation. | |
| d) Compilation of quarterly returns, Validation of output file & Submission of Quarterly Returns. | |
| e) 100 % checking of employees' final declaration with investments of documents and Tax Calculation with evidence for deductions from income in the month of January and February. | |
| f) Compilation of Salary Details for Return of 4 th Quarter. | |
| g) Verification of online quarterly assessment & compliance of defaults or deficiencies and corrections of irregularities in submission & payments. | |
| h) Appearance before the tax authorities with proof of appearance to represent the Institute for Current and Previous Year. | |
| i) Generation of Justification Reports from all defaults from TRACES website and submission of Correction/Revised Returns to eliminate those defaults. | |
| II. TDS-Non Salary | |
| a) Compilation of monthly deductions. | |
| b) Test Check of tax calculation from Bill Register of Department. | |
| c) Validation of output File and generation of Form 27A. | |
| d) Submission of Quarterly Returns and generation of Form 16A. | |
| e) Compliance to defects in quarterly returns if arises and correction of the irregularities before tax authorities. | |
| f) Appearance before the tax authorities with proof of appearance to represent the Institute for current and previous year. | |
| g) Generation of Justification Reports from all defaults from TRACES website and submission of Correction/Revised Returns to eliminate those defaults. | |
| III. Income Tax Return Including ITR 7 | |
| a) Checking and compilation of online Income Tax Return | |

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| b) Preparation of supporting documents. | |
| c) Compliance and attending before the tax authorities with proof of appearance to their requirements. | |
| IV. Service Tax | |
| a) Checking and Compilation of Monthly data of Service Tax advisory service and submission of half yearly return. | |
| b) Representation before superintendent/ Asstt. Commissioner/ Commissioner with proof of appearance. | |
| c) From Annual Accounts of IACS, advice for new amendable taxable service apart from existing services. | |
| d) Advice for books of accounts , register to be maintained by IACS relating to service tax . | |
| V.15 CA filing & 15CB certificate | |
| a) After checking of all data preparation and online filing of 15 CA to Income tax. | |
| b) Issue of certificate for 15CB. | |
| VI. STDS (Sales Tax Deducted at Source) | |
| a) Appearing before Commercial Tax Officer for any hearing and assessment with proof of appearance to represent the Institute for Current and previous years. | |
| b) Advise for STDS applicable to the contractor/subcontractors. | |

Place: Kolkata

Dated:

(Signature of the
Authorized Signatory with
Official Seal)

GENERAL INSTRUCTIONS

1. The firm should have valid Registration/Trade License, PAN, Service Tax Registration etc. with the appropriate authorities to run the business.
2. The firm should possess EPF & ESI and other applicable Statutory Registration.
3. The rates quoted and approved by IACS will be the final amount payable against the work assignment and additional expenditure on any other account will not be accepted.
4. The fees shall be paid on satisfactory completion of work.
5. The Association reserves the right to accept or reject any or all the tenders at its own without assigning any reasons.
6. The Association also reserves the right to cancel the assignment at any time after award of the work due to any administrative reasons or due to dissatisfactory performance of the firm on any account.
7. The Association may consider the option to assign the future work to the same firm, if their work is found so satisfactory.
8. The tender should be submitted on the letter head of the firm in the format given at Annexure-I & Annexure-II.
9. Tenders received after due date will be summarily rejected.
10. Incomplete & conditional tenders will also be rejected.
11. The firm will have to mention the details of authorized contact person (viz. Name, Designation, Mobile No., Phone No. (Office), and Email id etc.).
12. The selected firm would be offered the work assignment through letter/Email.
13. Any query in this regard may be addressed to Shri Prasant Kundu, F&AO-I on his Official Email: iacstax@iacs.res.in.
14. For checking, sending and receiving of documents of hard copies, and necessary manpower will be provided by the firm.

Registrar