

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

**Quotation Notice No.: ADM/F&A/14/52 dated 07.11.2014**

**Subject: Appointment of Chartered Accountant firm (s) for Consultancy Work of Institute  
On Income Tax and Service Tax for the years part of 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:-

Quotation Notice Number	ADM/F&A/14/52 dated 07.11.2014
Last date and time of submitting quotation	02 December, 2014 at 12.00 noon
Date and time of opening Quotation	02 December 2014 at 3.30 pm
Place of Opening Quotation	SN Bose Conference Hall
Contact	iacstax@iacs.res.in or admst@iacs.res.in Phone No. +91-33- 2473 4971 (extns: 1750 or 1753)

**The technical bids of the quotation 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).
<b>I. TDS-Salary</b>	
a) Preparation of Format of Provisional Declaration and Final Declaration.	
b) Typical checking of employees' total salary income and perquisites and tax calculation on the basis of declarations. Checking of all deductions/rebates/exemptions under different sections of IT and <b><u>necessary advice in writing for compliance of TDS</u></b>	
c) Half Yearly Review of Tax Calculation.	
d) Compilation of quarterly returns, Validation of output file, generation of Form 27A & Submission of Quarterly Returns.	
e) 100% checking and <b>necessary advice in writing for compliance of TDS</b> in respect to employees' final declaration with supporting papers of investments documents and Checking of Tax Calculation according to declaration in the month of January and February.	
f) Compilation of Salary Details for Return of 4 <sup>th</sup> 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 valid 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.	
j) Advice/Clarification in writing for any problem in tax matters as sought by the Institute.	
<b>II. TDS-Non Salary</b>	
a) Advice/Clarification in writing for any problem in tax matters as sought by the Institute.	
b) Checking of all PAN, tax deduction rate, tax amount and whether any bill paid to vendor without deducting TDS from Bill voucher every month. <b><u>and necessary advice in writing for compliance of TDS matters.</u></b>	
c) Compilation of quarterly returns and Validation of output File and generation of Form 27A.	
d) Submission of Quarterly Returns and generation of Form 16A (only one copy) along with soft zip file.	
e) Compliance to defects in quarterly returns if arises and correction of the irregularities before tax authorities.	
f) Appearance before the tax authorities with valid 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.	

<b>III. Income Tax Return Including ITR 7</b>	
a) Checking of 10B prepared by our auditor advice for any changes required and checking and preparation of other papers and Submission of online Income Tax Return	
b) Preparation and checking of all supporting documents and papers for scrutiny and assessment	
c) Compliance and attending before the tax authorities with <b><u>valid proof of appearance</u></b> and persuasion for assessment order and refund if any.	
<b>IV. Service Tax</b>	
a) Checking whether service tax has been collected from all taxable service and Monthly data of Service Tax of all taxable service and submission of online half yearly return <b>and necessary advice for compliance of all Service Tax matters.</b>	
b) Representation before superintendent/ Asstt. Commissioner/ Commissioner with <b><u>valid proof of appearance.</u></b>	
c) From Annual Accounts of IACS, advice for new amendable taxable service apart from existing services.	
d) Advice in writing for any problems in service tax matters as sought by the Institute.	
<b>V.15CA filing &amp; 15CB certificate</b>	
a) After checking of all data preparation and online filing of 15 CA to Income tax.	
b) Issue of certificate for 15CB.	
<b>VI. STDS (Sales Tax Deducted at Source)</b>	
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) Advice in writing for any problem in STDS matters as sought by the Institute.	

<b>General Requirement</b>											
a) State if the firm has past experience as Consultant in <b>any two Govt., Govt. Autonomous body, Semi Govt., PSU or reputed organizations having approximate 335 employees.</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">TDS</td> <td style="width: 30%;">Yes/No</td> </tr> <tr> <td>Service Tax</td> <td>Yes/No</td> </tr> <tr> <td>15CA/15CB</td> <td>Yes/No</td> </tr> <tr> <td>ITR7</td> <td>Yes/No</td> </tr> <tr> <td>STDS</td> <td>Yes/No</td> </tr> </table>	TDS	Yes/No	Service Tax	Yes/No	15CA/15CB	Yes/No	ITR7	Yes/No	STDS	Yes/No
TDS	Yes/No										
Service Tax	Yes/No										
15CA/15CB	Yes/No										
ITR7	Yes/No										
STDS	Yes/No										
b) Submit documentary evidence with <b>self attested proof of work orders(compulsory)</b> of different organizations ; <b>at least two reputed organization having approximate 335 employees as mentioned above.</b>	<b>Please write Name of Institute/ Organizations, Number of employees, and what type of work done in details supported by photocopies of work orders.</b>										
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  
 Financial Years. 2014-15, 2015-16 and 2016-17).*

Details of Works to be undertaken	Rate to be quoted in Rs
<b>I. TDS-Salary</b>	
a) Preparation of Format of Provisional Declaration and Final Declaration.	Yearly
b) Typical checking of employees' total salary income and perquisites and tax calculation on the basis of declarations. Checking of all deductions/rebates/exemptions under different sections of IT and <b><u>necessary advice in writing for compliance of TDS</u></b>	Yearly
c) Half Yearly Review of Tax Calculation.	Yearly
d) Compilation of quarterly returns, Validation of output file, generation of Form 27A & Submission of Quarterly Returns.	Yearly
e) 100% checking and <b>necessary advice in writing for compliance of TDS</b> in respect to employees' final declaration with supporting papers of investments documents and Checking of Tax Calculation according to declaration in the month of January and February.	Yearly
f) Compilation of Salary Details for Return of 4 <sup>th</sup> Quarter.	Yearly
g) Verification of online quarterly assessment & compliance of defaults or deficiencies and corrections of irregularities in submission & payments.	Rate per Return
h) Appearance before the tax authorities with valid proof of appearance to represent the Institute for Current and Previous Year.	Rate per Appearance
i) Generation of Justification Reports from all defaults from TRACES website and submission of Correction/Revised Returns to eliminate those defaults.	Rate per correction return
j) Advice/Clarification in writing for any problem in tax matters as sought by the Institute.	Rate per Advice
<b>II. TDS-Non Salary</b>	
a) Advice/Clarification in writing for any problem in tax matters as sought by the Institute.	Rate per Advice
b) Checking of all PAN, tax deduction rate, tax amount and whether any bill paid to vendor without deducting TDS from Bill voucher every month. <b><u>and necessary advice in writing for compliance of TDS matters.</u></b>	Yearly
c) Compilation of quarterly returns and Validation of output File and generation of Form 27A.	Yearly
d) Submission of Quarterly Returns and generation of Form 16A (only one copy) along with soft zip file.	Rate per 16A
e) Compliance to defects in quarterly returns if arises and correction of the irregularities before tax authorities.	Rate per Return
f) Appearance before the tax authorities with valid proof of appearance to represent the Institute for current and previous year.	Rate per Appearance
g) Generation of Justification Reports from all defaults from TRACES website and submission of Correction/Revised Returns to eliminate those defaults.	Rate per correction return

<b>III. Income Tax Return Including ITR 7</b>	
a) Checking of 10B prepared by our auditor advice for any changes required and checking and preparation of other papers and Submission of online Income Tax Return	Yearly
b) Preparation and checking of all supporting documents and papers for scrutiny and assessment	Yearly
c) Compliance and attending before the tax authorities with <b><u>valid proof of appearance</u></b> and persuasion for assessment order and refund if any.	Rate per appearance
<b>IV. Service Tax</b>	
a) Checking whether service tax has been collected from all taxable service and Monthly data of Service Tax of all taxable service and submission of online half yearly return <b>and necessary advice for compliance of all Service Tax matters.</b>	Yearly
b) Representation before superintendent/ Asstt. Commissioner/ Commissioner with <b><u>valid proof of appearance.</u></b>	Rate per appearance
c) From Annual Accounts of IACS, advice for new amendable taxable service apart from existing services.	Yearly
d) Advice in writing for any problems in service tax matters as sought by the Institute.	Rate per Advice
<b>V.15CA filing &amp; 15CB certificate</b>	
a) After checking of all data preparation and online filing of 15 CA to Income tax.	Rate Per 15 CA
b) Issue of certificate for 15CB.	Rate Per 15CB
<b>VI. STDS (Sales Tax Deducted at Source)</b>	
a) Appearing before Commercial Tax Officer for any hearing and assessment with <b><u>valid proof of appearance from commercial tax department</u></b> to represent the Institute for Current and previous years.	Rate per appearance
b) Advice in writing for any problem in STDS matters as sought by the Institute.	Rate per Advice

Place: Kolkata  
Dated:

(Signature of the  
Authorized Signatory with  
Official Seal)

## GENERAL INSTRUCTIONS

1. The firm should have valid Registration/Trade License, PAN, and Service Tax Registration etc. with the appropriate authorities to run the business.
2. The firm should possess PAN, Service Tax, Trade License, 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 Kr. Kundu, F&AO-I or Shri Swapan Thakur, F & A. O in their Official Email: [iacstax@iacs.res.in](mailto:iacstax@iacs.res.in) or [admst@iacs.res.in](mailto:admst@iacs.res.in)
14. For checking, sending and receiving of documents of hard copies, and necessary manpower will be provided by the firm.

**Registrar**