

INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE

2A & 2B, Raja S.C.Mullick Road , Jadavpur, Kolkata – 700032

Tender Notice No.: IACS / ADM / F&A / 2015 -16 / 58

Dated 29/02/2016

Subject: Appointment of Chartered Accountant firm (s) for Consultancy Work of the Institute on Income Tax (All TDS matters especially under section 195,115A of the Income Tax Act, 1961), Registration of Institute for receiving donation under Section 80G(2)(a)(iiif) of the Income Tax Act, 1961 and taxability of donation income and compliance of tax matters under Section 80G(2)(a)(iiif) and 35(1)(ii) of the Income Tax Act, 1961, Sales Tax deducted at source as given in Section 40 of the W.B.V.A.T. Act, 2003 and Service Tax matters for the years 2016-17, 2017-18 & 2018-19 including work for previous years such as scrutiny assessment hearing and other tax matters as intimated by the tax authorities.

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 (All TDS matters especially under section 195, 115A of the Income Tax Act, 1961), Registration of Institute for receiving donation under Section 80G(2)(a)(iiif) of the Income Tax Act, 1961 and taxability of donation income and compliance of tax matters under Section 80G(2)(a)(iiif) and 35(1)(ii) of the Income Tax Act, 1961, Sales Tax deducted at source as given in Section 40 of the W.B.V.A.T. Act, 2003 and Service Tax matters for the years 2016-17, 2017-18 & 2018-19 including work for previous years such as scrutiny assessment hearing and other tax matters as intimated by the tax authorities. 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) and other taxation matters of the Institute for the **Financial Years 2016-17, 2017-18 & 2018-19 including work for previous years as & when required such as scrutiny assessment hearing and other tax matters as intimated by the tax authorities.** 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.

Technically screened incumbents may be called for technical presentation .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 :-

Tender Notice Number	IACS / ADM / F&A / 2015-16 / 58 dated 29/02/2016
Pre-bid meeting to discuss technical matters	11/03/2016 at 3 .00PM
Last date and time of submitting tender	18/03/2016 upto 12.00 (N)
Date and time of opening of Technical Bid	18/03/2016 at 3.00PM
Date and time of opening of Price Bid	The Price Bids of the bidders qualifying the technical bid will only be opened & the date of opening will be intimated latter & will be published in the IACS website .
Contact	iacstax@iacs.res.in / admskb@iacs.res.in Phone No. +91-33-2473 4971(extns: 1750 or 1122)

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/Service Tax and other tax matters for the Financial Years 2016-17, 2017-18 & 2018-19).

Details of Works to be undertaken	Fully Conversant to handle work.(Yes/No).
Advice regarding all Tax matters	
Tax consultant should visit our office (IACS) to discuss tax matters and advice/clarification in writing in email or in the firm's letterhead for problem/queries in all tax matters u/s 192B, 194C, 194J, 194I, 195, 115A(1)(b), 10(21), 10(23), 35(1)(ii), 80G(2)(a)(iiif) of the Income Tax Act, 1961, Sales Tax deducted at source as given in Section 40 of the W.B.V.A.T. Act, 2003 and Service Tax matters(Accommodation in hotels, inn, guest house etc. Technical Testing and analysis service, Scientific and technical consultancy services and Intellectual property right other than copy right) and submission of application for 12A registration of the Institute to receive donations and issue certificate u/s 80G(2)(a)(iiif) and taxable income for donation received u/s 80G(2)(a)(iiif) and 35(1)(ii) of the Income Tax Act, 1961 and/or advice as sought by the Institute from time to time.	
I. TDS-Salary & Non Salary	
a) Compilation of quarterly returns (24Q, 26Q, 27Q), Validation of output file, generation of Form 27A & Submission of Quarterly Returns.	
b) Checking of employees' Final Income Tax declaration with supporting papers of investments documents in the month of February every year.	
c) Compilation of Salary Details for Return of 4 th Quarter(24Q4)	
d) Generation of Justification Reports from all defaults from TRACES website and submission of Correction/Revised Returns to eliminate those defaults for Current and previous years.	
e) Checking of all TDS matters whether any bill paid to vendor without deducting TDS from Bill voucher before depositing of TDS every month.	
f) Appearance before the tax authorities with valid proof of appearance to represent the Institute for current and previous year., including all correspondences .	
g) Generation of Form 16A (only one copy) along with soft zip file.	

II. Income Tax Return of ITR 7 and Registration of Institute for receiving donation u/s 80G(2)(a)(iiif)(12A)	
a) Checking of 10B prepared by statutory 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 assessment and to represent the Institute for Current and previous years , including all correspondences .	
c) Compliance and attending before the tax authorities with valid proof of appearance and persuasion for assessment order and refund if any to represent the Institute for Current and	

previous years.	
d) Preparation and checking of all documents to be submitted for application for 12A, Registration of Institute to receive donations and issue certificate u/s 80G(2)(a)(iiif) and appear in hearing for this purpose Registration of Institute u/s 80G(2)(a)(iiif).	
III. Service Tax	Page 2 of 5
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) Representation before superintendent / Asstt. Commissioner/ Commissioner with <u>valid proof of appearance , including preparation of documents & correspondences</u>	
IV.15CA filing & 15CB certificate	
a) Issue of certificate for 15CB (Fully conversant with Foreign payment)	
b) After checking of all data preparation and online filing of 15 CA	
V. 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.	

General Requirement		
a) State if the firm has past experience as Consultant any two Govt., Govt. Autonomous body, Semi Govt., PSU or reputed organizations of 300 employees (approx), 15CB, 15CA is more or less 120 per year and 80G(2)(a)(iiif)(12A) work.	TDS Service Tax 15CA/15CB ITR7 STDS 80G(2)(a)(iiif)	Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No
b) Submit documentary evidence with self-attested proof of work orders (compulsory) of different organizations ; at least two reputed organization having approximate 300 employees, Number of 15CB 15CA done per year and 80G(2)(a)(iiif)(12A) work as mentioned above.	Please write Name of Institute/ Organizations. Number of employees of that Institute. Number of 15CB, 15CA issued per year by the firm. 80G (2) (a)(iiif),(12A) work. Appearing in scrutiny assessment in DIT (Exemption) Type of work done in details supported by photocopies of work orders.	
c) Firm should mention trade registration/License No/	Yes/No, if Yes give No. and supporting Documents	
d) PAN No.	Yes/No, if Yes give No. and supporting Documents	
e) Service Tax Registration No.	Yes/No, if Yes give No. and supporting Documents	
f) EPF & ESI Registration No. where applicable.	Yes/No, if Yes give No. and supporting Documents	
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/Service Tax and other tax matters for the Financial Years 2016-17, 2017-18 &2018-19).

Details of Works to be undertaken	Rate to be quoted in Rs
Advice regarding all Tax matters	
Tax consultant should visit our office (IACS) to discuss tax matters and advice/clarification in writing in email or in the firm's letterhead for problem/queries in all tax matters u/s 192B, 194C,194J,194I, 195, 115A(1)(b), 10(21), 10(23), 35(1)(ii), 80G(2)(a)(iiif) of the Income Tax Act, 1961, Sales Tax deducted at source as given in Section 40 of the W.B.V.A.T. Act, 2003 and Service Tax matters(Accommodation in hotels, inn, guest house etc. Technical Testing and analysis service, Scientific and technical consultancy services and Intellectual property right other than copy right) and submission of application for 12A registration of the Institute to receive donations and issue certificate u/s 80G (2) (a) (iiif) and taxable income for donation received u/s 80G (2) (a) (iiif) and 35(1) (ii) of the Income Tax Act, 1961and/or advice as sought by the Institute from time to time.	Yearly
I. TDS-Salary& Non Salary	
a) Compilation of quarterly returns (24Q, 26Q, 27Q), Validation of output file, generation of Form 27A & Submission of Quarterly Returns.	24Q+26Q+27Q-Rate per Quarter
b) Checking of employeesø Final Income Tax declaration with supporting papers of investments documents in the month of February every year.	Rate per Declaration as given to them for checking.
c) Compilation of Salary Details for Return of 4 th Quarter(24Q4)	Yearly
d) Generation of Justification Reports from all defaults from TRACES website and submission of Correction/Revised Returns to eliminate those defaults forCurrent and previous years.	Rate per Correction Return
e) Checking of all TDS matters whether any bill paid to vendor without deducting TDS from Bill voucher before depositing of TDS every month	Quarterly
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 Form 16A (only one copy) along with soft zip file.	Rate per Form16A
II. . Income Tax Return of ITR 7and Registration of Institute for receiving donation u/s 80G(2)(a)(iiif)(12A)	
a) Checking of 10B prepared by statutory auditor advice for any changes required and checking and preparation of other papers and Submission of online Income Tax Return	Yearly if done
b) Preparation and checking of all supporting documents and papers for scrutiny assessment andto represent the Institute forCurrent and previous years.	Yearly if done
c) Compliance and attending before the tax authorities with valid proof of appearance and persuasion for assessment order and refund if any.	Rate per Appearance

d) Preparation and checking of all documents to be submitted for application for 12A, Registration of Institute to receive donations and issue certificate u/s 80G(2)(a)(iiif) and appear in hearing for this purpose Registration of Institute u/s 80G(2)(a)(iiif)	One-time payment
III. Service Tax	Page 4 of 5
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.	Yearly if done
b) Representation before superintendent/ Asstt. Commissioner/ Commissioner with <u>valid proof of appearance.</u>	Rate per appearance
IV. 15CA filing & 15CB certificate	
a) Issue of certificate for 15CB (Fully conversant with Foreign payment) (Confirmation regarding taxability before issuing certificate)	Rate per 15CA
b) After checking of all data preparation and online filing of 15 CA	Rate per 15CB
V. 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.	Yearly if done

Place: Kolkata

Dated:

(Signature of the Authorized Signatory)
(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 Prasanta Kr. Kundu , F&AO -I or Shri Sujit Biswas , F & A. O in their Official Email :iacstax@iacs.res.in or admskb@iacs.res.in
14. For checking, sending and receiving of documents of hard copies, necessary manpower will be provided by the firm.
15. Settlement of disputes , if any emanating from the resultant contract should be settled in the kolkata High Court .

Placed before F& A O for approval.

**Registrar
Acting Registrar**

Page 5 of 5