

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

Short Tender Notice No.: ADM/F&A/16-17P/61 dated 18/11/2016.

Subject: Appointment of Chartered Accountant firm (s) for Consultancy Work of the Institute on Income Tax (All TDS matters especially under section 195,115A and 35(1) (ii) of the Income Tax Act, 1961), Service Tax, GST, FCRA and STDS (Section 40 of the W.B.V.A.T. Act, 2003) for the years 2016-17, 2017-18 & 2018-19 including works for previous years such as scrutiny assessment hearing and all other tax matters as intimated by the tax authorities.

Indian Association for the Cultivation of Science (IACS), a grantee Scientific Research Institute under Department of Science and Technology, Government of India is looking for a suitable Kolkata based experienced Chartered Accountants firm for appointment as Consultant Chartered Accountants for consultancy work of Institute as above. Empanelment with CAG will have additional weightage during technical evaluation.

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, GST, FCRA, 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 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) 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:-

Tender Notice Number	ADM/F&A/16-17P/61 dated 18/11/16
Last date and time of submitting tender	02/12/16 2.00 pm
Date and time of opening tender	02/12/16 3.00 pm
Place of Opening Tender	S.N Bose Meeting Room
Contact	admms@iacs.res.in or admpk@iacs.res.in Phone No. +91-33- 2473 4971 (extns: 1750 or 1117)

Important: The technical evaluation will include assessment of suitability of the consultant firm, along with its performance and demonstration in power point presentation for upto 10 minutes duration before the technical committee, followed by a discussion/interaction/question-answer session, if necessary, to establish their capability and competency in the relevant areas. Based on the performance in front of the Technical Committee, a list of technically qualified bidders will be prepared. Thereafter, price bid of the shortlisted bidders will be opened.

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/Clarification in writing and inform all amendments/updates regarding all Tax matters including FCRA	
Tax consultant should visit our office (IACS) as and when required to discuss/check all tax matters including FCRA and advice/Guide/clarify in writing through email or in the firm's letterhead for problem/queries in all tax matters (Income Tax, Service tax, GST, STDS, FCRA and/or advise as sought by the Institute from time to time and advise/guide in writing especially in TDS for payments to residents and non- residents before processing of bills/invoices.	
Tax Consultant should inform in writing all amendments/updates regarding all Tax matters including FCRA.	
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 and after identification of challan/PAN errors, Correct those errors online within 7 days to avoid potential defaults of short payment/PAN error and sending text file of Form 16A and help to generate Form 16A.	
b) Checking of employees' Final Income Tax declaration with supporting papers of investments documents in the month of January/February every year.	
c) Submission of Annexure II of Salary Details for Return of 4 th Quarter (24Q4) and sending text file of Form 16 and help to generate Form 16	
d) Tagging of unclaimed challans / Submission of Correction/Revised Returns/ Consult and/or Appear before the tax authorities to eliminate defaults of Previous/Current 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 and advise the corrective steps.	
II. Income Tax Return of ITR 7	
a) Checking of 10B prepared by statutory auditor and advise for any changes required and checking and preparation of computation of total income and other papers and Submission of online Income Tax Return.	
b) Preparation and checking of all supporting documents and papers for scrutiny assessment and attending before the tax authorities to represent the Institute for any year including earlier years and to check the correctness of Assessment Order and advise the action to be taken for filing appeal and/or any petition.	
III Compliance of Provisions of Section 35(i)(ii) and 10(21) Periodical (on quarterly basis) checking of due compliances of the provisions of Section 35(i) (ii) and 10(21) and immediate advance for regularizing the fault, if any observed.	
IV. Service Tax	
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.</u>	
V. Issue of 15 CA & 15CB certificate	
a) Issue of certificate for 15CB (Fully conversant with Foreign payment)	Rate per 15CB
b) After checking of all papers preparation and online filing of 15 CA	Rate per 15CA
VI. FCRA Return	
a) Audit and Certification of FCRA accounts and Submission of online FCRA Return	
VII. Goods and Services Tax (GST)	
a) Registration of Institute for GST	
b) All works related to GST	
VIII. 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 Tax Consultant in any, Govt. Autonomous body/Research Institute, IIT, IISER, IIM, etc. of same status having 300 employees(approx), and issue 15CB, 15CA is more or less 120 per year.	<table> <tr> <td>TDS</td> <td>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> <tr> <td>FCRA</td> <td>Yes/No</td> </tr> </table>	TDS	Yes/No	Service Tax	Yes/No	15CA/15CB	Yes/No	ITR7	Yes/No	STDS	Yes/No	FCRA	Yes/No
TDS	Yes/No												
Service Tax	Yes/No												
15CA/15CB	Yes/No												
ITR7	Yes/No												
STDS	Yes/No												
FCRA	Yes/No												
b) Submit documentary evidence with self-attested proof of work orders(compulsory) of any, Govt. Autonomous body/Research Institute, IIT, IISER, IIM, etc. or of same status having 300 employees(approx), and issue of 15CB, 15CA is more or less 120 per year.	<p>Please write Name of Institute/ Organizations.</p> <p>Number of employees of that Institute.</p> <p>Number of 15CB, 15CA issued per year by the firm.</p> <p>Appearing in scrutiny assessment in DIT (Exemption) Type of work done in details supported by photocopies of work orders.</p>												
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/Clarification in writing and inform all amendments/updates regarding all Tax matters including FCRA	
Tax consultant should visit our office (IACS) as and when required to discuss/check all tax matters including FCRA and advice/Guide/clarify in email or in writing in the firm's letterhead for problem/queries in all tax matters (Income Tax, Service tax, GST, STDS, FCRA and/or advice as sought by the Institute from time to time and advice/guide in writing especially in TDS for payments to residents and non- residents before processing of bill/invoice.	Yearly
Tax Consultant should inform in writing all amendments/updates regarding all Tax matters including FCRA.	
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 and after identification of challan/PAN errors, Correct those errors online within 7 days to avoid potential defaults of short payment/PAN error and sending text file of Form 16A and help to generate Form 16A.	24Q+26Q+27Q- Rate per Quarter
b) Checking of employees' Final Income Tax declaration with supporting papers of investments documents in the month of January/February every year.	Rate per Declaration as given to them for checking.
c) Submission of Annexure II of Salary Details for Return of 4 th Quarter(24Q4) and sending text file of Form 16 help to generate Form 16.	Yearly
d) Tagging of unclaimed challans / Submission of Correction/Revised Returns/ Consult and/or Appear before the tax authorities to eliminate defaults of Previous/Current years	Rate of elimination per default
e) Checking of all TDS matters whether any bill paid to vendor without deducting TDS from Bill voucher before depositing of TDS every month and advise the corrective step.	Quarterly
II. Income Tax Return of ITR 7	
a) Checking of 10B prepared by statutory auditor advice for any changes required and checking and preparation of computation of total Income and 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 and attending before the tax authorities to represent the Institute for any year including earlier years and check the correctness of Assessment Order and advise the action to be taken for filling appeal and /or any petition.	Yearly if done
III Compliance of Provisions of Section 35(i)(ii) and 10(21) Periodical (on quarterly basis) checking of due compliances of the provisions of Section 35(i) (ii) and 10(21) and immediate advance for regularizing the fault, if any observed.	
IV. Service Tax	
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

V.15CA filing & 15CB certificate	
a) Issue of certificate for 15CB (Fully conversant with Foreign payment)	Rate per 15CB
b) After checking of all papers preparation and online filing of 15 CA	Rate per 15CA
VI. FCRA Return	
a) Audit and Certification of FCRA accounts and Submission of online FCRA Return	Yearly if done
VII. Goods and Services Tax (GST)	
a) Registration of Institute for GST	Onetime payment
c) All works related to GST	Yearly if done
VIII. STDS (Sales Tax Deducted at Source)	
b) Appearing before Commercial Tax Officer for any hearing and assessment with valid proof of appearance to represent the Institute for Current and previous years.	Rate per appearance

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 satisfactorily 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 M. L Soni, Assistant Registrar/Shri Prasanta Kr. Kundu, and F&AO-II in their official Email: admms@iacs.res.in and admpk@iacs.res.in respectively.
14. For checking, sending and receiving of documents of hard copies, necessary manpower will be provided by the firm.

Registrar