



ICMR- National Animal Resource Facility for Biomedical Research (NARFBR)

Genome Valley, Shamirpet (M),  
Hyderabad, Telangana,  
PIN-500 078

**Tender Document**

Tender No: ICMR-Narfbr/Stores/GST-SERVICES/1  
Email:pramod.mini@icmr.gov.in

**Notice Dated 13<sup>th</sup> March 2023**

**Due Date 11 am on 23<sup>th</sup> March 2023**

Open tender on NARFBR Website

Subject: Invitation to bid/quotation for e-filing return of Income Tax/ Goods & Service Tax.  
etc in ICMR- NARFBR, Hyderabad

**NOTICE INVITING TECHNICAL AND FINANCIAL PROPOSALS**

Tender Ref: TDS GST Filing Agency NARFBR 2023

Sealed quotations are invited from the intermediaries (Agencies /Firms /Company duly authorized/approved by the competent authority of Income Tax Department of under the Income Tax with latest notification) for undertaking the work of the accounts section, ICMR-NARFBR as detailed below:

**SCOPE OF WORK:**

ICMR-NARFBR intends to engage a qualified and established Chartered Accountant registered with Institute of Chartered Accountants of India (ICAI) having vast experience in handling various direct and indirect taxation issues arising from time to time regarding Indian taxation.

The firm shall provide consultancy services as per the indicative scope of work as mentioned in the below areas:

INDIRECT TAX (GST):	DIRECT TAX (INCOME TAX ACT)
<ul style="list-style-type: none"><li>• Preparing monthly GST challans.</li><li>• Preparation and submission of the monthly (GSTR-1 &amp; GSTR-3B)/ quarterly/half-yearly in appropriate Form of GST and rectification of returns (if required).</li><li>• Preparation and filing of Annual Returns under the GST.</li><li>• Preparation and submission of monthly returns for Tax Deducted at Source (TDS) under Goods &amp; Service Tax before due date.</li><li>• Providing updates on statutory changes in GST related matters.</li><li>• Training the staff deputed by ICMR-NARFBR on GST procedural matters.</li><li>• Preparation and submission of replies against the notice issued by the tax authority from time to time.</li></ul>	<ul style="list-style-type: none"><li>• E-filing of returns of tax deducted at source in prescribed time.</li><li>• Preparing &amp; filing Correction returns in case of default notices issued by Income Tax Department.</li><li>• Tenderer will be responsible for timely &amp; accurate generation, compilation and binding of form No. 16(PART A &amp; B in case of Salary, Part A in case of Non-salary) from website (TRACES).</li><li>• Filing of Income Tax returns of 24Q&amp;26Q format (for engaged Contractors).</li><li>• Furnishing the original e-filing acknowledgement to ICMR-NARFBR.</li><li>• Follow-up with department for any refund due.</li><li>• To examine any order/communication received from Income Tax Department and advise further course of action.</li><li>• Assisting in preparation of replies/submissions for assessment proceedings, appellate proceedings and any other income tax related proceedings/notices/letters/summons etc.</li><li>• To update about relevant changes/amendments/judgements in the Income Tax Act &amp; Rules (more specifically having implications on ICMR-NARFBR) regularly.</li></ul>

1. Quarterly & Annual Tax Services under direct taxes mentioned in scope of work (as required) and all associated tasks.
2. Monthly/Quarterly Annual Tax Services Under Indirect Taxes mentioned in scope of work (as required) and all associated tasks.
3. If interested, you are requested to send your proposals only in the template placed at Annexure I in the following manner:
  - *First Sealed Envelope - Technical Proposal (Annexure I A) – all documents required*
  - *Second Sealed Envelope - Financial Quote (Annexure I B)*

4. Outer Large Envelope containing above two sealed envelopes should also be sealed and submitted.
5. The large outer sealed envelope should be addressed to the undersigned and submitted by hand by 11 a.m. on 23<sup>th</sup> March 2023.
6. Bids will be opened at 12 noon. on the same day at Boardroom
7. The proposals should include
  - Documents/ Evidence such as Work Orders, Contract Copy, etc. of at least two assignments with Government Ministry/Department and
  - CA Certificate for Annual Turnover for FYs 202-21 and 2021-22 (Turnover of INR 3 Lakh is required for each year) against Eligibility Criteria (see Section II)
8. The Sealed Bid must reach the undersigned on or before the due date and time stated above. **Bids received after the due date & time are liable to be rejected.**
9. Bidders participating in the bid are requested to be available for opening of bids. In the event of due date being a closed holiday or declared Holiday for Central Government offices, the due date for submission of the bids will be the following working day at the appointed time & venue.
10. The instruction given in Section II should be carefully noted/complied with in this connection.
11. The contract will be initially for 1 year extendable further one year with the consent of both parties on the same rates, terms and conditions.
12. For any clarifications, please write to:  
[pramod.mini@icmr.gov.in](mailto:pramod.mini@icmr.gov.in) with a cc to [director-narfbr@icmr.gov.in](mailto:director-narfbr@icmr.gov.in)

Director  
ICMR-NARFBR

## Section II

### **A. Eligibility Criteria:**

1. Turnover in the last two financial years (2020-21 & 2021-22) should not be lessthan 3 lakhs for every year.
2. The bidder should have experience of working in Government Ministry /Departments. At Least two assignments required. Proof should be submitted along with bid.
3. The bidder should have GST Registration.
4. The bidder should have valid PAN Number issued by the Income Tax Department
5. Bid Form as per Annexure-I giving all details called for must be enclosed. Bids received without/incomplete Bid Form are liable to be rejected.

**B. General Terms & Conditions:**

Terms & Conditions:

1. The sealed quotation should be addressed to The Director, ICMR-NARFBR, Genome Valley, Shamirpet, Hyderabad - 500101.
1. The quotation should be valid for 90 days.
2. Submit GST copy along with the quotation.
3. The quotation super-scribing our enquiry number, date & due date and should reach the office by post before the due date mentioned above. Email quotations will not be accepted.
4. The Director, reserves the right to accept or reject the single or all quotations without mentioning the reasons thereof.
5. Rates shall be quoted both in figures and words in Indian Rupees. In case of discrepancy between rates mentioned in figures and words, the latter shall prevail. Taxes as applicable should be clearly indicated
6. The agency assigned the job will undertake any queries raised by the Income Tax Department during the course of processing of reruns of any Quarter/Yearly statement and also rectify manual/ technical. If any arises. Nothing extra will be paid on this account.
7. The agency shall remain responsible for the corrections if to be carried out, after the contract duration without any additional charges.
8. Incomplete bid/quotations are liable to be rejected.
9. The bid should be unconditional & any discrepancy found in compiling with the above instructions shall be liable to be rejected without any notice /reason.
10. The bidder is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Government of India as in force from time to time.
11. Department reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever.
12. Bidder shall sign all pages of quotation and other documents forwarded with the quotation.

**C. PAYMENT TERMS**

1. A pre-receipted bill in triplicate in the name of Director ICMR-Narfbr may be submitted.
2. Payment shall be made on quarterly basis after completion of the satisfactory work of e-tax filling and related returns and on receipt of satisfactory certificate from DDO, NARFBR.

Director  
ICMR-NARFBR

## ANNEXURE

### Annexure 1 A (First Sealed Envelope)

The first sealed envelope should include:

- The Bid Form (Technical Proposal Sheet)
- PAN copy
- GST Registration Copy
- CA Certificate Turnover of last two financial years 2020-21 & 2021-22
- Evidence of working in Government Ministry /Departments. At Least two Work Order, Client Certificate, etc.

#### BID FORM

1.	Tender No.	TDS GST Filing Agency NARFBR 2023
2.	Name and Address of Bidding Firm	
3.	Name and Designation of the person signing the bid	
4	Mobile/ Landline Telephone Number	
5	PAN Number (copy to be enclosed).	
6	GST Registration Certificate No (copy to be enclosed).	
7	Corporation Certificate issued by the Appropriate Authority ((copy to be enclosed).)	
8	Capacity in which bid is signed by the Bidder (proprietor/ Partner/ Director)	

Annexure 1 B

Annexure 1 B (Second Sealed Envelope)

FINANCIAL QUOTE TEMPLATE

Tender Ref: TDS GST Filing Agency ICMR-NARFBR -2023

Quotation for undertaking the work of the accounts section, ICMR-NARFBR

SrNo	Scope of Work	Frequency	Amount without GST*	Amount With GST
1	Quarterly & Annual Tax Services under direct taxes mentioned in scope of work	Quarterly Basis (4 Quarters)		
2	Monthly/Quarterly Annual Tax Services Under Indirect Taxes mentioned in scope of work	Monthly Basis (12 months)		
	Total Financial Quote in INR (in figures):			
	Total Financial Quote in INR (in Words):			

*I confirm the following:*

- *The above quote is unconditional and absolute.*
- *Financial Quote is valid for 2 year from the date of the Work Order.*
- *My Financial Quote is valid for 90 days.*
- *I agree to all the terms and conditions of this tender (including payment terms).*

\_\_\_\_\_  
Signature of Bidder:

\_\_\_\_\_  
Name in Block Letters:

Place: \_\_\_\_\_

Date: \_\_\_\_\_