

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

Tender Notice No.: ADM/F&A/22/01 dated 30.08.2022

Subject: Appointment of Chartered Accountant firm (s) for Consultancy Work on Income Tax, GST and FCRA matters, submission of Income Tax, GST and FCRA returns including work for appearance and/or (faceless) before Income Tax, GST and MHA(FCRA) Departments for previous/current years as intimated by the TAX/MHA(FCRA) departments.

Indian Association for the Cultivation of Science (IACS), a premier Scientific Research Institute located in Kolkata, is a deemed-to-be university under de-novo category under Section 3 of the University Grants Commission (UGC) Act, 1956. IACS, which is funded by Department of Science and Technology (DST), Government of India, and which comes under the purview of clause (ii) of sub-section (1) of section 35 of Income tax Act, 1961, is looking for a suitable Kolkata-based experienced CAG empanelled Chartered Accountants firm for work as mentioned in subject line above

Sealed tenders in two bids system (Technical Bid & Price Bid) are invited from the firms interested to take up the consultancy work as mentioned in the subject line for the **Financial Years 2022-23(3rd quarter onwards), 2023-24 & 2024-25**. 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, 2A & 2B, Raja S C Mullick Road, Jadavpur, Kolkata-700 032”** in a sealed cover. The schedule is appended below:-

Tender Notice Number	ADM/F&A/22/01 dated 30.08.2022
Expected Date of Publication	06.09.2022
Date and time of Pre-bid meeting	20.09.2022 at 3.00 pm
Last date and time of submitting tender	27.09.2022 at 3.00 pm
Date and time of opening tender(Technical bid)	30.09.2022.at 12 Noon
Place of Opening Tender	IACS C V Raman Hall
Contact	Email: iacstax@iacs.res.in , admfa0@iacs.res.in , Phone No. +91-33- 2473 4971(extns: 1750, 1120)

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.

2. A pre-bid meeting will/may be held with the prospective bidders on 20.09.2022 at 3.00.pm in IACS at C V Raman hall for clarifications regarding the Technical bid.

3. The bidders may be present at the time of opening of Tender documents.

4. All pages of the tender documents should be signed with official seal.

5. IACS reserves the right to split the contract between two or more successful bidders.

6. The bidders should submit their audited annual accounts for the last three years ending 31.03.2021.

7. IACS reserves the right to extend the last date of submission of bid by hosting in the website.

8. The terms and conditions of the tender documents may be amended before the last date of submission by hosting in the website.

TECHNICAL BID

(Consultancy and submission of Return work on Income Tax/Service Tax/GST, FCRA and other tax matters for the Financial Years 2022-23(3rd quarter onward), 2023-24 & 2024-25).

Details of Works to be undertaken	Fully Conversant to handle work. (Yes/No).
Advice regarding all Tax, GST and FCRA matters	
Tax consultant should visit our office (IACS) to discuss tax matters and advice/clarification in writing in email in the firm's letterhead for problem/queries in all FCRA, income tax, including TDS on income tax and GST matters as sought by the Institute from time to time. Tax consultant will advise all amendments/updates in all income tax, GST and FCRA matters as applicable to Institute and compliance of all Tax and FCRA matters in writing.	
I. TDS-Salary& Non Salary <u>preferably with DSC</u>	
a) Submission of 24Q, 26Q, 27Q (if applicable) Annexure I, based on excel statement sent by IACS and send soft copies of Form16A in email	
b) Submission of 24Q4 Annexure II based on the excel statement sent by IACS and sent soft copies of Form16 PartA and PartB in email	
c) Submission of Correction/Revised Returns to eliminate defaults for Current year, if required.	
d) Submission of Correction/Revised Returns to eliminate defaults for previous years.	
e) Preparation of all papers for any Notice sent by Income Tax Department	
f) Appearance before the tax authorities with valid proof of appearance to represent the Institute for current and previous year, if required.	

II. Income Tax Return of IACS	
a) Computation of Income /Checking of 10B audit report to be uploaded by statutory auditor, advice for any changes required and Submission of online Income Tax Return ITR7 of IACS and/or revised return or rectification return, if required.	
b) Computation of Income and Submission of I T return of P F trust and/or revised return or rectification return, if required..	
c) Preparation and checking of all supporting documents and papers for faceless/appearance for scrutiny assessment and uploading the same for Current and previous years	
d) Appearance before the tax authorities with valid proof of appearance, if required	
III. GST	
a) Help in reconciliation of GST ledgers and Submission of GSTR1, GSTR3B, GSTR7 based on the statement sent by IACS..	
b) Help in reconciliation of GST ledgers and Submission of GSTR9/GSTR9C if applicable, based on the statement sent by IACS.	
c) Appearance before Superintendent/ Asstt. Commissioner/ Commissioner with <u>valid proof of appearance.</u>	
d) Preparation of all papers for any query sent by GST/Service Tax department.	

IV. FCRA		
a) Submission of Annual FCRA return based on all papers sent by IACS		
b) Submission of Quarterly returns, if submitted		
c) Submission of returns for change in Board of Directors and Bank account, if any		
General Requirement		
a) State if the firm has past experience as tax consultant in Central Govt. Autonomous bodies	TDS GST ITR7 FCRA Scrutiny Assessment	Yes/No Yes/No Yes/No Yes/No Yes/No
b) Submit documentary evidence with self-attested proof of work orders (compulsory) and completion certificate, if any , of different organizations of similar nature of IACS.	Please write Name of Institute/ Organizations and number of employees of that Institute. Preparation of papers for faceless and/or appearing in scrutiny assessment as applicable in DIT (Exemption), and GST and FCRA work Type of work done in details supported by photocopies of work orders.	
c) Firm should mention trade registration/License No/	Furnish number and supporting Documents	
d) PAN No. and GST Registration No	Furnish numbers and supporting Documents	
e) CAG empanelled certificate	Furnish number and supporting Documents	
f) EPF & ESI Registration No. where applicable.	Yes/No, if Yes, give supporting Documents	
g) Name of the partners along with Membership Nos.		
h) 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 and submission of Return work on Income Tax/Service Tax/GST, FCRA and other tax matters for the Financial Years 2022-23(3rd quarter onward), 2023-24 & 2024-25).

Details of Works to be undertaken	Rate to be quoted in Rs
Advice regarding all Tax, GST and FCRA matters	
Tax consultant should visit our office (IACS) to discuss tax matters and advice/clarification in writing in email in the firm's letterhead for problem/queries in all FCRA, income tax, including TDS on income tax and GST matters as sought by the Institute from time to time. Tax consultant will advise all amendments/updates in all income tax, GST and FCRA matters as applicable to Institute and compliance of all Tax and FCRA matters in writing.	Yearly if done
I. TDS-Salary& Non Salary <u>preferably with DSC</u>	
a) Submission of 24Q, 26Q, 27Q (if applicable) Annexure I, based on excel statement sent by IACS and send soft copies of Form16A in e-mail	24Q+26Q+27Q (if applicable)-Rate per Quarter if done
b) Submission of 24Q4 Annexure II based on the excel statement sent by IACS and sent soft copies of Form16 PartA and PartB in e-mail	Yearly if done.
c) Submission of Correction/Revised Returns to eliminate defaults for Current year, if required	Quarterly if done
d) Submission of Correction/Revised Returns to eliminate defaults for previous years.	Quarterly if done
e) Preparation of all papers for any Notice sent by Income Tax Department	As and when required and rate per Notice
f) Appearance before the tax authorities with valid proof of appearance to represent the Institute for current and previous year if required.	Rate per appearance
II. . Income Tax Return of IACS	
a) Computation of Income /Checking of 10B audit report to be uploaded by statutory auditor, advice for any changes required and Submission of online Income Tax Return ITR7 of IACS and/or revised return or rectification return, if required.	Yearly if done
b) Computation of Income and Submission of I T return of P F trust and/or revised return or rectification return, if required..	Yearly if done
c) Preparation and checking of all supporting documents and papers for faceless/appearance for scrutiny assessment and uploading the same for Current and previous years	Rate per year if done
d) Appearance before the tax authorities with valid proof of appearance	Rate per appearance
III. GST	
a) Help in reconciliation of GST ledgers and Submission of GSTR1, GSTR3B, GSTR7 based on the statement sent by IACS.	Yearly if done
b) Help in reconciliation of GST ledgers and Submission of GSTR9/GSTR9C if applicable , based on the statement sent by IACS.	Yearly if done
c) Appearance before Superintendent/ Asstt. Commissioner/ Commissioner with <u>valid proof of appearance.</u>	Rate per appearance
d) Preparation of all papers for any query/notice sent by GST/Service Tax authority	As and when required and rate per Notice
IV. FCRA	

a) Submission of Annual FCRA return based on all papers sent by IACS	Yearly if done
b) Submission of Quarterly returns, if submitted	Quarterly if done
c) Submission of returns for change in Board of Directors and Bank account ,if any	Each occasion, 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 GST Registration etc. with the appropriate authorities to run the business.
2. The firm should possess PAN, GST, 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. Name of the partners along with Membership Nos .have to be mentioned.
12. All disputes are subject to Kolkata jurisdiction only.
13. The firm will have to mention the details of authorized contact person (viz. Name, Designation, Mobile No., Phone No. (Office), and Email id etc.).
14. The selected firm would be offered the work assignment through letter/Email.
15. Any query in this regard may be addressed to Shri Sujay Mukhopadhyay F&AO, Shri Prasanta Kr. Kundu O/S (F & A)-II, in their Official Email: admfa0@iacs.res.in or iacstax@iacs.res.in.
16. For checking, sending and receiving of documents of hard copies, necessary manpower will be provided by the firm. The sealed tenders may be put into the Drop Box provided for the purpose.
17. All rate of works will be furnished as given in the price bid in prescribed format without any conditions.
18. Maximum two persons of every bidder are allowed to present in pre bid meeting and opening of tender documents with proper authorization letter in the firm letterhead.

Registrar

