

**CSIR-Institute of Microbial Technology**  
**Sector 39-A, Chandigarh**  
**[www.imtech.res.in](http://www.imtech.res.in)**

**NOTICE INVITING TENDER THROUGH ONLINE**

**Advt. No. Z-20025/3/21-Gen**

Director, CSIR-IMTECH invites online bids (through [www.etenders.gov.in](http://www.etenders.gov.in)) to engage the services of a Chartered Accountant (CA) or Cost Accountant as Tax Consultant on contract/part time basis for a period of two years to be reviewed annually. The tenderers are requested to submit online bids in CPPP, strictly as per the detailed scope of work and terms & conditions as mentioned in the tender document as mentioned in **Annexure-I**. The consultancy fee/charges should be quoted in proforma (financial bid) attached with Tender Document as **Annexure-II**.

- Tender will be received upto 3.00 p.m. on 05.04.2021 and shall be opened on 06.04.2021 at 3.30.p.m.

**Controller of Administration**

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Detailed scope of work and terms & conditions for engaging the services of a Chartered Accountant (CA) Cost Accountants as Tax Consultant on contract/part time basis for a period of two years, and reviewed annually:-

1. To upkeep, maintenance of records for GST including deposits, returns, etc. and filing of GST monthly & Annual Returns.
2. Audit replies/to provide assistance for replies to paras related to taxation matters.
3. E-filing of tax deducted at source return.
4. Generation of Form No. 16, 16-A from website (TRACES).
5. Feeding of data of I-Tax deduction of employees/contractors.
6. Filing of I-Tax returns through online system (TRACES).
7. Filing of I-Tax returns of **24Q & 26Q** format (Pvt. Contractors).
8. Filing of replies of e-IT notices.
9. Assisting in preparation of submission before Appellate Authority under I-Tax.
10. Consultation/advice on records on matters related to all applicable taxes.
11. The Consultants would have to provide the above services by visiting CSIR-IMTECH in person at least once or more in a month or whenever required.

Chartered Accountants/Cost Accountants already rendering such advise or with past experience of having rendered such advice to Government Departments shall be preferred.

The tenderer should be a qualified and established Chartered Accountant or Cost Accountant registered with Institute of Chartered Accountants of India (ICAI) and The Institute of Cost Accountants of India respectively, with **minimum 10 (Ten) years of experience** post registration as Chartered Accountant or Cost Accountant.

The tenderer should enclose a copy of their income-tax returns for the **last three years** alongwith the necessary proof for registration and of providing services to Government/Public Sector Undertakings/Banks, if any.

CSIR-IMTECH retains the right to contact and enquire about the quality of services rendered from any all of the clients mentioned by the tenderer.

**Controller of Administration**

**Financial Bid**

I have carefully gone through the detailed scope of work and terms & conditions.

I hereby propose to charge a lump sum fee of Rs. \_\_\_\_\_ (exclusive GST)

(Rupees \_\_\_\_\_ per month) for providing the services as per the scope of work.

- The Income tax shall be deducted at source from the lump sum fee, as per the Income Tax Rules.
- The department can contact in confidence any or all of the clients listed by me regarding any queries about the quality of services rendered.

(Signature and Stamp)

Regn. No. \_\_\_\_\_