



F-60-1/2021-22/NIB

Dated: 02.03.2022

**TENDER ENQUIRY**

**Due date of submission on 23.03.2022 at 3:00 PM**

**Due date of opening on 23.03.2022 at 3:30 PM**

To

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**Sub: Engagement of professional service provider for preparation and filing of E-TDS returns and other related activities on behalf of the Institute (National Institute of Biologicals).**

Dear Sir/Madam,

The National Institute of Biologicals (NIB) intends to appoint a Chartered Accountants firm for preparation and filing of E-TDS returns and other related activities on behalf of the Institute (National Institute of Biologicals) under the Income Tax Act, 1961.

**A. General Descriptions:**

1. The National Institute of Biologicals (NIB) is an Autonomous Institution under the administrative control of the Ministry of Health & Family Welfare, Govt. of India. The mandate of the institute is to ensure safety, potency and standard supply of biologicals and bio-therapeutics products, both imported and manufactured indigenously, train personnel in Public and Private Sectors, prepare National Reference Standards. For achieving the mandate, NIB is performing quality evaluation of biologicals and bio-therapeutics products and also provide technical expertise to Central Drugs Standard & Control Organization (CDSCO).
2. The Institute is registered under the Societies Registration Act, 1860 and fully funded in form of Grant-in-Aid from the Govt. of India.
3. The Institute is having registration U/s 12A read with Sec. 12AA of the Income Tax Act, 1961 since 2010.

**B. Scope of Works:**

1. Preparation and filing of original/revised E-TDS returns of the Income Tax Act, 1961 on behalf of the Institute. The details of approx. quantum for TDS is as under:
  - a) Total no. of employees - Approx. 100 (TDS deductions for 85 nos. & 15 nos. not liable for TDS deduction)
  - b) Average no. of TDS deduction per quarter of contractors & professionals-120 approx.
  - c) Reconciliation of E-TDS deposit records.



2. Assistance in issuance of/correction/modification in Form-16/16A and other similar certificates as per the provision of Income Tax Act.
3. Preparation, filing and obtaining of form / certificate 15CA/15CB under the Income Tax Act, 1961 on behalf of the Institute as and when required basis. Average nos. of foreign payments by institute are 1 to 2 per month.

**C. Other Terms & Conditions:**

1. The evaluation of bids will be done on the basis of the lowest rates quoted for the scope of work.
2. In case, your firm is interested in undertaking the above works, sealed offer quoting the competitive remuneration/fees as per **Annexure** may be submitted along with necessary terms and conditions latest by **23.03.2022 upto 03:00 P.M.** in a sealed cover super-scribed the envelope as **“Offer for Preparation and filing of E-TDS returns of the Income Tax Act, 1961 of NIB - No. F-26-2/2005/NIB”** addressed to **“The Director, National Institute of Biologicals, A-32, Sector-62 (Institutional Area), Noida- 201309, U.P.”**. The offers shall be opened on **23.03.2022 at 03:30 P.M. at NIB.**
3. The following details/information shall be provided along with the offer:
  - i) Copy of order issued by any other institute / organization for similar work and carried out by the firm.
  - ii) The firm must have its office/branch in Delhi/Noida/Ghaziabad.
  - iii) Registration No. of the firm for practising as Chartered Accountants profession in India.
  - iv) Empanelment with CAG / RBI and certificate to this effect.
  - v) PAN No. & GST registration certificate for the firm.
  - vi) Brief profile stating number of the partners, full time employed Chartered Accountants with their working experience and field of expertise etc.
  - vii) The continuous period of business in this profession (not less than 5 years as on closing date of this enquiry).
  - viii) Details of the clients, preferably, the Govt. Institutions, Autonomous bodies and PSUs whose accounts are audited during immediate last three (03) preceding years and list of other reputed Organization/Clients.
  - ix) Duly signed copy of the enquiry documents.
  - x) The work for preparation and filing of original/revised E-TDS returns and obtaining of Form-16, 24Q, 26Q, 15CA & 15CB etc. of the Income Tax Act, 1961 on behalf of the Institute shall always be completed by the agency as per the prevailing Govt. instructions/deadlines and direction by the Institute in this behalf.
  - xi) Remuneration/Fee (all inclusive except GST) for preparation and filing of E-TDS returns and obtaining of Form-16, 24Q, 26Q, 15CA & 15CB etc. of the Income Tax Act, 1961 on behalf of the Institute may be submitted as per **Annexure** in Separate Sealed Cover putting it in the other sealed envelope having other details.
    - (a) Envelop-1 shall contain all the documents sought **except the price bid.**

- (b) Envelop-2 shall contain only the price bid duly signed.
- xii) The bids in which price bid / financial quotation is found to be enclosed / submitted in envelop-1 shall be summarily rejected and shall not be considered.
- xiii) The payment will be made within 30 days after satisfactory completion of each activity/works and submission of corresponding bills.
4. The work may be carried out in the premises of the Institute at A-32, Sector-62 (Near NH-24), Noida (U.P) or at the firm's office. The necessary administrative assistance will be provided for carrying out the assigned work.
5. Period of Contract – Initially for one year. However, the contract can be renewed on the existing terms & conditions and agreed rates from year to year for another two years purely on the basis of satisfactory performance as assessed by NIB.
6. For any clarifications on terms & conditions, scope of work etc. may be sought through email on [pkmohapatra@nib.gov.in](mailto:pkmohapatra@nib.gov.in) upto 18.03.2022.
7. The Institute reserves the right to reject/cancel any/all offer(s) without assigning any reason thereof.

Yours faithfully



(P.K. Mohapatra)  
Administrative Officer (Finance)  
0120-2400017/9871594430

**Annexure**

**National Institute of Biologicals**  
(Ministry of Health & Family Welfare, GOI)

The interested CA Firm may quote their competitive Remuneration/ Fee in the following format:

Sl. No.	Description of Work	Amount in Rs. (figure and words)
<b>Main Activity</b>		
(i)	Preparation and filing of original / revised E-TDS returns and obtaining of Form-16/16A, 24Q, 26Q, etc. for each quarter as per the Income Tax Act, 1961 on behalf of the Institute – complete activity (Detailed scope of work given in Para No. B of the bid letter)	
	<b>Increase for 2<sup>nd</sup> Year on 1<sup>st</sup> Year amount</b>	
	Total for 2 <sup>nd</sup> Year	
	<b>Increase for 3<sup>rd</sup> Year on 2<sup>nd</sup> Year amount</b>	
	Total for 3 <sup>rd</sup> Year	
	<b>Total for 1<sup>st</sup> Year + 2<sup>nd</sup> Year + 3<sup>rd</sup> Year</b>	
<b>Additional/Optional Activity</b>		
(i)	Charges per complete activity - Preparation, filing and obtaining of Form-15CA & 15CB etc. as per the Income Tax Act, 1961 on behalf of the Institute (Detailed scope of work given in Para No. B of the bid letter)	
	<b>Total Remuneration / fee</b>	
	GST @ ..... % and amount	
	<b>Total charges including GST</b>	
	<b>Amount in words</b>	

Note:

1. The validity of this quotation should be 90 days from the last date of submission.
2. The remuneration / fee quoted above shall be inclusive of all expenses/charges/out of pocket expenses except GST.
3. GST amount if not clearly indicated above, same will be considered inclusive and rates / fee / remuneration will be calculated accordingly.
4. Payment will be made on completion of the assigned work and TDS as applicable will be deducted as per rules. Please refer to the point no. 3 (xii) of Other Terms & Conditions.

**Signature of authorized signatory with seal**