

Tender Document for Engagement of Tax Consultant Firm



**Ministry of Culture
Government of India**

**NATIONAL COUNCIL OF SCIENCE MUSEUMS
(MINISTRY OF CULTURE, GOVT. OF INDIA)
33, BLOCK-GN, SECTOR-V, BIDHAN NAGAR
KOLKATA – 700 091**

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TENDER NOTICE

Tender Notice No: I-12015/11/2025-26

Dated: 29/12/2025

Tender for Engagement of Tax Consultant Firm of the National Council of Science Museums for F.Y.2025-26 and subsequently two year subject to fulfillment of satisfactorily report.

NCSM, Kolkata invites bids for “Engagement of Tax Consultant Firm” at NCSM. Interested parties are requested to provide their bids as per General Conditions of Contract, Signed Tender documents, Application and Declaration under the Two-Bid System.

i.	Annexure I	TECHNICAL EXPERIENCE
ii	Annexure II	UNDERTAKING CERTIFICATE
iii	Annexure III	Technical Bid – Mandatory & Technical Details
iv.	Annexure IV	Financial Bid

The Technical Bid should contain Annexure I to Annexure III dully filled up and signed and the envelope of Financial Bid should contain Annexure IV only.

Financial Bid will be opened only if Technical Bid is found in order after technical evaluation. The tender documents should be addressed to **The Sr. Controller (Finance & Accounts), National Council of Science Museum, 33, Block GN, Sector-V, Salt Lake, Kolkata- 700091.**

Last date of submission of bids by speed post/by hand – 13/01/2026 (up to 6:00 p.m).

Date of opening of the bids - 15/01/2026 at 11.30 A.M (This date may be changed in case of exigency)

The Council at its own discretion may cancel any or all the bids without assigning any reason thereof.

Sd/-

**Sr. Controller (Finance & Accounts)
National Council of Science Museums**

INSTRUCTIONS TO TENDERER

1. Sealed Tenders are hereby invited for “Engagement of Tax Consultant Firm at the National Council of Science Museums” Kolkata.
2. Tender to be submitted as per the tender documents which may be downloaded from the Council’s website :- <https://ncsm.gov.in>
3. The tender shall be submitted in two sealed covers viz.
 - (i) **Technical Bid**
 - (ii) **Financial Bid**

Technical Bid- The intending bidders must read the terms and conditions carefully and should submit the technical bid. The Envelope of Technical bid should contain self-attested photo copies of the following documents duly attested by the bidder: -

Demand draft for Earnest money deposit of (Interest free) Rs.6,250.00 in original or Online payment transfer to the following account of NCSM.

Name of the Account Holder: National Council of Science Museums

Account No. : 164201000000491

IFSC Code : IOBA0001642

Branch : Salt Lake, Sector-V, Kolkata – 700091

Bank Name: Indian Overseas Bank

Valid I.T. return for Assessment Year 2025-26, 2024-25 and 2023-24

PAN (Company / Owner) Valid Trade License etc.

Valid Authorization Certificate

GST registration Certificate

Registration with ICAI (The Institute of Chartered Accountants of India)

List of credentials [List of present clients, copy of Work order/Agreement and Performance Certificates for similar services (preferably for Govt. clients) during the last three financial years (2024-2025, 2023-2024 and 2022-2023) and other relevant details.

Tender without Earnest money deposit in proper form will be rejected.

Financial bid- The bidders are required to fill the financial bid in their official letter head as per prescribed format. Any bidder failing to do so will automatically be disqualified and the tender of that bidder will be rejected outright.

4. The NCSM reserves the right to negotiate better rates from the lowest bidder.
5. The acceptance to a tender will rest with the NCSM, Kolkata who does not bind themselves to accept the lowest tender and the Council reserves the authority to reject any or all of the tenders received without assigning any reason. All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.

6. The NCSM reserves the right to accept the tender in full or in part and the tenderer shall have no claim for revision of rates or other conditions if his tender is accepted in parts.
7. **Clear Understanding:** When a tenderer submits his/her tender in response to the Tender Notice, he/she will be deemed to have understood fully about the requirement, terms & conditions. The NCSM will not accept any liability on the pretext that the tenderer did not have a clear idea of any particular point.
8. Entertainment in connection with tenders is strictly prohibited and the tenders submitted by the tenderer who resort to canvassing will be liable to rejection.
9. Tenders shall remain open for acceptance for 90 days from the date of opening of the financial bid. If any tenderer withdraws his tender before the said period, then the Council shall be at liberty to forfeit Earnest Money Deposit.
10. It will be obligatory on the part of the tenderer to tender and sign the tender documents on every pages.
11. The tenderers shall bear all costs associated with the preparation and submission of their bids.
12. The Technical and Financial Proposal to be submitted by the bidders should be firm and valid for a period of 90 days from the last date of submission of the proposal.
13. At any time before the submission of Tender, the NCSM may amend this tender document by issuing an addendum, which shall be binding on the agencies.
14. The tenderers shall acknowledge the tender conditions and all subsequent amendments and submit along with their bid duly signed. **Therefore, the tender document signed by the authorized signatory should be the part of the technical proposal.**
15. The selected bidder may be invited for negotiations, if felt necessary by the NCSM.
16. The notification of award of contract will be made in writing to the successful tenderer by the NCSM.

Sd/-
Sr. Controller (Finance & Accounts)
NCSM, Kolkata

(1) BACKGROUND AND REQUIREMENT

Tender for Hiring Services of Chartered Accountant /Cost Accountant Firms

SCOPE OF WORK: -

1.	To handle all Income Tax related matters of NCSM. To ensure compliance of timely E-filing of all the returns pertaining to Income Tax-TDS including E-filing of quarterly TDS returns pertaining to income tax deducted from salaries and TDS deducted from contractors. (24Q and 26Q)
2.	Feeding of data of I-Tax deduction of employees/contractors. And ensure timely generation of Form-16, 16-A. To ensure file quarterly TDS returns and Annual Income Tax Returns or as per the requirements of income Tax and other laws.
3.	To ensure settle pending Income Tax claim in respect of NCSM or its units. Data for filing aforesaid return will be provided by NCSM through soft copy/hard copy as required. To ensure compute Income Tax calculation for salaried employees and pensioners of NCSM or its units.
4.	To ensure file application and obtain Income Tax Exemption in the name of NCSM under section 10(46)/10(23C), Section 35, Section 80(G) and Section 12A of the Income Tax Act.
5.	Timely filing of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry or invalid/wrong PANs /GST Numbers or any other kind of error in any return of Income Tax-TDS matter. To ensure advice NCSM on day to day matters on procedure and legal issues related to taxes.
6.	Appearing before the Income Tax Authorities on case to case basis and providing assistance to file reply of Notice of Income Tax-TDS or any matters as and when required. To ensure update NCSM by forwarding copies of relevant notifications and circulars pertaining to NCSM.
7.	Firm will suggest regarding the maintenance of books/ledgers required for Income Tax-TDS related matters. Firm shall forward copies of relevant judicial pronouncements. And provide complete review of existing procedural compliances of Income Tax and suggest possible improvements in procedural compliances such as proper and timely filing of returns etc.
8.	Total Period of the Contract will be for a period of 01 years (will be renewed annually up to two years) subject to satisfactory performance by the Chartered Accountant Firm.
9.	The firm should have their active and fully functional office or branch in the city Kolkata . The firm shall liaison with the Income Tax Department in cases of refund. The firm shall give brief opinion over mail for any number of issues during this period.
10.	Regular staff of NCSM for which 24Q quarterly returns is to be filed and Form 16 are to be generated after the end of the FY. 26Q quarterly returns are to be filed.

11.	Any other work related to Income Tax which is not explicitly mentioned in the scope of work or may be introduced by the Government due to changes in the Taxation laws etc. will form the part of the scope of work.
12.	During the contract period, no increase in quoted rates whatsoever will be given other than quoted rates.
13.	Any other work related to Income Tax as assigned by NCSM whether or not it pertains to the period of engagement of the firm.
14.	<p>Visit of the consultant/ authorized staff once or more in a month to guide on Income Tax related matters. No TA/DA etc. will be paid for this.</p> <p>The scope of work would normally not include outstation travel. Any tax work to be undertaken in respect of NCSM branches outside Kolkata would be on the basis of documents made available in Kolkata. However, in rare and exceptional circumstances, you may undertake travel at our expenses to resolve our outstation difficulties.</p>
15.	Any other related issues which is considered relevant for NCSM or its units including prior period cases also.

2. ELIGIBILITY CRITERIA:

- 2.1** The bidders, quoting for any work, must be agencies offering total Tax support.
- 2.2** Agency should be a single entity, registered as a Company, Partnership Firm under respective Laws in India. The agency should be based in Kolkata or have a branch Office in Kolkata for offering seamless service. Agency should be qualified CA registered with Certificate of Practice.
- 2.3** The Agency should be registered in India with appropriate Tax and other administrative authorities & GST Registration.
- 2.4** The bidder should have at least 7 years of experience of providing the similar service in government organizations / offices and to be supported by details in ANNEXURE-I.
- 2.5** An undertaking (A certificate as per ANNEXURE-II) that the bidder has not been blacklisted by a central/state Government institution and EMD [PERFORMANCE SECURITY DEPOSIT NOT FORFEITED (Partly/Fully) and there has been no litigation with any government department on account of similar services.

3. BIDDING PROCESS

The bidders are required to download the tender document through our website : www.ncsm.gov.in

4. PREPARATION OF BIDS

- a) Bidder should take into account any corrigendum published in the official website of the NCSM regarding the tender document before submitting their bids.
- b) Bidders are advised to study the Bid Document carefully. Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Bidder should note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted, failure to furnish all information required in the tender Document or submission of a bid not substantially responsive to the tender document in all respects will be at the bidder's risk and may result in the rejection of the bid.

5. BID SUBMISSION

- a) Bidder should prepare the EMD as per the instructions specified in the tender document.
- b) All the bids must be valid for a period of 90 days from the date of tender opening for placing the initial order. No request will be considered for price revision during the contract period.
- c) The Physical EMD should be submitted to The Finance & Accounts Section before prescribed date.
- d) For any assistance/ query vendor may contact Finance & Accounts Section of NCSM.

6. BID COMPOSITION:

Financial Bids of only those bidders shall be opened who are technically qualified, at a time and place for which notice shall be given.

- a) **Technical Bid:** Documents as per the eligibility criteria and Technical Bid (Annexure-III) shall be submitted. Each page should be numbered and complying with to the eligibility criteria/technical bid should be indicated using an index page.
- b) **Financial Bid:** It should be submitted in the format given in Annexure-IV.

7. FORFEITURE OF EARNEST MONEY

The Earnest Money Deposit shall be forfeited if a Bidder withdraws the bid during the period of bid validity/Does not accept the correction of errors / If the successful Bidder fails to sign the contract within the stipulated time.

8. LAST DATE FOR BID SUBMISSION

- a) Bids, Complete in all respects, must be submitted by the due date and time. In the event of the specified date for the submission of Bids being declared a holiday, the bids can be submitted up to the appointed time on the next working day.
- b) The Council, at its own discretion, may extend the date for bid submission. In such a case all rights and obligations of Council and the Bidders shall be applicable to the extended time frame. Such extension of time, if any, shall be intimated through website www.ncsm.gov.in only.
- c) At any time prior to the last date for receipt of bids, the Council, may, for any reason, whether at its own initiative (suo motto) or in response to a clarification requested by a prospective bidder, modify the Tender Document by an amendment. The amendment shall be notified on the above website and should be taken into consideration by the prospective bidders while preparing their bids. In order to afford prospective bidders reasonable time to take the amendments into account in preparing their bids, the Office may, at its discretion, extend the deadline for the submission/opening of bid suitably.
- d) The bidders will bear all costs associated with the preparation and submission of their bids. The Council will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.
- e) Printed terms and conditions of the bidders will not be considered as forming part of their bid. In case terms and conditions of the contract applicable to the Invitation of bid are not acceptable to any bidder, they should clearly specify the deviations in their bid.

9. OPENING OF BIDS

- a) In the event of the specified date of Bid opening being declared a holiday, the Bids shall be opened at the same time and location on the next working day.
- b) Technical bid of only those bidders, whose EMD are in order, shall be opened in the presence of Tender Evaluation Committee (TEC) for evaluation.
- c) Financial bid of the bidders whose technical bids qualify as per the prescribed technical evaluation criteria and other tender terms without any deviations, shall be opened on a notified date and time before the TEC for evaluation.

10. EVALUATION OF BIDS

- a) When necessary, authority deemed may seek clarifications on any aspect offering bid from the bidder. However, that would not entitle the bidder to change or cause any change in the substance of the tender submitted or price quoted. This would also not mean that their bid has been accepted.
- b) Any effort by a bidder to influence the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bidder's bid and forfeiture of the bidder's EMD.
- c) Authority reserves the right to accept any bid, and to cancel/abort the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders and of any obligation to inform the affected bidders of the grounds for authorities' action and without assigning any reasons.

11. TECHNICAL EVALUATION

- a) The technical bids will be evaluated by the competent authority (CA). In the first stage, the CA is/are to examine the mandatory parameters. Bids not qualifying the mandatory parameters will be summarily rejected. Subsequently, the technical bids will be evaluated on the basis of qualification criterion for those who satisfy the mandatory parameters as mentioned.
- b) Financial bids of technically qualified bids will be opened by the CA.
- c) The mandatory parameters to be used for Technical Evaluation in Annexure- III

12. FINANCIAL EVALUATION

The financial evaluation will be carried out for those who are qualified in technical bid by CA as follows. "Improperly quoted Financial bids" and "Financial bids NOT in given format" will be rejected.

13. AWARD OF CONTRACT:

- a) On written communication from the council, following approval of CA for having qualified, the bidder will give the consent the contract within 7 working days of such communication, failing which the offer will be treated as withdrawn and EMD forfeited.
- b) The contract will be for one years, reducible/extendable, if necessary, on pro-rata basis or any other terms to be decided by the Council.

14. PERFORMANCE SECURITY DEPOSIT

Within 7 days after the receipt of notification of award of the Contract from the Council, the successful Bidder shall furnish Performance Security Deposit to the Council, which shall be equal to 05 % of the total value of the Contract and shall be in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt from a Commercial Bank. Bank Guarantee from a Commercial Bank in an acceptable form safeguarding the client's interest in all respects and thereafter EMD shall be returned without any interest.

The Security Deposit is liable to be forfeited either in full or in part, if the successful tenderer fails or neglects to perform any of his obligations under the terms and conditions of the tender and work order placed on the agency. The Security Deposit will be released after satisfactory execution of the work orders.

15. PAYMENT TERMS:

- a) The payment will be released after end of each quarter.
- b) The payments will be released against pre-receipted bills in triplicate accompanied with satisfactory performance certification of the deployed resources by Council. Payment will be made after submission of completed documents.
- c) All payments to bidder will be made subject to deduction of TDS (Tax deduction at Source) as per the Income- Tax Act, 1961 and other taxes if any as per Government of India rules.

16. SECURITY

The agency will ensure that no information about the software, hardware, database and the policies of the client organization is taken out in any form including electronic form or otherwise, from the client site by the manpower posted by them.

17. INDEMNITY

The agency will indemnify the Council of all legal obligations of its professionals deployed for maintenance support to the Institute.

18. General Terms & Conditions

- a) The selected agency will not, without the Council's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, sample of information to any person other than a person employed by the agency in the Performance of the Contract. Disclosure to any such employed person will be made in confidence and will extend only so far as may be necessary for purposes of such performance.
- b) The selected agency will not outsource the work to any other associate/franchisee/third party under any circumstances. If it so happens then the Council will impose sanctions which will include: forfeiture of the security deposit and termination of the Contract for default.
- c) The Council may, by written notice sent to the selected agency in 07 days advance, terminate the work order and/or the Contract without any reason, in whole or in part at any time of its convenience. The Council reserves the right to cancel the remaining part and pay to the selected agency an agreed amount for partially completed Services.

19. Termination

19.1 TERMINATION FOR DEFAULT

Default is said to have occurred

- a) If the agency fails to deliver any or all of the services to the full satisfaction of the Council authority within the time period(s) specified in the work order or any extension thereof granted by the Institute
- b) If the agency fails to perform any other obligation(s) under the contract / work order.

20. Force Majeure.

- a) Force majeure clause will mean and be limited to the following the execution of the contract/work order placed by the Institute
- b) Riot or Civil commotion.
- c) War / hostilities.
- d) Earthquake, flood, tempest, lightning or other natural physical disaster.
- e) Restriction imposed by the Government or other statutory bodies, which is beyond the control of the agencies, which prevent or delay the execution of the order by the agency.
- f) The agency will advise the Institute in writing, duly certified by the local Chamber of Commerce, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, the Institute reserves the right to cancel the order without any obligation to compensate the agency in any manner for what so ever reason.

21. Arbitration

The Council and the agency will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the general or the special conditions, such dispute will be referred to the Arbitrator, as appointed by the Director of the Council and the award of the arbitration, as the case may be, will be final and binding on both the parties. The arbitrators or the umpire as the case may be, with the consent of parties, may modify the time frame for making and publishing the award. Such arbitration will be governed in all respects by the provision of the Indian Arbitration Act, 1996 or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings will be held- in Kolkata, India.

22. Applicable law

The work order will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

Annexure- I

TECHNICAL EXPERIENCE

1. Please mention the list of works performed and attach the relevant work orders of last seven years in the relevant area.
2. Please attach the details of at least four regular professionals working in the area presently working directly under the Agency.

Place:

Date :

Signature of the Tenderer
Name

OFFICE SEAL

Annexure -II

UNDERTAKING CERTIFICATE

I hereby declare that I am not BLACK-Listed in any Government of India Tenders in any state and my EMD / Security not forfeited in any Government Department Tender neither Partly nor fully and there has been no litigation with any government department on account of similar services.

Place:

Date:

Signature of the Tenderer

Name:

Annexure -III: Technical Bid – Mandatory & Technical Details

PROFILE OF TAX CONSULTANT FIRM

- 1. Name of the Agency:**
- 2. Agency profile: Address:**
- 3. Name of the top executive with designation:**
- 4. Telephone No. Email :**
- 5. Strength of technical personnel (No) in regular pay roll**
- 6. Technical Details**

Sl. No	Particulars Required	Particulars given	Page. No
I	II	III	IV
1.	Name of the Firm		
2.	Trade License Registration No. (Attach Copy)		
3.	PAN No. (Attach Copy)		
4.	GST No. (Attach Copy)		
5.	Annual Turn Over (Attach Copy)		
6.	Experience (Attach Copy)		
7.	Customers Satisfaction certificate Whether firm has its own office at Kolkata. (Attach valid address proof in the name of the firm)		
8.	Email address for all communications		
9.	Mobile Nos. of authorized persons		
10.	Any other information, if any.		

***Indicating page number in column No. IV above is mandatory.**

Declaration by the bidder: -

This is to certify that I/We before signing his tender and quoting the rates have fully understood all the terms and conditions, scope of work and undertake myself / over selves to abide by them.

Date:-

(Signature)
Authorized Signatory
With Seal

Annexure – IV: Financial Bid

PARTICULARS REQUIRED	PARTICULARS GIVEN
NAME, ADDRESS AND CONTACT NUMBER OF THE FIRM <i>(Telephone No., Mobile No. and E-mail)</i>	
QUOTED LUMP SUM AMOUNT PER MONTH (In Rs.)	Rs. In words: - (Rupees _____ _____ only)
1. The quote will be treated as invalid/unresponsive, if item wise rates are quoted. Only a single lump sum amount per month which shall remain valid for three financial years for all works as per scope of work.	
2. a) Firm quoting lowest overall will be treated as `L-1` firm. b) If there is a mismatch in Rate in Figures and rate in Words, then the Rate in Words will be taken as the Quoted Rate. c) <u>Rates must be inclusive of all types of charges and applicable statutory taxes and levies.</u>	
3. If the quoted rates of two/more firms are same, then L1 firm will be decided on the basis of below mentioned criteria and order: - a) Higher relevant experience (if both quoted rates are same) b) Higher turnover (if quoted rate as well as experience are same)	
4. The firm should not devise their own format or lay down any other conditions except lump sum amount. Conditional quotes are liable to be rejected.	
5. Applicable Taxes, if any, shall be paid extra, on reimbursement basis on production of receipts.	
6. The authorized officer of the firm should sign and stamp the pages of this letter and submit the complete Tender/quotation may be submitted to the office of Sr. Controller (Finance & Accounts) on or before 13-Jan-2026 (up to 1800 hrs.)	

(Signature)
 Authorized Signatory
 WITH STAMP