



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6268121
Dated/दिनांक : 23-05-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	06-06-2025 16:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	06-06-2025 16:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Science And Technology
Department Name/विभाग का नाम	Department Of Scientific And Industrial Research (dsir)
Organisation Name/संगठन का नाम	Council Of Scientific And Industrial Research (csir)
Office Name/कार्यालय का नाम	Indian Institute Of Chemical Technology
क्रेता ईमेल/Buyer Email	balaram.iict@gov.in
Item Category/मद केटेगरी	Financial Advisory Services - Offsite; Tax Advisory
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	16 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण	
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	400000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	Yes (Arbitration clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	3

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Director

Indian Institute Of Chemical Technology, Department of Scientific and Industrial Research (DSIR), Council of Scientific and Industrial Research (CSIR), Ministry of Science and Technology
(Director, Csir-indian Institute Of Chemical Technology)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:The firm must have a minimum of Five (05) years of experience in both Direct Tax and Indirect Tax respectively:

1. The Firm must add "Work Completion" document issued by the client(s).
2. Please do not attach Work Allocation or Work Order or GeM Contract documents as experience.

Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:The firm must have at least One (01) expert who is a Fellow Chartered Accountant (FCA) with experience in tax-related matters. Furthermore, the firm must have a minimum of Five (05) years of experience in both Direct Tax and Indirect Tax respectively. This should be evidenced by a satisfactory completion certificate issued by the client.

Scope of work to be uploaded by buyer:[1747995903.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
29-05-2025 11:00:00	CSIR-INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY, UPPAL ROAD, TARNAKA, HYDERABAD - 500007 Contact: 040-27191232 and 040-27193109

Financial Advisory Services - Offsite; Tax Advisory (1)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Advance Tax Computation , Tax Litigation Strategy , Support for Tax Assessment
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Tax expert , GST expert , Financial advisor , Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Indian Accounting Standards (Ind AS)
Total Experience of Professionals / Resources (In years)	5 - 7 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Gunupuru Srikanth	500007,CSIR-IICT UPPAL ROAD TARNAKA	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

DIRECTOR, CSIR-INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY
payable at
HYDERABAD

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

5. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

6. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent

Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which

shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

TENDER ENQUIRY REF. NO. IICT/GEN/TAX.CONSULT/2025



CSIR – INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY(CSIR-IICT)
UPPAL ROAD, HYDERABAD– 500 007
(TELANGANA) INDIA

TENDER DOCUMENT

SERVICE DESCRIPTION:

ANNUAL CONTRACT FOR ENGAGING TAX CONSULTANT FOR INDIAN TAXATION
MATTERS (DIRECT AND INDIRECT TAXES) IN CSIR-IICT, HYDERABAD

TWO BID System (Technical Bid & Financial Bid separately)

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Controller of Administration

CSIR – Indian Institute of Chemical Technology (IICT)
Uppal Road, Hyderabad – 500 007 (TELANGANA) INDIA

Ph: +91-40-27193719 (Direct)

e-mail: coa@iict.res.in

Website: <http://www.iict.res.in>

CSIR-IICT is an internationally acclaimed Research Centre of CSIR situated in Hyderabad.

The Director, CSIR-IICT, Hyderabad invites bids under from reputed and approved Chartered Accountant firms and Tax Consultants having their Headquarters or Branch Office in Hyderabad and engaged in Tax Consultancy services for Indian Taxation matters for the following Annual Contract:

Sl. No.	Name of Equipment	Estimated value of the contract (Rs.)	Bid Type
1.	ANNUAL CONTRACT FOR ENGAGING TAX CONSULTANT FOR INDIAN TAXATION MATTERS (DIRECT AND INDIRECT TAXES) IN CSIR-IICT	Rs. 4,00,000/- per year	TWO BID SYSTEM

Critical Date Sheet	
Tender Ref. No.	IICT/GEN/TAX.CONCONSULT/2025
Date of Floating of Tender	
Start of Submission of Bids	
Last Date & Time For Submission of Bids	
Date/Time of Opening of Technical Bid	
Mode of submission of Bid	The Controller of Administration. CSIR – Indian Institute of Chemical Technology (CSIR-IICT) Uppal Road, Habshiguda Hyderabad 500007, TELANGANA E-mail: coa@IICT.res.in

Director, CSIR-IICT, Hyderabad reserves the right with himself to accept or reject any or all the tenders received or accept any or all the tenders wholly or partially without assigning any reason thereof.

M. ANANDA KUMAR
Controller of Administration

CSIR-IICT intends to engage a qualified and established Chartered Accountant registered with Institute of Chartered Accountants of India (ICAI) with minimum five years' of experience post-registration as Chartered Accountant and tax consultant having vast experience in handling various direct and indirect taxation issues arising from time to time regarding Indian taxation, along with dispensing advice in any Tax related matters.

Experts in the GST, Income Tax, Professional Tax matters, all Direct and Indirect taxations followed in India and other taxes and tax related regulations being implemented by the Government of India from time to time, are invited to participate in this open competitive bidding process.

A. ELIGIBILITY CRITERIA

1. The Tax Consultant should be a firm/company/undertaking, engaged in providing consultancy services regarding Direct and Indirect taxes levied by the Central and all State governments.
2. The firm must have at least One (01) expert who is a Fellow Chartered Accountant (FCA) with experience in tax-related matters. Furthermore, the firm must have a minimum of Five (05) years of experience in both Direct Tax and Indirect Tax respectively. This should be evidenced by a satisfactory completion certificate issued by the client.
3. The Consultant should have minimum annual turnover of Rs.16.00 lakhs per annum for the past Three financial years to the date of making applications.
4. The Consultant should have its Registered Head Quarters or Branch Office in Hyderabad, State of Telangana.
5. The Consultant should have team of specialists in the matter of GST Rules and Regulations.

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

B. INDIRECT TAX - SCOPE OF WORK

I. Goods and Services Tax (GST)

1. Maintenance of the GST Credit register for input services used based on documents provided by the client and checking, preparation and filing return for taking GST refund.
2. Preparation and submission of the monthly GSTR1 & GSTR3B / quarterly / half-yearly returns, as applicable, in appropriate Form of GST and rectification of returns, if any.
3. Preparation and procedurally filing of Annual Returns under the GST and determination of eligibility of Input Tax Credit against supply of goods and services and availing Input Tax Credit against the same.
4. Computation and Reconciling of monthly GST liability and preparing the challans, as applicable.
5. Preparation and submission of monthly returns for Tax Deducted at Source (TDS) in form GSTR7 before due date.
6. Scrutinizing documents from time to time to ensure proper compliance. Providing updates on statutory changes in GST related matters.
7. Computation of monthly GST ITC working sheet with complete details of Invoices for which ITC is claimed OR unclaimed.

8. Ineligible ITC as per CGST Act/Rules, if claimed, should invariably be identified and necessary entries to be reversed.
9. Scrutiny of B2BA/CDNR/CDNRA and related 2A/2B/B2B/B2C data/documents and accordingly advice or suggest course of action in the event of any discrepancy noticed.
10. Computation of monthly GST liability for purchases of goods and services made from unregistered suppliers/vendors.
11. Computation of monthly GST liability under RCM for services consumed within India / Overseas transactions and corresponding raising of e-Invoices/payment challans, as applicable.
12. Any other compliance as mandated by the CGST Act/Rules and not explicitly defined in the scope, above has to be taken up, if required.

II. GST & other direct & indirect Litigations

- a. Handling the existing and future appeals / SCN / PH, etc. as and when issued by the Department. Accordingly, drafting and filing the replies / appeals and attending the hearings at the Assistant Commissioners' Office or at designated venue indicated by GST Department.
- b. Attending and assisting the CSIR-IICT staff in preparing replies to the queries raised by Internal and CAG audit of CSIR.
- c. Preparation and submission of replies against the notice issued by the Department from time to time and during GST Audits.
- d. Briefing the legal counsel, if any, appointed for handling critical litigations.
- e. All issues relating to custom duty/IGST and any statutory taxes/levies related to clearance.

C. DIRECT TAX - SCOPE OF WORK

I. INCOME TAX ACT

- 1) Preparation and filing of Annual Income Tax return/forms required as per provision of the Income Tax Act.
- 2) Filing of Income Tax returns through online system (TRACES) in prescribed time, submission of Quarterly/Annual returns, rectification of returns (wherever necessary).
- 3) Preparing & filing Correction returns in case of default notices issued by Income Tax Department.
- 4) E-filing of returns of tax TDS in prescribed time.
- 5) Bidder will be responsible for timely & accurate generation and compilation of Form 16 (PART A & B in case of Salary, Part A in case of Non-salary) from TRACES
- 6) Filing of Income Tax returns of 24Q, 26Q, 27EQ (as applicable).
- 7) Furnishing the original e-filing acknowledgement to CSIR-IICT. Bidder will provide the copy of return filed both soft/hard copies to CSIR-IICT of the above returns filed by them related to any previous Assessment year.
- 8) Follow-up with department for any refund/short-deduction notice, etc.
- 9) To examine any order/communication received from Income Tax Department and

advise further course of action.

- 10) Preparation of replies / submissions for assessment proceedings, appellate proceedings and any other income tax related proceedings / notices / letters / summons, etc.
- 11) To update about relevant changes / amendments / judgments in the Income Tax Act & Rules (more specifically having implications on CSIR-IICT) regularly through email/mail to ensure complete compliance of Income Tax Act/Rules.
- 12) Any other compliance as mandated by the IT Act/Rules and not explicitly defined in the scope above, has to be taken up, if required.

E. TERMS AND CONDITIONS OF THE TENDER

1. The Tenderers are required to submit two separate Bids i.e. Technical and Financial, as per the prescribed proforma available in the Tender document as Annexure 'A' and Annexure 'B'.
2. Technical Bid shall contain all the necessary documents and fulfill the Terms & Conditions mentioned in the Tender document. The tenderers should ensure that Checklist (Annexure 1) is complete in all aspects along with relevant documents enclosed in the bid.
3. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.
4. The bid shall be valid for 90 days from the date of opening.
5. Tender incomplete in any form will be rejected outright. Conditional tenders will also be rejected outright.
6. All the technical bids will be scrutinized along with the relevant documents for their authenticity and the tenderer whose technical tenders are accepted will be considered for financial bids on the date & time as informed by the office.
7. The Financial bids of only those Tenderers who qualify in Technical Bid evaluation shall be opened. The financial bids of all those Tenderers who fail to qualify in the technical bid will not be opened under any circumstances.
8. The bidder amongst those who are technically qualified with the lowest quote (L1 bidder) will be selected as the successful bidder. In the event of any difference between figures and words, the amount indicated in words shall be taken as final.
9. In case of tie for the lowest quote of Total Service Fee charged by two or more technically qualified bidders, the bidder with more relevant experience in s e r v i n g Government organizations and total aggregate turn over in past three year shall decide the successful bidder.
10. The Tenderer shall enter into a formal contract with CSIR-IICT within 15 days from the date of receipt of intimation of their selection. The successful Tenderer will have to make the security deposit and commence the work within 15 days of acceptance of tender.
11. The successful Bidder will have to submit a Security Deposit of Rs. 12,000/- (Rupees Twelve Thousand only) i.e., @ 3% of tender value Rs. 4,00,000/- in the **form of Demand Draft/Bankers Cheque** in favor of the Director, IICT in the prescribed format. Otherwise the awarded contract will be cancelled.
12. Each page of the tender document should be signed and stamped by authorized signatory, with name and address of the Tenderer, as a token of acceptance of the terms and conditions laid down by the office of CSIR-IICT.
13. The Competent Authority of CSIR-IICT reserves every right to reject all or any tender in whole, or in part or cancel the entire tender process, without assigning any reason thereof.

14. The empanelment will be done based on the lowest bid (L-1) quoted by the Tenderer and fulfillment of all the terms and conditions.
15. The Agreement at tenderer's cost is to be executed on Rs.100/- Non-judicial stamp paper within 10 days of acceptance of the work award. The draft agreement may be collected from the General Section, Administration of CSIR-IICT.
16. The Tenderer shall present CSIR-IICT bills for Direct Taxes filing after five (5) working days of the closing of each financial quarter and for Indirect Taxes filing separately after five (5) working days of the closing of each month.
17. The contract period may be terminated at any time by giving two months' notice on either side.
18. In case of breach of terms and conditions by the Tenderer, the Security Deposit will be forfeited at the discretion of the Director, CSIR-IICT.

D. ARBITRATION

1. In the event of any question, dispute/difference arising under the agreement or in connection herewith (except as to matters the decision of which is specially provided under this agreement) the same shall be referred to the Delhi International Arbitration Centre (DIAC).
2. The award of the arbitrator shall be final and binding on the parties. The arbitrator may interim award(s) and/ or directions, as, may be required.
3. Subject to the aforesaid provisions, the Arbitration & Conciliation Act, 1996 and the rules made hereunder and any modification thereof from time to time being in force shall be deemed to apply to the arbitration proceedings under this clause.

Signature of the Tenderer with name, address and seal

Annexure–A

TECHNICAL BID

“ANNUAL CONTRACT FOR ENGAGING TAX CONSULTANT FOR INDIAN TAXATION MATTERS
(DIRECT AND INDIRECT TAXES) IN CSIR-IICT, HYDERABAD”

1.	Name of the firm/ Company/ Undertaking	
2.	Location of Registered Headquarters Office in Hyderabad with complete address with Telephone/Fax Nos. and e- mail address.	
3.	Year of establishment / Registration / Recognition / approved by ICAI	
4.	Past Work Experience in the last 05 years, along with the current assignments being handled. <u>(Kindly enclose Work Completion Certificates/documents as experience)</u>	
5.	Brief detail of qualified professionals employed by the bidder organization along with complete detail of team members to be deployed for CSIR-IICT to undertake this work, as per eligibility criteria	
6.	Income Tax-PAN and Goods & Service Tax Registration No.	
7.	A certificate from authorized Chartered Accountant/any Bank confirming minimum annual turnover of Rs. 16.00 Lakhs per annum for the past three financial years (Submit a certificate from registered auditor/any bank)	
8.	Organization's audited financial statements for the last three financial years (Income Tax Returns, Balance Sheet, other financial documents)	
9.	Whether Eligibility Criteria fulfilled: CA firm with FCA with minimum 05 years 'experience in the field of providing Direct and Indirect tax consultancy	
10.	Any other related information, not mentioned above, which the bidder wishes to furnish.	

Note: The Tenderers are required to indicate relevant information and compliance with supporting documents against each column failing which their bid will be rejected.

Place :
Date:

Signature of the Tenderer with name, address and seal

Annexure– B

FINANCIAL BID

“ANNUAL CONTRACT FOR ENGAGING TAX CONSULTANT FOR INDIAN TAXATION MATTERS (DIRECT AND INDIRECT TAXES) IN CSIR-IICT, HYDERABAD”

The firm should submit the offer in the format given below:

Sl. No.	Particulars		Charges per quantity or record
1.	Quarterly & Annual tax services under Direct Taxes mentioned in Scope of Work	04 Quarters	
2.	Monthly/ Quarterly/Annual tax services under Indirect taxes mentioned in Scope of Work	12 months	

Prices to be quoted by the bidder must be reasonable and exclusive of taxes.

In case of tie for the lowest quote under Total Service Fee charged by two or more technically qualified bidders, the firm with more experience in Government organizations and past three-year aggregate turnover shall decide the successful bidder.

Place:
Date:

Signature of the Tenderer with name, address and seal

Annexure–C

AFFIDAVIT

I/We, (Name) _____ Contractor/Partner/Sole Proprietor (Strike out word which is not Applicable) of the (Firm) _____ do hereby solemnly affirm and declare that the individual firm/companies are neither black listed by the Union or State Government nor any Partner/Shareholder thereof is directly or indirectly connected with or has any subsisting interest in business of my/our firm.

DEPONENT:

Address: _____

VERIFICATION:

Verified that the contents of above affidavit are true and correct to the best of my knowledge and belief. No part of it is false and nothing has been kept concealed therefrom.

DEPONENT:

Place: _____

Dated:

(Note: To be furnished on non-judicial stamp paper duly Attested by the Oath Commissioner)

Annexure - D

DECLARATION

I.....Son/Daughter of Shri.....
Proprietor/Partner/Director/Authorized Signatory of and I am
competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby
convey my acceptance of the same.

3. The information/document furnished along with the above application are true and authentic to
the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false
information/fabricated document would lead to rejection of my tender at any stage besides liabilities
towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Company's seal:

N.B. The above declaration, duly signed and sealed by the authorized signatory of the company
should be enclosed with Technical tender.

Format for declaration in LIEU of EMD/BID SECURITY

(To be submitted on the Bidder's Letter Head)

Applicable for the MSE category only as per GeM GTC

Proforma of Bid Security Declaration

(To be submitted by Bidder on its company letter head)

It is hereby submitted that if I/We _____ (name of Bidder/firm/company) withdraw or modify the bids during period of validity, or if I/We _____ awarded the contract and I/We _____ (name of Bidder/firm/company) fail to sign the contract/agreement or to submit a performance security in the shape of FDR/BG, before the deadline defined in the tender/bid documents (within 10 days of work award letter), I/We _____ (name of Bidder/firm/company) suspended to take part in CSIR-IICT Tender/Bid process for the period of _____ years from the date of occurrence of the above mentioned default.

Date :

Authorized Signatory Name & Seal

CHECKLIST

Enclose relevant documents for the following:

1. Year of establishment /registration/recognition/approved by ICAI.
2. Past work experience in the last Five (05) years, along with the current assignments being handled.
3. Brief detail of qualified professionals employed by the bidder organization along with complete detail of team members to be deployed for CSIR-IICT to undertake this work, as per eligibility criteria.
4. Income Tax-PAN and Goods & Service Tax Registration No.
5. A certificate from authorized Chartered Accountant/any Bank confirming minimum annual turnover of Rs. 16.00 Lakhs per annum for the past three financial years (Submit a certificate from registered auditor/any bank)
6. Organization's audited financial statements for the last three financial years (Income Tax Returns, Balance Sheet, other financial documents)
7. Whether Eligibility Criteria fulfilled: CA firm / FCA with minimum 05 years' experience in the field of providing Direct and Indirect tax consultancy
8. The Consultant should have at least 1 expert / FCA (Fellow Chartered Accountant) dealing in tax matters having minimum 05 years' experience in the field of providing Direct and Indirect tax consultancy and maintain accounts, audit & tax matters.
9. The Consultant should have its Registered Head Quarters in Hyderabad, State of Telangana.

CSIR-IICT intends to engage a qualified and established Chartered Accountant registered with Institute of Chartered Accountants of India (ICAI) with minimum five years' of experience post-registration as Chartered Accountant and tax consultant having vast experience in handling various direct and indirect taxation issues arising from time to time regarding Indian taxation, along with dispensing advice in any Tax related matters.

Experts in the GST, Income Tax, Professional Tax matters, all Direct and Indirect taxations followed in India and other taxes and tax related regulations being implemented by the Government of India from time to time, are invited to participate in this open competitive bidding process.

A. ELIGIBILITY CRITERIA

1. The Tax Consultant should be a firm/company/undertaking, engaged in providing consultancy services regarding Direct and Indirect taxes levied by the Central and all State governments.
2. The firm must have at least One (01) expert who is a Fellow Chartered Accountant (FCA) with experience in tax-related matters. Furthermore, the firm must have a minimum of Five (05) years of experience in both Direct Tax and Indirect Tax respectively. This should be evidenced by a satisfactory completion certificate issued by the client.
3. The Consultant should have minimum annual turnover of Rs.16.00 lakhs per annum for the past Three financial years to the date of making applications.
4. The Consultant should have its Registered Head Quarters or Branch Office in Hyderabad, State of Telangana.
5. The Consultant should have team of specialists in the matter of GST Rules and Regulations.

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

B. INDIRECT TAX - SCOPE OF WORK

I. Goods and Services Tax (GST)

1. Maintenance of the GST Credit register for input services used based on documents provided by the client and checking, preparation and filing return for taking GST refund.
2. Preparation and submission of the monthly GSTR1 & GSTR3B / quarterly / half-yearly returns, as applicable, in appropriate Form of GST and rectification of returns, if any.
3. Preparation and procedurally filing of Annual Returns under the GST and determination of eligibility of Input Tax Credit against supply of goods and services and availing Input Tax Credit against the same.
4. Computation and Reconciling of monthly GST liability and preparing the challans, as applicable.
5. Preparation and submission of monthly returns for Tax Deducted at Source (TDS) in form GSTR7 before due date.
6. Scrutinizing documents from time to time to ensure proper compliance. Providing updates on statutory changes in GST related matters.
7. Computation of monthly GST ITC working sheet with complete details of Invoices for which ITC is claimed OR unclaimed.

8. Ineligible ITC as per CGST Act/Rules, if claimed, should invariably be identified and necessary entries to be reversed.
9. Scrutiny of B2BA/CDNR/CDNRA and related 2A/2B/B2B/B2C data/documents and accordingly advice or suggest course of action in the event of any discrepancy noticed.
10. Computation of monthly GST liability for purchases of goods and services made from unregistered suppliers/vendors.
11. Computation of monthly GST liability under RCM for services consumed within India / Overseas transactions and corresponding raising of e-Invoices/payment challans, as applicable.
12. Any other compliance as mandated by the CGST Act/Rules and not explicitly defined in the scope, above has to be taken up, if required.

II. GST & other direct & indirect Litigations

- a. Handling the existing and future appeals / SCN / PH, etc. as and when issued by the Department. Accordingly, drafting and filing the replies / appeals and attending the hearings at the Assistant Commissioners' Office or at designated venue indicated by GST Department.
- b. Attending and assisting the CSIR-IICT staff in preparing replies to the queries raised by Internal and CAG audit of CSIR.
- c. Preparation and submission of replies against the notice issued by the Department from time to time and during GST Audits.
- d. Briefing the legal counsel, if any, appointed for handling critical litigations.
- e. All issues relating to custom duty/IGST and any statutory taxes/levies related to clearance.

C. DIRECT TAX - SCOPE OF WORK

I. INCOME TAX ACT

- 1) Preparation and filing of Annual Income Tax return/forms required as per provision of the Income Tax Act.
- 2) Filing of Income Tax returns through online system (TRACES) in prescribed time, submission of Quarterly/Annual returns, rectification of returns (wherever necessary).
- 3) Preparing & filing Correction returns in case of default notices issued by Income Tax Department.
- 4) E-filing of returns of tax TDS in prescribed time.
- 5) Bidder will be responsible for timely & accurate generation and compilation of Form 16 (PART A & B in case of Salary, Part A in case of Non-salary) from TRACES
- 6) Filing of Income Tax returns of 24Q, 26Q, 27EQ (as applicable).
- 7) Furnishing the original e-filing acknowledgement to CSIR-IICT. Bidder will provide the copy of return filed both soft/hard copies to CSIR-IICT of the above returns filed by them related to any previous Assessment year.
- 8) Follow-up with department for any refund/short-deduction notice, etc.
- 9) To examine any order/communication received from Income Tax Department and

advise further course of action.

- 10) Preparation of replies / submissions for assessment proceedings, appellate proceedings and any other income tax related proceedings / notices / letters / summons, etc.
- 11) To update about relevant changes / amendments / judgments in the Income Tax Act & Rules (more specifically having implications on CSIR-IICT) regularly through email/mail to ensure complete compliance of Income Tax Act/Rules.
- 12) Any other compliance as mandated by the IT Act/Rules and not explicitly defined in the scope above, has to be taken up, if required.

List of categories where trials are allowed:

- Simulators
- Ship's propulsion machinery, radars and sensors, navigation equipment, communication equipment, RO plants, compressors, cranes, boats, Pilotless Target aircraft, pumps, dehumidifiers etc.
- Aircraft engine/generator/flight deck equipment/air conditioning system/radars
- Tank engine/ generator/ air conditioning system
- Bullet Proof Helmet, Bullet Resistance Jacket
- Drones
- All-Terrain Vehicles (ATV)
- **Communication Equipment for Defense:**
 - Radio Sets:**
 - HF/VHF/FM Manpack Radio
 - Vehicle Radio Set
 - Tactical Communication Systems:**
 - Software Defined Radio (SDR) Systems
 - VHF/UHF Tactical Communication Systems
 - Handheld Satellite Phones (e.g., Iridium)
 - Combat Net Radio (CNR) Systems
 - Satellite Communication Systems:**
 - Very Small Aperture Terminal (VSAT) Systems
 - Satellite Phones
 - Mobile Satellite Communication Systems
 - Command and Control Systems:**
 - Battlefield Management Systems (BMS)
 - Tactical Data Links
 - Encryption Devices (e.g., VINBAX)
 - Surveillance and Reconnaissance Communication:
 - Unmanned Aerial Vehicle (UAV) Communication Systems
 - Ground Control Stations (GCS) for UAVs
 - Remote Video Terminals (RVTs)
 - Electronic Warfare (EW) Communication:**
 - EW Communication Jamming Systems
 - Communication Intelligence (COMINT) Systems
 - Network Infrastructure:**
 - Field Deployable Communication Nodes
 - Tactical Communication Switches
 - Mobile Communication Shelters
 - Navigation and Positioning Systems:**
 - GPS Receivers
 - Navigation Systems for Vehicles and Personnel
 - Specialized Communication Equipment:**
 - Underwater Communication Systems
 - Special Forces Communication Gear
 - Mountain Warfare Communication Equipment
- Contamination Monitor

- Fiber Reinforced Plastic Boat with Motor (RIBs)
- Bukhari Improved Version
- Fire Fighting Equipment's as per DGQA specifications
- Victim Location System with Breaching System
- HDPE Boats
- Pontoon Boats
- Medical equipment
- **Engineering and Mining Equipment for Bomb Disposal Units:**
- Modular protection vehicles
- High Altitude Clothing including Snow Boots