

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	26-10-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	27-10-2026 18:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Science And Technology
विभाग का नाम/Department Name	Department Of Scientific And Industrial Research (dsir)
संगठन का नाम/Organisation Name	Council Of Scientific And Industrial Research (csir)
कार्यालय का नाम/Office Name	Csir Neeri Nagpur
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :k_krishnamurthi@neeri.res.in Buyer Email id: sm.meshram.neeri@nic.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report, Review of Financial Statements, Financial Reporting Framework; CA Firm
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वित्तीय वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Financial Years)	15 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover *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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	450000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/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
सुलह खंड/Mediation Clause	No
ईएमडी विवरण/EMD Detail	
आवश्यकता/Required	No
ईपीबीजी विवरण /ePBG Detail	
एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

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

लाभार्थी /Beneficiary :

DIRECTOR

CSIR NEERI Nagpur, Department of Scientific and Industrial Research (DSIR), Council of Scientific and Industrial Research (CSIR), Ministry of Science and Technology
(Director, Csir-neeri)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance

Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15

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 having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated

on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

4. 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.

5. 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.

6. 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.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

CABOQ - [1791976724.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:As per the tender documents

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:As per the tender documents

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:As per the tender documents

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per the tender documents

Number of XX fulltime CA's required and YY professional audit staff:As per the tender documents

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1791978486.pdf](#)

Financial Audit Services - Audit Report, Review Of Financial Statements, Financial Reporting Framework; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report , Review of Financial Statements , Financial Reporting Framework
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Tax Audit
Category of Work under Financial Audit	Compliance with law & regulations , Bank Transactions , Audit of financial statements , Reliability of financial reporting , Compliance with contracts , Review system & processes

विवरण/ Specification	मूल्य/ Values
Type of Industries/Functions	450000 per annum
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Surajkumar Mangal Meshram	440020,Nehru Marg, Nagpur	Project / Lumpsum Based	Number of Months for which Post Audit Support is required : 24

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

1. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

2. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

DIRECTOR, CSIR-NEERI, NAGPUR
payable at
NAGPUR

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

3. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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 कार्यवाई का आधार होगा।/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.

---धन्यवाद/Thank You---

CSIR-NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH INSTITUTE

[Council of scientific & Industrial Research]

NEHRU MARG, NAGPUR – 440020

File No. Bill/CA/Sep/2026

Date: 07.10.2026

E-TENDER NOTICE INVITING TENDER FOR HIRING THE SERVICES OF CHARTERED ACCOUNTANT FIRM FOR DIRECT AND INDIRECT TAXES AT CSIR-NEERI, NAGPUR

The Director, CSIR-National Environmental Engineering Research Institute, Nagpur (a constituent laboratory of Council of Scientific & Industrial Research, New Delhi, an autonomous organization under Ministry of Science & Technology, Government of India) with Zonal Centres at Mumbai, Chennai, Kolkata, Hyderabad and Delhi invites online tender through **GEM** portal i.e. (www.gem.gov.in) from reputed Chartered Accountant Firm having office/branch office at Nagpur, for Direct and Indirect Taxes related activities for two Financial Year 2026-2027, 2027-2028 which may be extended for the third year 2028-2029 satisfactory completion of the work with mutual consent.

Name of work	Period of Contract	Estimated Cost	Earnest Money Deposit
Contract for hiring Chartered Accountant Firm for Direct & Indirect Taxes (GST, TDS/TCS, professional Tax, etc) related works at CSIR-NEERI, Nagpur	Two Financial years 2026-2027 and 2027-2028 with a provision of extension for another one year i.e. 2028-29 on satisfactory completion of work and with mutual consent and on existing terms and conditions.	Rs. 4.5 lacs per annum (Rs. 9.00 lacs for 2 years) *	9000/- (NEFT/RTGS)

***Please quote the rate on an annual basis.**

- **EMD is exempted in case of MSME.**

For details of tenders, download of tender and for submission of tender please visit **GEM** portal (www.gem.gov.in). For any queries related to the tender please contact to Section Officer (Bill Section) at Phone NO. 0712-2249980/2249885-88 (Extension No. 326/220).

Director, CSIR-NEERI, Nagpur reserves the right to cancel the tender at any stage without assigning any reasons. Further, Director, CSIR-NEERI, Nagpur reserves the right to appoint consultant for tax matters on parallel contract separately for Income Tax, GST and professional tax, etc.

S/d

(Chandan Kumar)
Administrative Officer

DETAILS OF BIDS

“TWO BID SYSTEMS” shall be followed for this tender. Bidder should take due care to submit tender through online www.eprocure.gov.in.

Financial Bid of technically qualified bidders will only be opened. Bids not confirming to tender's terms conditions are liable to be rejected. Supporting documents required, if any, in conformity of facts mentioned in the bid may be sought subsequently at the discretion of the Competent Authority.

SCOPE OF WORK

[A] GST

1. COMPLIANCE RELATED TO GST LAW:

- (a) To ensure accurate calculations and timely payment of GST liability on a monthly basis as per the provisions of GST Act, as amended from time to time.
- (b) Preparation & filing of monthly GST returns and ensure accurate & regular filing of Return.
- (c) Arrange, finalize and submit the above GST Return correctly to the GST Authorities in stipulated Time in order to avoid any late submission and levy of penalty. Calculation of GST payment should be provided by 15th of every month by appointed CA / Firm to CSIR-NEERI.
- (d) Opine and guide on any GST issue, which may arise and also arrange necessary compliance of the same. Ensure compliances of all notices issued as well as letters received to CSIR-NEERI, from GST authorities.

2. Obtaining Registration under GST Rules, 2017 for newly created Divisions/Circle Offices, if any, to Which GST 2017 is applicable, if presently not existing.

3. Consultancy Services shall include, but shall not be limited to:

- (a) Collecting the relevant data from CSIR-NEERI, analysing and consolidating it.
- (b) Preparation and (stipulated) timely filing (on or before due date) of GSTR-1, GSTR-3b and GSTR-7 (as at present), including monthly remittance of GST liability after incorporating all the factors/components like RCM, Input Tax Credit & necessary validation of input/consolidated data given by CSIR-NEERI for the difference business places, based on data available.
- (c) Timely filing of any other Return(s) (in addition/in place of GSTR-1, GSTR-7 & GSTR-3B) as may be prescribed/notified by the GST Council/Govt. Of India/any other appropriate authorities, for/during the engagement period.
- (d) Assisting CSIR-NEERI in the classification of the transactions under the correct HSN/SAC code for goods/services.
- (e) Assessing potential impact of GST Laws on different business operations of the CSIR-NEERI i.e. advising on the applicability of GST on various transactions undertaken or proposed to be undertaken.
- (f) Applying provisions related to place of supply in CSIR-NEERI's transactions and determining the correct type of tax (CGST & SGST or IGST) to be paid on the basis of classification under inter-state or intra-state supply.
- (g) Compliance of the various Procedures, Rules & Regulations as notified by the Appropriate Authorities, while/during the course of filing various Returns.
- (h) Periodical identification & reconciliation of GST Returns with the Books of Accounts of CSIR-NEERI including that of availing eligible Input Tax Credit of the transactions auto-populated through GST Portal (GSTR-2a) in to the respective CSIR-NEERI GSTIN & further contact/correspondence with the Vendors for necessary corrections, as may be required.
- (i) Determining the inputs, input services and capital goods on which taxes have been paid and credit of which are eligible to be taken and determining the reversals of input tax credit availed as per GST laws & CSIR guidelines.
- (j) Refund of unutilized input tax credit (ITC)
 - Collection of relevant documents to be submitted for the claim of refund.
 - Preparation and filing of online application along with filing of relevant documents against which refund is to be claimed.
 - Following up with the GST department for the finalization of refund claim.

- (k) Conducting Anti-profiteering study.
 - Analyzing the books of accounts and relevant notifications issued under GST laws to check the applicability of the provisions of anti-profiteering on the CSIR-NEERI.
 - Assisting on any ongoing related enquiry or investigation initiated.
- (l) Preparing and filing of E-Ways Bills for movement of goods, if any.
- (m) Assistance in generating and maintenance of e-invoice wherever required.
- (n) Determining the applicability of reverse charge mechanism, if any.
- (o) Providing advice/clarifications on the queries that may be raised by CSIR-NEERI in connection with the interpretation of various Procedures, Rules & Regulations as notified by the Appropriate Authorities, in connection with the compilation of data for filing of periodical returns.
- (p) Providing updates & compliance on GST laws through Amendments, Notifications, Circulars, etc., relevant to CSIR-NEERI and professional advice on the action to be taken by CSIR-NEERI units in compilation to the said Rules & Regulations in force.
- (q) Attend to any notice issued by Appropriate Authorities (GST) and appear on behalf of CSIR-NEERI for resolution of issues raised to the satisfaction of the Appropriate Authorities.
- (r) Providing any other related support (not covered above) to CSIR-NEERI in connection with the GST compliance.
- (s) To appear before the GST Authorities for tax assessment proceedings, preparation of draft replies for appeal and filing/e-filing of the same to the concerned authorities.
- (t) Handling all assessment proceedings initiated by appropriate authorities including drafting / filing of replies and submission, representation before Tax Authorities for assessment proceedings, drafting / filing of submissions before Tax Authorities regarding rectification application including any penalty proceedings as applicable, drafting / filing the submission for stay of any demand, review of orders, etc. and attending the hearings.
- (u) Advising CSIR-NEERI, Nagpur for further course of action consequent to the assessment / reassessment / rectification orders issued by Tax Authorities, filing of appeal before GST Authority including drafting of grounds of appeal and statement of facts, filing of written submission / paper book and representation in all existing / new appeal proceedings before GST Authority, representing CSIR-NEERI to various Tax Authorities.

[B] INCOME TAX/TDS/TCS, etc.

- (i) Tax computation
- (ii) Assistance in monthly TDS payments.
- (iii) To ensure compliance of timely e-filing of quarterly TDS/TCS returns along with revision if required.
- (iv) Filing of quarterly/annually TDS/TCS returns including computation along with all required statutory reports.
- (v) Follow up for Tax Assessment till finalization and refund of TDS claims.
- (vi) To appear before the Income Tax Authorities for tax assessment proceedings, preparation of draft replies for appeal and filing/e-filing of the same to the concerned authorities.
- (vii) Advice on Income Tax related issues from time to time.
- (viii) Furnishing of annual Form-16 to all Employees of CSIR-NEERI well in time i.e. by first week of May in the subsequent assessment year. If any rectification is needed, the revised Form -16, to be provided within 7 working days or by May 15, whichever is earlier.
- (ix) Timely filing of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry on invalid/wrong PAN or any other kind of error in any return of income tax.

[C] UNDER THE INDIAN TAX LAWS:

- I. CSIR-NEERI, Nagpur is also required to deduct the tax at source on various payments on account of transactions made by NEERI and issue the certificate for the tax deducted at source (TDS) to the payee and file quarterly TDS return with the tax authorities. Further, failure to comply with TDS provisions will attract levy of interest and penalties and hence following scope of works are also included.
- II. Handling all assessment proceedings initiated by appropriate authorities including drafting / filing of replies and submission, representation before Tax Authorities for assessment proceedings, drafting / filing of submissions before Tax Authorities regarding rectification application including any penalty proceedings as applicable, drafting / filing the submission for stay of any demand, review of orders, etc. and attending the hearings.
- III. Advising CSIR-NEERI, Nagpur for further course of action consequent to the assessment / reassessment / rectification orders issued by Tax Authorities, filing of appeal before CIT including drafting of grounds of appeal and statement of facts, filing of written submission / paper book and representation in all existing / new appeal proceedings before CIT, representing CSIR-NEERI to various Tax Authorities.
- IV. Pursuing, assisting and coordinating with Income Tax Authorities for timely getting the refund due to CSIR-NEERI, Nagpur.
- V. Rendering expert opinions as and when required by CSIR-NEERI, Nagpur for all the taxation issues including international taxation matters, etc., updating CSIR-NEERI on all the changes in relevant taxation laws and suggesting measures for effective adaptation of changes by CSIR-NEERI wherever required.
- VI. Advise on TDS rates on various categories of payments (including salary) and review of quarterly statement in respect of tax deducted / deposited from salary, honorarium, consultancy services from consultants, service providers and contractors, etc. before filing the return.
- VII. The service of tax consultant firm would include advice on issues pertaining to tax and regulatory matters including matters relating to tax treaties which may arise from time to time in course of operation. For these need base calls, no extra charges shall be paid.
- VIII. The Chartered Account Firm will provide the service from end to end on all such taxation matters including filing of returns/correction/revisions, etc. The firm will also advise in the matter as and when required.

[D] PROFESSIONAL TAX :

Filing of Return, reply to the notices, rectification, advising on matters relating to Professional Tax and any other associated works.

[E] CRITERIA OF ELIGIBILITY

- a. The Firm should have 05 years (five years) experience ending last day of month previous to one in which bids are invited (including at least 5 years of handling GST matters) of providing tax consultant services to Education/Research Institute of eminence/PSU/State/Central Government organizations/state/central financial/educational Institution (attach proof).

- b. Annual Financial Turnover of Firm providing such services should not be less than Rs.15.00 lakhs per annum during the last three years ending 31st March of the previous Financial Year. (attach proof).
- c. The Firm should have its active office or branch Office in Nagpur (attach proof).
- d. Separate person for GST and TDS/TCS/PT should exclusively be deployed at CSIR-NEERI, Nagpur daily. The persons to be deployed at CSIR-NEERI, Nagpur for GST purpose and TDS/TCS/PT purpose should be well qualified and well versed with taxation laws. The Firm shall submit the attendance of deployed person duly authorized by respective nodal person of Income Tax/GST along with bills for payment.

[F] TERMS AND CONDITIONS

- I. Initially the contract will be for two year (2026-27, 2027-28) from the date of award of work, extendable to third year 2028-29 depending upon the satisfactory performance of the Firm.
- II. In case the performance is found to be not satisfactory, the contract shall be terminated. Similarly, after two years, the performance will be evaluated and accordingly the tenure will be extended or curtailed for another year. It will be extendable for another year by competent authority on receipt of satisfactory performance report of previous year unless cancelled by the competent authority, CSIR-NEERI Nagpur before the expiry period at his discretion.
- III. Payment will be released quarterly, on pro-rata basis after duly certified by service receiver. TDS as per government rule will be deducted from the payment.
- IV. An undertaking will be submitted by the Firm that the Firm is not debarred/blacklisted by any CSIR lab or any Govt./Autonomous Bodies/Semi-Govt. etc.
- V. The contract will be awarded to lowest bidder fulfilling other criteria in tender and technically qualified.
- VI. The Director, CSIR-NEERI may terminate the contract of the selected firm on account of unsatisfactory service by giving one month notice.
- VII. If the firm wants to discontinue the services on their own, firm should provide at least three months' notice period in advance for discontinuing the services.
- VIII. The selected firm shall have to enter into an agreement within **10 days** after award of work.
- IX. Brief detail of qualified professionals employed by the bidder organization along with complete detail of team members including their name, experience, profile, specialization etc. keeping in view the requirement mentioned in bid evaluation criteria are required to be furnished by the Bidder.
- X. The team members must be promptly available for the assignment as and when required. The bidder must demonstrate in their bid to the satisfaction of CSIR-NEERI, Nagpur that the proposed team members possess the relevant and suitable capability and experience for the assignment.
- XI. Execution of Assignment: For execution of complete scope of work, the tax consultant firm will establish a team of qualified professionals as per the requirement of CSIR-NEERI, Nagpur. The Tax Consultant firm is solely and exclusively responsible for all the acts of its team members. The deputed professional shall visit CSIR-NEERI, Nagpur on regular intervals and the contract agreement being executed for completion of all the assigned work, getting clarifications/ documents. The tax consultant firm will also be responsible for rendering of advisory services as and when required by CSIR-NEERI, Nagpur, strictly adhering to all terms and conditions of the subject tender and contract agreement being executed.
- XII. Confidentiality: Tax Consultant firm shall during the tenure of the contract and at any time thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by CSIR-NEERI, Nagpur divulge or grant access to any information about

the work or its results and shall prevent anyone becoming acquainted with either through Tax Consultant or its personnel or agents.

- XIII. The hired firm shall depute at least one person at CSIR-NEERI, Nagpur on daily basis for undertaking the related activity.
- XIV. The hired firm is required to complete the full term of the contract period. Failure to do so will result in the forfeiture of the security deposit.

[G] BID SUBMISSION

Technical and Financial Bid should be submitted in separate proforma (Annexure-I & BOQ separately on Gem portal).

[H] INSTRUCTIONS TO BIDDERS

- (i) The tender shall be accepted only through online e-tendering process and all details pertaining to the tender and guidelines for e-tendering are available on the website mentioned above.
- (ii) The bidders shall be responsible for all costs associated with the preparation of this proposal, if any, regardless of the conduct or outcome of the bidding process.
- (iii) If the last date of submission and opening of the bid happens to be a holiday, the bid shall be opened on the next working day. The proposal submitted by the bidder should be valid for acceptance for a period of 90 days from the opening date of bid. In exceptional circumstances prior to expiry of original bid validity period, CSIR-NEERI may require the bidder to extend the period of validity for a specified additional period.
- (iv) CSIR-NEERI, Nagpur may seek clarifications on the bid submitted by the bidders.
- (v) The scope of work shall be as defined in the bidding documents.
- (vi) At any time, prior to the deadline for submission of bids, CSIR-NEERI, Nagpur may for any reason, whether on its own requirement or in response to a clarification requested by prospective bidders, modify the bidding document by issuing addendum.
- (vii) A bidder shall submit only one bid for entire scope of work. Assigning part of work/tie up arrangement is not allowed.
- (viii) The bidder shall quote prices only in BOQ inclusive of all taxes. In the e-price bid, the bidder shall quote in figures only, as asked for. The fees quoted by the bidder shall remain firm and fixed for entire period of the contract.
- (ix) Bidders are required to confirm the acceptance to the entire scope of work after clear understanding of CSIR-NEERI's requirements.
- (x) Bidders are required to provide their address in detail including telephone No., fax No and contact person's names mobile numbers and email ID in the technical bid document.
- (xi) No changes in the price quoted shall be permitted after the work order has been issued except on account of statutory variations. No variation or modification in the terms of the contract shall be made except by written amendment signed by both the parties.
- (xii) Contact Details for services -

[1] For Income Tax / Professional Tax: DDO (Bill Section),
Telephone No.0712-2249885-88/2249980 [Ext. No.326/220]

[2] For GST: In-charge, BDPMD, Telephone No. 0712-2249758 or 0712-2249885-88/2249980 [Ext. No. 448/236/451]

[I] EARNEST MONEY DEPOSIT

Bidders shall deposit EMD for Rs.9000/- through RTGS/NEFT in favour of “**CSIR-National Environmental Engineering Research Institute, Nagpur (Saving Account No.30266513766, IFSC Code – SBIN0004224 of State Bank of India, NEERI Branch, Nehru Marg, Nagpur (Maharashtra) – 440 020.** Tender without EMD shall summarily be rejected. EMD of unsuccessful bidders shall be refunded after award to successful bidder.

[J] PERFORMANCE SECURITY

The successful bidders shall furnish performance security for **Rs.22,500/-** for 36 months in form of Insurance Surety Bonds, Bank Guarantee from nationalized/scheduled commercial bank recognized by CSIR-NEERI, Nagpur in attached format within 7 days after award of work.

[K] FORMAT OF BID

The bidders are required to submit the technical proposal and financial proposal only through online bidding separately.

[L] TECHNICAL BID – Please refer Annexure-I and submit it online

[M] Financial Bid Evaluation Criteria

[N] Financial Bid Evaluation

The bidders are required to furnish the financial proposal in a separate proforma duly filled up in BOQ format (on GEM portal).

The bidders are required to quote in lump sum charges (in figure only) inclusive of all taxes for **two** financial years i.e. 2026-27 & 2027-28.

The contract will be awarded on L-1 basis subject to fulfilling the tender criteria and technical qualifications. The financial bids will be opened of those tenderers who technically qualify.

[O] OTHER TERMS AND CONDITIONS OF ENGAGEMENT

1. Duration of Contract : Initially the contract will be for two year (2026-27, 2027-28) from the date of award of work, extendable to third year 2028-29 depending upon the satisfactory performance of the Firm. The performance of the Firm will be reviewed annually on the same terms and conditions, unless terminated by CSIR-NEERI, Nagpur by giving one month notice without prejudice to the rights and obligations of the parties upto date of notice of termination by CSIR-NEERI, Nagpur. They would require to commence the job within 10 (ten) days from the date of issuance of work order/order of engagement.
2. Execution of Assignment : For execution of complete scope of work, the tax consultant will establish a team of qualified professionals as per the requirement of CSIR-NEERI, Nagpur. The Tax Consultant Firm is solely and exclusively responsible for all the acts of its team members. The deputed professionals shall visit CSIR-NEERI, Nagpur on regular intervals, as mentioned in the tender document and the contract agreement being executed for completion of all the assigned work, getting clarifications/documents. The tax consultant firm will also be responsible for rendering of advisory services as and when required by CSIR-NEERI, Nagpur,

strictly adhering to all terms and conditions of the subject tender and contract agreement being executed.

3. Confidentiality : Tax Consultant shall during the tenure of the contract and at any time thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by CSIR-NEERI, Nagpur divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through Tax Consultant or its personnel or agents.

[P] CODE OF INTEGRITY FOR PUBLIC PROCUREMENT (CIPP) :

- I. The bidders must abide by the following Code of Integrity for Public Procurement (CIPP). Similarly, the bidders should sign a declaration about abiding by a Code of Integrity for Public Procurement in registration applications and in bid documents. In case of any transgression of this code, its name is not only liable to be removed from the list of registered Bidders, but it would be liable for other punitive actions such as cancellation of contracts, banning and blacklisting or action in Competition Commission of India and so on. (Rule 175 (i) of GFR 2017).
- II. The bidders should observe the highest standard of ethics and should not indulge in the following prohibited practices, either directly or indirectly, at any stage during the procurement process or during execution of resultant contracts:
 - (a) “Corrupt Practice” : making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution.
 - (b) “Fraudulent Practice” : any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract.
 - (c) “Anti-competitive practice” : any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of The Competition Act, 2002, between two or more bidders, with or without the knowledge of the Procuring Entity, that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non-competitive levels.
 - (d) “Coercive Practice”: harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
 - (e) “Conflict of interest” : participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked or if they are part of more than one bid in the procurement of if the bidding firm or their personnel have relationships or financial or business transactions with any official of Procuring Entity who are directly or indirectly related to tender or execution process of contract or improper use of information obtained by the (prospective) bidder from the Procuring Entity with an intent to gain unfair advantage in the procurement process or for personal gain ; and
 - (f) “Obstructive practice” : materially impede the investigation by the Procuring Entity into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering or by concealing of evidence material to the investigation or by making false statements to investigators and/or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or

from pursuing the investigation or by impeding the rights of the Procuring Entity to audit or access to information.

[Q] OBLIGATIONS FOR PROACTIVE DISCLOSURES :

- i. The bidders are obliged under Code of Integrity for Public Procurement to suo moto proactively declare any conflicts of interest (coming under the definition mentioned above – pre-existing or as soon as these arise at any stage) in any procurement process or execution of contract. Failure to do so would amount to violation of this Code of Integrity.
- ii. The bidders must declare , whether asked or not in a bid document, any previous transgressions of such a code of integrity with any entity during the last three years or of being debarred by any other Procuring Entity including the CSIR Labs/Instts. Failure to do so would amount to violation of this code of integrity.
- iii. To encourage voluntary disclosures, such declarations would not mean automatic disqualification for the bidder making such declarations. The declared conflict of interest may be evaluated and mitigation steps, if possible, may be taken by the Procuring Entity. Similarly voluntary reporting of previous transgressions of Code of Integrity elsewhere may be evaluated and barring cases of various grades of debarment, an alert watch may be kept on the bidder's actions in the tender and subsequent contract.

[R] PUNITIVE PROVISIONS :

- I. Without prejudice to and in addition to the rights of the Procuring Entity to other penal provisions as per the bid documents or contract, if the Procuring Entity comes to a conclusion that a (prospective) bidder directly or through an agent, has violated this code of integrity in competing for the contract or in executing a contract, the Procuring Entity may take appropriate measures including one or more of the following :
 - (a) **If his bids are under consideration in any procurement.**
 - (i) Forfeiture or encashment of bid security.
 - (ii) Calling off any pre-contract negotiations : and
 - (iii) Rejection and exclusion of the bidder from the procurement process.
 - (b) **If a contract has already been awarded.**
 - (i) Cancellation of the relevant contract and recovery of compensation for loss incurred by the Procuring Entity.
 - (ii) Forfeiture or encashment of any other security or bond relating to the procurement.
 - (iii) Recovery of payments including advance payments, if any made by the Procuring Entity along with interest thereon at the prevailing rate.
 - (c) **Provisions in addition to above.**
 - (i) Removal from the list of registered Bidder and banning/debarment of the bidder from participation in future procurements of the Procuring Entity for a period not less than one year.
 - (ii) In case of anti-competitive practices, information for further processing may be filed under a signature of the Director of the CSIR-NEERI, with the Competition Commission of India.
 - (iii) Initiation of suitable disciplinary or criminal proceedings against any individual or staff found responsible.
 - (iv) Promise on the part of bidders not to offer any benefit to the employees of the Procuring Entity not available legally and also not to commit any offence.

- (v) Promise on the part of bidders not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts ; etc.
- (vi) Undertaking (as part of Fail Clause) by the bidders that they have not and will not provide same service at price slower than the bid price.
- (vii) Bidders to disclose the payments to be made by them to agents/brokers or any other intermediary; Bidders to disclose any past transgressions committed over the specified period with any other Company in India or Abroad that may impinge on the anti-corruption principle.

[S] DISPUTE RESOLUTION / 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) or India International Arbitration Centre (IIAC) for appointment of Arbitrator to adjudicate the dispute.
2. The award of the arbitrator shall be final and binding on the parties. The Arbitrator may give interim award(s) and /or directions, as may be required.
3. Subject to the aforesaid provisions, the Arbitration & Conciliation Act , 1996/India international Arbitration Centre Act, 2019 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.

[T] TERMINATION FOR DEFAULT :

The CSIR-NEERI may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Bidder, terminate the contract in whole or part.

- (a) If the Bidder fails to deliver any or all of the service within the period(s) specified in the contract, or within any extension thereof granted by the CSIR-NEERI pursuant to contract on Extension of Time; or
- (b) If the Bidder fails to perform many other obligation(s) under the contract.
- (c) If the Bidder, in the judgement of the CSIR-NEERI has engaged in corrupt or fraudulent or collusive or coercive practices, etc. as defined in CONTRACT TERMS Clause on code of integrity in competing for or in executing the contract.
- (d) In the event the CSIR-NEERI terminates the contract in whole or in part, he may take recourse to any one or more of the following actions:
 - (i) The CSIR-NEERI may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the Bidder shall be liable for all available actions against it in terms of the contract.
 - (ii) However, the Bidder shall continue to perform the contract to the extent not terminated.

[U] TERMINATION OF INSOLVENCY

Either party can exit from the contract after giving notice of one month before the termination. The service that is complete and ready shall be accepted by the CSIR-NEERI at the contract terms and charge. For the remaining service, the CSIR-NEERI may elect.

- (a) To have any portion completed and delivered at the contract terms and prices; and/or

- (b) To cancel the remainder and pay to the Bidder an agreed amount for partially completed service and any job previously procured by the Bidder.

A notice shall be effective when delivered or on the notice's effective date, whichever is later.

[V] DISCRETION:

The Director, CSIR-NEERI reserves the right to accept/reject any or all e-tenders either in part or in full or to split the order without assigning any reasons there for which will be binding and acceptable all participating bidders. Director, CSIR-NEERI reserves the right to reduce / enhance the period of assignment without assigning any reasons.

(Chandan Kumar)
ADMINISTRATIVE OFFICER

UNDERTAKING

I _____, hereby declare that I am a qualified bidder as per the terms and conditions of this NIT and I will abide by them include Code of Integrity stipulated in the NIT and accept the punitive measures on its violation.

Signature & Stamp of the Consultant

**PARTICIPATION OF NEAR RELATIVES OF EMPLOYEES IN THE
TENDER IN UNITS**

I _____ S/o _____ R/o _____
_____ hereby certify that **none** of my
relative(s) as defined below is/ are employed in CSIR-NEERI / CSIR as per details given in
tender document.

In case at any stage, if it is found that the information given by me is false / incorrect, CSIR-
NEERI / CSIR shall have the absolute right to take any action deemed fit without any prior
intimation to me.

TENDERER'S SIGNATURE

DATE :

OFFICIAL STAMP:

Definition:

A person shall be deemed to be a relative of another if,

(a) they are members of a Hindu undivided family;

or

(b) they are husband and wife,

or

*(c) the one is related to the other in the following manner; father, mother (CSIR-NEERI including step
mother), son (CSIR-NEERI including step son), son's son's son, son's son's wife, son's daughter, son's
daughter's son's wife, daughter's daughter, daughter's daughter's husband, brother (CSIR-NEERI
including step brother), brother's wife, Sister (CSIR-NEERI including step sister), sister's husband.*

*In case of dispute of any kind and in any respect whatsoever, the decision of the Director, CSIR-NEERI shall be
final and binding.*

UNDERTAKING

(To be given on Rs. 500/- stamp paper in form of Affidavit)

I _____ age ____ years ____ is resident of _____ do hereby solemnly stated on oath that, I am the sole Proprietor / Owner / Power of Attorney Holder of the Firm / Company named _____.

- i) That my firm/company presently not black listed/debar by any Central Govt./State Govt./Autonomous bodies /PSU's etc.
- ii) That the firm / company is not under any liquidation, Bankrupt, Court receivership or similar proceedings.
- iii) That I have submitted online Tender for the "Engaging Professional Services of Chartered Accountant with two Article Assistants [one for implementation of GST and handling related activities and one for TDS/TCS/PT] in CSIR-NEERI for a period of two years w.e.f. ____" on e-tendering official site i.e.
- iv) That I have carefully gone through, read, thoroughly studied and understood all terms & conditions, specification included in the tender document (Tender Form, Detail Tender Notice, conditions and specifications common set of Deviations drawings etc.). I hereby accept all these conditions, I agree to abide by the terms & conditions in the tender document and agree to execute the work/job as per terms and conditions, specifications laid down in the tender document.
- v) I do hereby state on oath that the documents uploaded by me in Cover-I of this tender are true, correct and bonafide. There are no errors and omissions in the uploaded documents. In case in future, if it is found that, any of the uploaded document / information is false / wrong, I will be personally responsible for the same and I will be liable for legal action against me.

(Name, address and signature of Tenderer)

TECHNICAL BID**ELIGIBILITY CRITERIA / COMPLIANCE**

NIT No.Bill/CA/1/2025

Date

Sl. No.	Specifications	Compliance. Please write Yes/No	Remarks
1.	Scanned copy of brief description (Registration) of the bidder's organisation is to be attached/uploaded		
2.	Turnover certificate duly signed by C.A. for the last three financial years. Turnover of Rs.15.00 Lakhs (per annum) for the past three financial years (f/year ending 31 st March 2026 should be enclosed with the technical bid document. (upload scanned copy)		
3.	The tax consultant firm should have been approved by the ICAI for dealing with accounts and tax matters (Indirect Tax and Direct Tax) (copy enclose)		
4.	Bidder should submit documents related to similar work experience of last Five (5) years rendering consultancy services in the area of Direct and Indirect tax to Educational Institutes of eminence/PSU/State/Central Government Organisation /State/Central Financial/education Institution (upload relevant scanned copies)		
5.	Self-Attested copy of PAN and GST Registration		
6.	Self-attested copy of Maharashtra Shop & Establishment Certificate as a proof of having Office/Branch in Nagpur.		
7.	Income tax Return for the last three years should be attached.		
8.	Performance Certificate from any two firms for similar work.		
9.	No relatives working in CSIR-NEERI (In attached proforma)		

Signature and stamp of consultant

CHECKLIST FOR TECHNICAL BID DOCUMENTS to be submitted by tenderer

S.no	Documents to be attached	Yes	No		If Yes Page No.
1.	Tenderer's company profile				
2.	Local Nagpur Office/Branch Details (Shop & Establishment Certificate)				
3.	EMD of Rs.9000/- (Rupees Nine Thousand Only) in the form of RTGS/NEFT issued by any Nationalized /Scheduled Bank in favour of "CSIR-National Environmental Engineering Research Institute" valid for 180 days from the date of Tender Publication. Documentary evidence towards being a Micro / Small enterprise as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department are exempted from submission of EMD. Evidence of EMD submission (attach proof)				
4.	Tenderer's self-attested copy of the PAN card				
5.	Self - attested copy of GST Registration No.				
6.	Income tax Return for the last three years should be attached . (2023-24,2024-25,2025-26)				
7.	Self - attested copy of turnover certificatefor the last three years.(2023-24,2024-25,2025-26)				
8.	The tax consultant firm should have been approved by the ICAI for dealing with accounts and tax matters (Indirect Tax and Direct Tax) (copy enclose)				
9.	List of clients (Along with contact address and contact numbers) of the bidder and self - attested copies of experience letter / certificate from the clients.				
10.	The service provider should have minimum experience of overall 05 years.				
11.	An affidavit affirmed to this effect on a stamp paper of Rs.500/- duly attested by a notary, needs to be provided. The affidavit needs to be provided even if there is no pending legal proceeding. In case any legal proceedings in respect of the above have been since disposed off, details of the same along with evaluation of the above have been since disposed off; details of the same along with evaluation of the above information shall be done at the discretion of the Institute.				
12.	Copy of the NIT, Technical bid form and No relation form duly signed with stamp/seal (each page) by the bidder				
13.	Any other license required under the Law				
14.	Contact details of Responsible Person				
15.	Details of Infrastructure and manpower				

Note: All the documents/documentary proofs in proof of eligibility criteria fixed, as asked above, should be scanned and enclosed with the e-technical bid.

TENDERER'S SIGNATURE WITH

DATE:

SEAL:

(To be submitted in format provided by GeM and no other format is acceptable)

The [lumpsum amount](#) for undertaking the Job Contract for Hiring of Chartered Accountant Firm for Direct and Indirect Taxes at CSIR-NEERI Nagpur

Sr. No.	Description	To be quoted by bidder Lumpsum contract Rate annually in Rs.
1	Job Contract for Hiring of Chartered Accountant Firm for Direct and Indirect Taxes at CSIR-NEERI, Nagpur	Rs...../-
2	GST as applicable	Rs...../-
3	Grand Total	Rs...../-