



NOTICE INVITING TENDER

No: 8-12(14)-2014-Gen

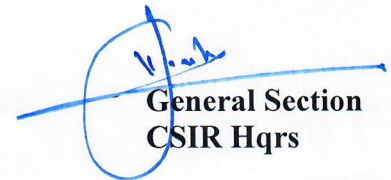
Date: 04/10/2021

Council of Scientific & Industrial research, New Delhi is looking for reputed Chartered Accountant Firm for filing Income Tax Return of CSIR Hqrs. for the Financial year 2020-21 & 2021-22. The service provider should have minimum 3 years experience in the relevant field. The firm presently providing services to Govt./Semi Govt./Autonomous Bodies/PSUs or eligible firms may submit their quotations in the attached proforma in sealed cover superscripting "Quotation for Chartered Accountant for filing of Income Tax Return" addressed to Joint Secretary (Admn.), CSIR, Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001 upto 2.30 p.m. on 18/10/2021.

Name of work	Period of contract
Contract for hiring of Chartered Accountant Firm for filing Income Tax Return of CSIR Hqrs.	Two Financial Years (2020-21&2021-22)

Date of Commencement of bid	:-	04/10/2021
Bid submission last date	:-	18/10/2021 (2.30 PM)
Date & Time of Opening of bid	:-	18/10/2021 (3.00 PM)

Joint Secretary (Admin), CSIR reserves the right to reject any or all tenders in part or in full or to reject all the tenders received without assigning any reason thereof.


**General Section
CSIR Hqrs**

Scope of Work

Sub : Appointment of Chartered Accountant for filing of Income Tax Return of CSIR –Reg.

S.No	Description of work	Amount in Rs.
1.	Filing of Annual Income Tax Return including computation along with all required statutory reports.	
2.	Follow up for Tax Assessment till finalization and refund of TDS claims (Rates may be quoted in lumpsum).	
3.	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 with the approval of CSIR .	
	i) Before O/o Income Tax Commissioner (Per Hearing*)	
	ii) Before Appellate Tribunal(Per Hearing*)	
	iii) Before High Court etc. (Per Hearing*)	
4.	Any other professional services# in addition to above mentioned work required from time to time. # (Form 15 CA/CB, Digital Signature Certificate and advice on Income Tax related issues etc. from time to time).	Charges to be decided mutually on case to case basis depending upon the nature of work.

Please Note:-

1. All the above mentioned fees are exclusive of GST. GST will be paid separately as per rates applicable from time to time.
2. * In case of appearing before the authorities, a substantial and effective hearing is one in which either one or both the parties involved in a case are heard by the Court. If the case is mentioned and adjourned or only directions are given or only judgement is delivered by the Court, it would not constitute a substantial and effective hearing.
3. Payment will be made after satisfactory completion of work.
4. Rates not quoted strictly as per above format will summarily be rejected.

