

No.8-12(14)/204-सामान्य

14.08.2025

Dated \_\_\_\_\_

सेवा में

(सूची के अनुसार )

**विषय : वित्तीय वर्ष 2024-25, 2025-26 एवं 2026-27 (Assessment year 2025-26, 2026-27 & 2027-28) (तीन साल) के लिए सीएसआईआर मुख्यालय में आयकर रिटर्न (Income Tax Return) फाइल करने हेतु चार्टर्ड अकाउंटेंट फर्म कि नियुक्ति के संबंध में**

महोदय/महोदया,

यह कार्यालय वित्तीय वर्ष 2024-25, 2025-26 एवं 2026-27 तक (Assessment year 2025-26, 2026-27 & 2027-28) के लिए संलग्न Scope of Work के अनुसार आयकर रिटर्न फाइल करने के लिए चार्टर्ड अकाउंटेंट फर्म की सेवाएं लेने का इच्छुक है।

यदि आप इच्छुक हैं तो आपसे अनुरोध है कि कृपया संलग्न प्रोफोर्मा में संयुक्त सचिव (प्रशा.), सीएसआईआर, अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110001 को संबोधित करते हुए सीलबंद लिफाफे में जिसके ऊपर “आयकर रिटर्न फाइल करने के लिए चार्टर्ड अकाउंटेंट फर्म कि कोटेशन” लिखकर, अपनी कोटेशन को दिनांक 25.08.2025, अपराह्न 02:30 बजे तक सीएसआईआर मुख्यालय में प्रस्तुत करें। कोटेशन फर्म /फर्मों के प्रतिनिधियों की उपस्थिति में (यदि कोई उपलब्ध होता है तो) उसी दिन अपराह्न 03:00 बजे खोली जाएगी। कोटेशन कार्यालय के रिसेप्शन एरिया में रखे “कोटेशन बॉक्स” में डालें या डाक के माध्यम से भी भेज सकते हैं। संबंधित टेंडर कि जानकारी सीएसआईआर मुख्यालय की अधिकारिक वेबसाइट पर भी उपलब्ध रहेगी।

संयुक्त सचिव (प्रशा.) सीएसआईआर को अधिकार रहेगा कि वह बिना कारण बताए किसी अथवा समस्त कोटेशनों को पूर्ण अथवा आंशिक रूप से अस्वीकृत या किसी अथवा समस्त कोटेशनों को पूर्ण अथवा आंशिक रूप से स्वीकृत कर सकते हैं।

संलग्नक : उपरोक्तानुसार

भवदीय



(हरीश केरकेट्टा)

अनुभाग अधिकारी (सा.)

हरीश केरकेट्टा / Harish Kerketta  
अनुभाग अधिकारी (सा.) / Section Officer (Gen.)  
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Council of Scientific & Industrial Research  
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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001

## About CSIR

The Council of Scientific & Industrial Research (CSIR), known for its cutting edge R&D knowledge base in diverse S&T areas, is a contemporary R&D organization. CSIR has a dynamic network of 38 national laboratories, 38 outreach centres, 1 Innovation Complexes, and three units with a pan-India presence. CSIR's R&D expertise and experience are embodied in over 9000 personnel comprising of active Scientists supported by technical and support personnel.

CSIR is ranked 37th among 1587 government institutions worldwide and is the only Indian organization among the top 100 global government institutions, according to the Scimago Institutions Ranking World Report 2021. CSIR holds the 7th rank in Asia and leads the country at the first position.

CSIR is an autonomous body under the Department of Scientific & Industrial Research, Ministry of Science & Technology, Government of India and is registered under the Societies Registration Act XXI of 1860.

As per Rules & Regulations and Bye Laws of the Society, the Prime Minister of India is the ex-officio President of the CSIR Society, while the Minister-in-Charge of the Ministry or Department dealing with the Council of Scientific & Industrial Research is the ex-officio Vice-President of the CSIR Society.

The funds of the CSIR Society consist of the following;

1. Grant made by the Government of India.
2. Contribution from other sources
3. Income from Investments
4. Receipts of the Society from other sources including money borrowed with or without security
5. Funds from other agencies for carrying out activities within the charter of the Society.

The CSIR Society maintains its accounts including the balance sheet in the formats prescribed by the Govt. of India. The accounts of the CSIR Society are audited annually by the Comptroller & Auditor General of India. While doing so, the Comptroller & Auditor General shall have the same rights, privileges and authorities in connection with the audit of accounts of the Society as the Comptroller & Auditor General has in connection with the audit of Government Accounts and in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices of the Society.

The annual accounts of the CSIR as certified by the Comptroller and Auditor General of India, together with the audit report, is placed before the CSIR Society for its consideration and approval. Copy of the annual accounts as approved by the CSIR Society is forwarded to the Government of India who shall cause the same to be laid before the Parliament. (For more details visit "www.csir.res.in")

CSIR files its Income Tax Return in ITR-7 under section 139(1) of the Income Tax Act 1961 and assessed under section 143(3) of the Income Tax Act. The CSIR has exemptions under section 35(1)(ii), section 12A, 12AA and section 10(23C) of the Income Tax Act. The Tax Deducted at Source (TDS) is refunded back to CSIR upon completion of assessment proceedings.

22/21

हरीश केरकेटा / Harish Kerketta  
अनुभाग अधिकारी (सा.) / Section Officer (Gen.)  
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Rafi Marg, New Delhi-110001



## SCOPE OF WORK

S.No	Description of Work	Rate in Rs. (Excluding GST)	
1	Filing of Annual Income Tax Return including computation alongwith all statutory reports to be filed. (lumpsum)		(per financial year)
2	Revise/Amend the Return of Income wherever necessary including preparation of related statements/statutory reports to be filed.		(per revision/ amendment)
3	Follow-up for Tax Assessment till finalisation and refund of TDS claimed (Rates to be quoted in lumpsum)		(per financial year)
4	To represent the CSIR before Income Tax Authorities for the 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*)		(per hearing/ filing/e_filing)
ii.	Before Appellate Tribunal (Per Hearing*)		(per hearing/ filing/e_filing)
iii.	Before High Court etc. (Per Hearing *)		(per hearing/ filing/e_filing)
5	Other Professional Work		
i.	Filing of Appeal to Commissioner/Jt. Commissioner (Appeals)		(per filing/e_filing)
ii.	Form 15CA/15CB for CSIR and its Labs.		(per Form)
iii.	Approval of TAN Registration of CSIR Labs/Units		(per TAN registration)
iv.	Filing/e-filing replies to Income Tax Department against notices under section 133(6) of the ITax Act		(per filing/e_filing)
v.	Filing/e-filing replies to Income Tax Department against notices under other sections of the ITax Act.		(per filing/e_filing)
vi.	Deputing a qualified Chartered Accountant (having minimum 2 years of post-qualification experience) at CSIR (Two full working days in a month)		(per Working Day)
vii.	Any other advise on Income Tax related matters arising from time to time	Charges to be decided mutually on case to case basis depending upon the nature of work	
TOTAL {1 + 2 + 3 + 4(i,ii,iii) + 5(i,ii,iii,iv,v)}			
Terms & conditions:-			
1. * In case of appearance before authorities, a substantial and effective hearing is one in which either one or both the parties involved in a case are heard. If the case is mentioned and adjourned or only direction are given or only judgement is delivered by the Courts, it would not constitute a substantial and effective hearing			
2. Rates shall have to be quoted for all the items of work described above. Rates not quoted strictly as per the above format will be summarily rejected.			
3. All the above mentioned rates shall be exclusive of applicable taxes viz. GST which shall be paid as per rates applicable from time to time.			
4. Payment will be made after completion of work			
5. The scope of work can be expanded and shall not be limited as above			