

SPEED POST

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ICAR-National Institute Of Abiotic Stress Management,
Malegaon, Baramati, Pune, Maharashtra - 413115.

STANDARD BIDDING DOCUMENTS

For Hiring of Taxation Services

Last date of Submission of bids: 28.06.2021 AT 13:00 Hrs.

Date of Opening quotation on: 30.06.2021 at 14:30 Hrs.

ASSISTANT ADMINISTRATIVE OFFIER
ICAR- NATIONAL INSTITUTE OF ABIOTIC STRESS
MANAGEMENT ,MALEGAON(Kh), BARAMATI, PUNE,
MAHARASHTRA-413115.

***Please return this original document along with copy of bid after signing all the pages, failing which the same shall be ignored. The sealed envelope mentioning the subject "For Hiring of Taxation Services" shall reach by 28.06.2021 till 1.00 PM on above address.**

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**ICAR-NATIONAL INSTITUTE OF ABIOTIC STRESS MANAGEMENT
MALEGAON, BARAMATI, PUNE, MAHARASHTRA - 413115**

Quotation No: F. No. 5-16/2021

Date: 07.06.2021

To,

Dear Sir/Madam

This institute is in need of the services of tax consultant, quotation for which will be opened at 02:30 hrs on 30.06.2021 and you are invited to submit your most competitive rate for the same (**Last date of Submission of bids: 28th June, 2021**). The Scope of work is given below:

- i. TDS Return Filing of salary (Approx. 50 employees)
- ii. TDS Return Filing of firm & generation of form 16 A
- iii. GST calculation and & return filing (Approx. 30-40 entries per month).
- iv. Preparation of Form 16 per employee.
- v. Professional Tax calculation and return filing per month (approx. 80 entries).

Price Structure:

- a) **The rates and prices quoted shall be in Indian Rupees only.**
- b) All duties, taxes and levies payable by the supplier under the contract shall be included in the quoted price. The purchaser will not pay any such duties, taxes and levies separately.
- c) The rates and prices quoted by the supplier shall remain firm and fixed during the currency of the contract and shall not be subject to variation on any account, whatsoever, including statutory variations, if any.

Payment Terms: In order to facilitate for speedy settlement of Payment, the firm is requested to furnish the following details as below:

1. **Name of the firm**
2. **Name of the Bank**
3. **IFSC Code of Bank**
4. **Name of the Account**
5. **Account Number**
6. **Amount to be paid**
7. **E-mail address of the party**

PAYING AUTHORITY:

THE DIRECTOR, NIASM, Baramati, Pune, Maharashtra-413115

Dispute Resolution Mechanism

If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall commence thereafter. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be the place from where the contract is issued.

You are also required to fulfil the following conditions and furnish the details as indicated in subsequent paragraphs.

- a) At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25%, the quantity of goods/services as specified in the list of requirements, without any change in the unit price or other terms and conditions.
- b) Please furnish a certified copy your **Firm's Registration Certificate/ License**.
- c) Please indicate if you are currently registered with any Govt, organization and if registered, furnish all relevant details.
- d) The firm must have minimum 3 year **working experience** and shall attach copy of certificate from their clients.
- e) **Non Blacklisting Certificate:-** Firm/ Service provider has to submit non blacklisting certificate on non judicial stamp of Rs. 50 as below.
"It is certified that, our firm M/s _____ has not been black-listed by any Government Organization/ Institute/ Department etc. during last 5 years".
- f) A service provider shall not submit more than one quotation for the same set of goods/ services.
- g) The quotation(s) as well as the contract shall be written in **English language**. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English.
- h) The contract shall be governed by the laws of India and interpreted in accordance with such laws.
- i) **The quotation/offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening of the offers.**

Other Terms and Conditions:

1. The quotation shall be sealed in an envelope. The envelope shall be addressed to the Director and it should also bear the tender enquiry subject and the word "DO NOT OPEN BEFORE 30.06.2021 14:30 Hrs". This envelope should then be put inside another envelope, which will also be duly sealed. The outer envelope will bear the full address of the purchaser. The supplier must ensure that it's tender (i.e., quotation), duly sealed as above, reaches the purchaser at least one hour before the time and date of opening of tenders. **The supplier may, at its choice, send the tender by registered post or by speed post. Alternatively, the supplier may also hand deliver the tender to the purchaser. In which case the purchaser shall give the supplier a receipt, indicating the time and date of receipt of the tender.**

2. The tender, which are received late will be ignored. Further, the purchaser does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.

3. THE TENDERS WHICH ARE RECEIVED ON TIME WILL BE OPENED AT OFFICE AT 14:30 HOURS ON 30.06.2021 (DATE)

4. The purchaser will evaluate and compare the quotations which are substantially responsive i.e., which are properly prepared and signed and meet the required terms, conditions, specification etc. The purchaser will award the contract to the supplier whose quotation will be determined to be responsive and offering the best evaluated price.

5. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation or annul the tendering process and reject all quotations at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenderer or tenderers.

6. Please submit your quotation accordingly. You shall sign all the pages of your quotation. Your price quotation may be furnished in the format enclosed as Annexure - 1.

7. You are also required to return this original tender enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your record.

Encl: Annexure

- Sd -
ASSISTANT ADMINISTRATIVE OFFICER

Annexure- 1

Price Bid

Sl. No.	Details	Rate
1	TDS Return Filing of salary (Approx. 50 employees) Rate per Quarter to be quoted.	
2	TDS Return Filing of firm & generation of form 16 A (Approx. 10-15 entries per quarter). Rate per Quarter to be quoted.	
3	GST calculation and & return filing (Approx. 30-40 entries per month) . Rate per Month to be quoted.	
4	Preparation of Form 16 per employee. Annual Rate per Employee to be quoted.	
5	Professional Tax calculation and return filing per month. (Rate per month to be quoted for approx. 80 employees)	

SELF- DECLARATION

We agree to supply the above goods and allied services. We confirm that the same will meet the description, specification and other technical details as required in the tender enquiry.

We conform that we agree to all other terms and conditions of your tender enquiry including the terms of delivery, period of delivery and warranty provision.

We have furnished all the information, as required in the tender enquiry and attached the relevant documents.

(In case a tenderer desires to put some additional/modified stipulations, terms and conditions etc. the same may be clearly indicated).

We confirm that our offer will remain valid for acceptance for days after the Date of opening of tenders.

Signature, name and designation of the authorized executive of the tendering firm) for and on behalf of-

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1. **Name of the firm & full address:**

2. **GST registration number (attach document) :**
3. **Firm Registration Certificate/License (attach document):**
4. **ICAI registration certificate No (attach document) :**
5. **Bank Account Number (attach document):**
6. **Name of the Account :**
7. **IFSC Code of Bank :**
8. **E-mail address & Contact No of the party :**

(Name and address of the tendering firm)

(Seal of the tendering firm)

Dated:

Place: