

ICMR - NATIONAL INSTITUTE OF CANCER PREVENTION AND RESEARCH
Plot No. I-7 SECTOR-39 NOIDA – 201301

NICPR/Admn./EOI Tax/2021-22

Dated: 02.06.2021

INVITATION TO e- EXPRESSION OF INTEREST
FOR EMPANELMENT OF CONSULTANCY FIRMS
FOR VARIOUS TAX TASKS

E-EXPRESSION OF INTEREST (EOI) NOTICE

1. The Director, ICMR-National Institute of Cancer Prevention & Research (ICMR-NICPR), I-7, Sec-39, Noida-201301, invites e-EOI for Empanelment of professionally managed Consultancy Firms for various tax tasks as shown in the scope of work.
2. The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and other terms may be downloaded from the website www.nicpr.res.in and www.eprocure.gov.in. The last date for submission of EOI is 23.06.2021 by **18:00 PM**. **and compliance sheet is attached at Annexure-II.**
3. **Critical Dates**

Publishing Date	02.06.2021	18:00 PM
Bid Submission Start Date (Online)	02.06.2021	18:00 PM
Last date of Bid Submission (Online)	23.06.2021	11:00 AM
Clarification Start date by email (director.nicpr@icmr.gov.in)	02.06.2021	09:00 AM
Clarification closing date	10.06.2021	05:00 PM
Opening date of Technical bid (Online)	24.06.2021	11:00 AM

Administrative Officer
For Director
ICMR-NICPR, Noida

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Document for Expression of Interest (EOI) for Empanelment of Consultancy Firm for various tax tasks.

1. Introduction

National Institute of Cancer prevention and Research (NICPR) is a Cancer Research Institute and located at NOIDA, G B Nagar .U.P. Presently NICPR is engaged in many multidisciplinary extramural as well as intramural comprehensive research projects on various types of cancer.

2. Scope of Work

NICPR intends to empanel technically qualified and professionally managed Consultancy Firms to assist the NICPR in respect of following activities/works as per requirement:

- Preparation and filing Quarterly Income Tax & TDS Return.
- Providing of Form 16 (A&B) for issue by NICPR to their officers/parties.
- Filing of GST Return as required and for refund as well as CASH BACK as per rules.
- Attending the notice received against Income Tax, TDS and G.S.T pertaining for contract period
- Attending the notice received against Income Tax, TDS and G.S.T pertaining for other than contract period i.e. prior to this contract period.

3. Eligibility Criteria

Following will be the minimum pre-qualification criteria:

	BASIC REQUIREMENTS	SPECIFIC REQUIREMENTS
1.	LEGAL ENTITY	The Bidder must be either an individual Chartered Accountant with registered firm, partnership firm or LLP or a company and registered in India and should have been in the business of Legal Consulting/Auditing/Accounts/ taxation services in India at least for the last three years and should have Office at Delhi-NCR.
2.	SALES TURNOVER	The Bidder should have an average annual minimum turnover (audited) of 10 lakh or more during last three financial years.
3.	TECHNICAL CAPABILITY	The bidder should have an experience of providing indirect/direct taxation services to at least 3 Ministries/Departments of Central/State Government, PSUs/PSBs/Corporate/ Companies registered under Indian Companies Act etc. during last three years.

4.	MANPOWER STRENGTH	The bidder or/and its group firm/company should have at least 02 Technically Qualified Professionals on their rolls in the area of Consultancy/ Taxation/ Finance Accounting and at least possesses qualifications of CS/CWA/CA/FCA/ACA/MBA/LLB etc.
5.	LITIGATIONS & CONSULTANCY EXPERIENCE	Bidder should have minimum experience of 02 years in litigations and consultancy in the field of Direct/Indirect Taxation such as Income tax, VAT, Excise Duty, Customs Duty Service Tax and GST.
6.	BLACKLISTING.	Bidder should not have been convicted by a Court of Law or indicted by a regulatory authority for any offence against it. Should not have been blacklisted due to default in the performance of contract for any purposes. Should not have any investigation pending against it or against the Principal Officers/Partners.

Each eligible consultant should possess all the above stated pre-qualification criteria. Responses/bids without supporting documents or not meeting the minimum pre-qualification criteria will not be considered and would be rejected.

4. Price Bid

i) Consultancy Firms i.e. bidders are required to submit their price bid as per **Annexure-I**. However, price bid of only eligible bidder which meets all the basic requirements mentioned in eligibility criteria will be considered.

ii) For calculation of Lowest (L-1) responsive bidder, the total value of all the activities to be carried out during one year will be taken into consideration. In case of Tie at L – 1 rates, further negotiations may be made, at the discretion of the Director, NICPR, Noida, or any other criteria decided by the Director, NICPR, Noida may be used to decide the L – 1. Decision of the Director, NICPR, Noida in this regard will be final.

iii) Price bid must contain the Total value not only in figures but also in words. In case of any Clerical/Typing error, value written in “words” will only be considered for assessing the L-1 Bidder and subsequent process, though the Director NICPR reserves the right **not to accept** any Tender only on the L-1 (lowest) criteria.

5. Other Terms and Conditions

- i) EOI should be only typewritten and no correction/overwriting shall be made. In case of noncompliance, EOI is liable to be rejected.
- ii) Fax/E-mail/Conditional EOI will not be accepted.
- iii) No bidder shall be allowed at any time on any ground whatsoever, to revise or modify the quoted rates. The bidders will not be allowed to withdraw the offer quoted.
- iv) The Validity of bid will be 60 days from the date of opening of EOI.
- v) Initially contract would be a period of one year after issue of work award followed by written contract agreement. The contract agreement may be extended further for

two years on yearly basis as per mutual consent of both the parties i.e. Director, NICPR and successful bidder.

- vi) **Terms of Payment**- Payment in INR only shall be made on quarterly basis after completion of a quarter, based on activities/works actually carried out during previous quarter along with works sheet of work. The bill in this regard will be submitted by the successful bidder and after verification of the same by the Accounts branch of this office, processed for payment.
- vii) The Consultant shall be bound to hand-over the entire documents and other information provided to him/her along with set of records submitted to the Taxation Authority to the NICPR before the payment is released by the NICPR.
- viii) **Tax Deduction at Source**- The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the NICPR will issue TDS Certificate, as applicable.
- ix) **No extra charge**: The charges quoted by the Consultancy Firm at the time of financial Bidding will be inclusive of the costs of Consultant's Teams' local travel and also all incidental expenses, No separate charges will be payable by the NICPR on any such account.
- x) **Confidentiality of data and documents**: The Consultant shall be bound to hand-over all the documents and any other information which was provided by the NICPR along with the set of records submitted to the Taxation Authority to the NICPR before the payment is released by the NICPR.
- xi) **Conflict of interest**: The consultant appointed by the NICPR, shall in no case discuss or inform to others in any matter which is adverse to the interest of the NICPR.
- xii) The Bidder(s) may note that ONLINE BIDS will ONLY be accepted. All the requisite supporting documents mentioned in the EOI document should and must be uploaded On-line. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
- xiii) **All the pages of these Terms & Conditions are to be duly signed by the bidder or authorised representative with seal and returned/attached** with the EOI, failing which the EOI will be summarily rejected. Bidders should mention the total no of pages attached. A letter of authorization for signing the bid document should also be attached with the technical bid.

- xiv) The offers complete in all respects are required to be submitted by 18.00 hrs. of 23.06.2021.
- xv) The Director, ICMR-NICPR reserves the right to cancel the tender process anytime, or, reject or all the tenders without assigning any reason.

The bidders must satisfy all the above criteria before applying.

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Annexure-I

PRICE BID

(In Rs.)

S.No.	Description/name of the activity	Unit Rate	Price per unit (in figures as well as words) excluding CGST, SGST and NSDL	Price per quarter (in figures as well as words)
1.	TDS E-filing charges, Generate Fvu Files of (24Q)	Per Qtr.		
2	TDS E-filing charges, Generate Fvu Files of (26Q)	Per Qtr.		
3.	Filing of GST TDS Return Charges (Tax Deductor)	Per month		
4.	Filing of GST Return Charges (Tax payer)	Per month		
5.	Monthly/Quarterly (depends on Turn Over/Selection)	Per Month/Quarter		
6.	Preparation of Quarterly Form 16A (Non-Salaried) (Traces)	Per Qtr. Once in a year		
7.	Preparation of Form 16 Part-A & B (Salaried) (Traces)	Annual		
8.	Revision of TDS Return of previous years, if any including attending notices, if any, from taxation department(s)	As and when required (price per revision)		
9	15CA & 15CB Certificate charges including CGST and SGST	As and when required (price for each occasion)		

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Annexure-II

Compliance Sheet

	BASIC REQUIREMENTS	SPECIFIC REQUIREMENTS	SUPPORTING DOCS REQUIRED	Whether supporting documents enclosed (say yes or no)	Pl. refer page No.
1.	LEGAL ENTITY	The Bidder must be either a individual Chartered Accountant with registered firm, partnership firm or LLP or a company and registered in India and should have been in the business of Legal Consulting/Auditing/ Accounts/ taxation services in India at least for the last three years and should have Office at Delhi-NCR.	Copy of registration/In corporation in India for last 03 years and details of offices at Delhi-NCR.		
2.	SALES TURNOVER	The Bidder should have an average annual minimum turnover (audited) of 10 lakh or more in last three financial years.	Balance sheet or certified annual report or certificate to this effect by a practicing Chartered Accountant.		
3.	TECHNICAL CAPABILITY	The bidder should have an experience of providing indirect/direct taxation services to at least 03 Ministries/ Departments of Central/State Government,PSUs/PSBs/ Corporate/ Companies registered under Indian Companies Act etc. during last three years.	Copies of completion certificate/work orders to be provided		
4.	MANPOWER STRENGTH	The bidder or/and its group firm/company should have at least 02 Technically Qualified Professionals on their rolls in the area of Consultancy/ Taxation/ Finance Accounting and at least possesses qualifications of CS/CWA/CA/FCA/ACA/MBA/LLB etc.	Self-declaration		

5.	LITIGATIONS & CONSULTANCY EXPERIENCE	Bidder should have minimum experience of 02 years in litigations and consultancy in the field of Direct/Indirect Taxation such as Income tax, VAT, Excise Duty, Customs Duty Service Tax and GST.	Self-declaration		
6.	BLACKLISTING	Bidder should not have been convicted by a Court of Law or indicted by a regulatory authority for any offence against it. Should not have been blacklisted due to default in the performance of contract for any purposes. Should not have any investigation pending against it or against the Principal Officers/Partners.	Self-declaration		
7.	Submission of Price Bid	Ensure submission of Price bid as per Annexure-I.	Attached		