



सीएसआईआर – भारतीय पेट्रोलियम संस्थान  
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
हरिद्वार मार्ग, मोहकमपुर  
देहरादून -248005, उत्तराखंड, भारत  
CSIR - INDIAN INSTITUTE OF PETROLEUM  
(Council of Scientific & Industrial Research)  
Haridwar Road, Mohkampur  
Dehradun – 248005, Uttarakhand, India



## **NOTICE**

Ref. 01(02)/Admin/Bill Dated 29 March 2019. The last dates of tender proceedings have been postponed due to technical reasons. The revised dates, terms and conditions for submission of NIT will be published later in News paper as well as CSIR-IIP website. Tenderers who have already applied are requested to go through the revised NIT's and may also apply afresh in view of reviewed terms and conditions.

**Drawing and Disbursing Officer**

**CSIR – INDIAN INSTITUTE OF PETROLEUM, DEHRADUN**

**NOTICE INVITING TENDER  
FROM CHARTERED ACCOUNTANT/  
COST ACCOUNTANT FIRMS  
FOR THE YEAR 2019-2021**

Indian Institute of Petroleum, Dehra Dun invites tender from Chartered Accountant/ Cost Accountant Firms for services mentioned in the scope of work for the financial year 2019-20 and 2020-21 starting 1<sup>st</sup> August 2019.

**1) BID-DATA SHEET**

Tender Number: Date:	01(02)2019/Admin/Bill April 23, 2019
Issue of Tender Forms	Tender Documents/Forms can be Downloaded from the website <a href="http://www.iip.res.in">www.iip.res.in</a>
Cost of Tender Documents	No cost
Earnest Money Deposit (EMD)	Earnest Money of Rs. 10000/- (Rupees Ten thousand Only) to be deposited along with the Tender Documents in the form of A/c payee Demand Draft favoring Director, Indian Institute of Petroleum, Dehradun. Earnest money is refundable.
Last Date of Submission of Tender	23.05.2019 up to 16.00 Hrs
Opening of Tender	23.05.2019 16.30 Hrs
Contact Person and Contact Address	Drawing & Disbursing officer Bill Section Indian Institute of Petroleum Mohkampur Haridwar Road Dehradun- 248005
Contact Phone Number (s) E-mail Address	0135 2660202, 738 & 737 <a href="mailto:madhuranjancsir@iip.res.in">madhuranjancsir@iip.res.in</a> , <a href="mailto:coa@iip.res.in">coa@iip.res.in</a>
Website	<a href="http://www.iip.res.in">www.iip.res.in</a>

## **BACKGROUND**

The **Indian Institute of Petroleum (IIP)**, established in 1960, is one of the constituent laboratories of the Council of Scientific and Industrial Research (CSIR), dedicated to R&D in the hydrocarbon sector. An ISO 9001 certified institute, IIP develops processes and products for petroleum refining and petrochemical industries, training of personnel in oil and petrochemical industries, and assisting in formulation of standards for petroleum products.

## **SCOPE OF WORK**

<b>S. No.</b>	<b>Particulars</b>
1.	Imparting and continuously updating the knowledge about various relevant amendments in the evolving law of GST.
2.	Computation of GST on monthly basis considering the input credit and reverse charge applicability including preparation of GST Challan.
3.	Preparing and filing/e filing of various returns and annual returns as applicable to IIP under GST.
4.	Maintaining, up keeping, and retrieval of records for GST relating to various compliance documentations.
5.	Advisory in respect of accounting treatment, suggesting and implementing the correct accounting of the entries related to GST.
6.	Provision of specific written opinion on various issues pertaining to GST.
7.	Representation before GST Authorities at Dehradun and outside Dehradun.
8.	E-filing / Filing of All Returns as applicable in case of Tax deducted at source/Tax collected at source as applicable in case of Income Tax.
9.	Generation of Form No. 16, 16-A from website (TRACES) and other such forms in case of GST also.
10.	Feeding of data of Income Tax deductions of employees/contractors.
11.	Filing of Income Tax of 24Q & 26Q format and corrective forms as applicable to Income Tax /GST
12.	Filing of replies of Notices/ e-IT notices relating to Income Tax/GST
13.	Assisting in preparation of submission before appellate authority under Income Tax/GST.
14.	Consultation/advice on records and Maintenance of applicable taxes.
15.	To providing guidance regarding I Tax laws & its implementation and others law of central/ UT govt. relating to various taxes.
16.	Any other issue arising out of new regulations/ instructions of Central Govt./ State Govt. or/ any other authority related to GST/I

Tax in the period of agreement.
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### **Pre-qualification Criteria**

The bids of only those firms will be considered which satisfy the following eligibility criteria:

- The tenderer should be a Dehradun based established Chartered Accountant/firm, providing services in respect of Income tax/GST to at least three Govt./Public Sector Undertaking/ Autonomous Bodies for at least five years.
- The tenderer should have valid TAN No./PAN No.
- The tenderers should have valid GST No.
- The tenderer should submit a copy of valid certificates issued by ICAI/ICWA along with quotations.
- The tenderer should submit its Income Tax Returns for last two years.

### **Payment Terms**

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. No request for extra payment on account of increase in workload on whatever account will be entertained. No extra payment on account of any out of pocket expenses shall be paid.
- Goods and Service tax is payable extra as per applicable rates.
- Payments shall be subject to TDS under Income tax at applicable rates.
- Payment shall be made on monthly basis. The bill shall be submitted by Chartered Accountant /Cost Accountant firm by last working day of every month.
- Any interest/penalty which becomes payable by IIP to any tax authorities due to delay in filing of statutory returns and/or delay in deposit of statutory taxes/dues, which is attributable to the negligence of Chartered Accountant/Cost Accountant Firms, such amount shall be deducted from the payment due to such Chartered Accountant /Cost Accountant firm or shall be recovered in such a manner as the Institute may deem fit.

### **Performance Security**

The successful bidder will be required to deposit 10 % of the bid amount towards performance Security in the form of Bank Guarantee before execution of the agreement. The Bank Guarantee must be valid for three years from the date of contract. In case of further extension of contract the Bank Guarantee will also be renewed accordingly on yearly basis.

### **Submission and Evaluation of the Tender**

A. Interested firms are requested to submit their Tender in 2 envelopes as below, alongwith Earnest Money Deposit (EMD) of Rs. 10,000/- in the form of Demand Draft.

- 1<sup>st</sup> Envelope:

Containing Prequalification Bid & Technical evaluation information including documents/ information specifically mentioned in **Annexure-A** along with all supporting documents including EMD draft.

- 2<sup>nd</sup> Envelope:

Financial Bid as per **Annexure B**.

B. All pages of the Tender and the supporting documents/annexure must be serially numbered.

C. If the tender is not supported by the “Essential certificates” or “other documents” for credentials as envisaged in the tender documents, the relevant credentials shall not be considered for evaluation without any further reference to the Bidder.

The Documents relating to Pre-qualification & Technical Evaluation and Financial Bid should be submitted in Two different envelopes as mentioned above and all envelopes should be subscribed “ TENDER FOR SELECTION OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRM” and all the two envelopes should be sealed in one main envelope.

Tender should be deposited in the office of “Controlling of Administration, CSIR-Indian Institute of Petroleum, Mohkampur, Haridwar Road, Dehra Dun -248005. On all working days during working hours from 9:00 A.M to 5:30 P.M.. The last date for submission of tender is May 23 2019, up to 16:00 Hours.

### **Earnest Money Deposit**

Earnest Money Deposit of Rs. 10,000/- by way of Demand Draft in the name of “Director, Indian Institute of Petroleum”, payable at Dehra Dun should be submitted along with the bid. The EMD amount will be returned to the unsuccessful firms after finalization of the bid. In respect of the successful bidder, the EMD will be returned after execution of the agreement.

### **Queries Regarding the Tender**

This tender document is self-explanatory hence no enquiry will be entertained.

### **Last Date of Submission of Tender**

Last date of submission of the Tender is May 23 2019 up to 16:00 Hours.

### **Date of the opening of the Tender**

The authorized representatives of the firms carrying authority letter may attend the bid opening. The date of opening the tender to evaluate pre-qualification criteria will be on 23 May 2019 at 16.30 Hrs. The dates of opening financial bids shall be notified later.

**ANNEXURE A**

<b>Sr. No.</b>	<b>Criterion</b>	<b>Particulars</b>	<b>Description</b>	<b>Index-Reference Page No's</b>
1	The firm must have local (Submit copy of supporting document regarding address)  The CA/Cost Accountant firm should be registered with the ICAI/ICWA and must possess permanent account number (PAN) under Income Tax and registration under GST. (Provide copies of all Registration certificates)	Name of the Firm		
		Address of HO		
		Address of Branch office		
		Designation/Qualification of Head authority at Branch Office		
		Telephone No.		
		Mobile No.		
		E-Mail:		
		Registration No. with ICAI/ICWA		
		Date of Registration		
		PAN of CA/Cost Accountants Firm		
		GST No.		
2	Provide copy of valid registration certificate	Empanelment No.		
		Period/validity		
3	Provide necessary evidence	Year of Registration/starting of Operations		
		Nos. Of years in operation after registration (in years)		

Certified that the above particulars are true & correct. In the event of any such information/document is found to be incorrect/false/manipulated, the Institute is at liberty to reject the proposal of the Chartered Accountant/Cost Accountant Firm without assigning any reasons thereof and without giving any opportunity of being heard.

Date:

Signature:.....



SEAL:

Name and Designation:.....

**Annexure A1**

Sr. No.	Name / Nature of the Assignment	Period (Start Date/End date)	Name of the Institute	Whether Institute is Central Govt./state Govt./Govt. Undertaking/ Body funded by Govt./Private/Others	Nature of the Supporting documents provided	Index/ ref page no's
1						
2						
3						
4						
5						
6						

Furnish the copy of the documentary evidence in support of the information provided above. Please attach additional sheets, if required.

Date:

Signature:.....

SEAL:

Name and Designation:.....

**Annexure B**

**FINANCIAL BID**

	<b>Fees</b>		<b>Payment Schedule</b>
	<b>Rupees (in Figure)</b>	<b>Rupees (in Words)</b>	
Professional fees for one year (24 months)			The service provider will raise bills as mentioned in payment terms

Notes:

- a. Fee is inclusive of professional fee taxes.*
- b. Only TDS shall be paid extra on the above quoted fee.*
- c. Statutory Deductions like TDS etc. Shall be made by Institute as per statutory rates and norms wherever applicable.*

We undertake that the rates quoted above by us will not change during the contract period and its extended period. We also accept the payment schedule/payment terms.

*Date:*

*Signature:.....*

*SEAL:*

*Name and Designation:.....*