

**CSIR – INSTITUTE OF GENOMICS AND INTEGRATIVE BIOLOGY  
MALL ROAD, DELHI – 110 007**

**E-NOTICE INVITING TENDER**

**Sub : Hiring of professional services of Chartered Accountant for handling of GST related activities in CSIR –IGIB, Mall Road, Delhi – 110 007.**

No. 4(32)/2019-IGIB/Gen.

Date : 31<sup>st</sup> Oct., 2019

On behalf of Director, CSIR-IGIB, Delhi online open bids through [CPPP Portal e-tenders.gov.in](http://CPPP Portal e-tenders.gov.in) for hiring professional services of Chartered Accountant for handling of GST related complete activities including guidance, assessment and filing of GST monthly / annual challans and e-returns etc. as per scope of work detailed below initially for a period of one year and extendable for a further period of another one year subject to satisfactory performance :

**SCOPE OF WORK :**

- Assessment & Filing of GSTR1 for outward supply
- Assessment & Filing of GSTR2, GSTR3 for inward supply and matching of accounts
- Checking and assistance in maintaining GST records (cash register, credit register, liability register, GST invoice, debit note, credit note, input credit)
- Assessment of all GST related activities including internal controls
- Monthly performance reports of all financial transactions
- Annual return along with GST Audit
- Filing of GSTR-3B as and when required
- Any other activity related to GST compliance
- Analysis and preparation of GST – TDS Challan
- Filing of monthly GSTR7
- Issuance of TDS Deduction certificate
- Monthly consultancy on TDS – as and when required
- Related services in contrast with above said work.

The scope of work also includes full time deployment of 1 (One) Article Clerk possessing complete knowledge on the subject and capable in handling the job independently at CSIR-IGIB on regular basis to check and complete all the GST related activities. **Estimated cost of the work is Rs.9.92 lakhs annually inclusive of all taxes.**

**The participating agencies must enclose profile of the agency including CA Registration number, experience certificate regarding dealing with the subject work, copies of at least two similarly completed contracts of Govt. Ministry / Deptts. / Autonomous Bodies / PSUs along with PAN, GST numbers and bank details.**

Earnest Money Deposit of Rs.20,000/- (Rs. Twenty thousand only) in the form of Demand Draft / Banker's Cheque drawn in favour of "Director, CSIR –IGIB, Delhi must be delivered in person in Room N. 320 (3<sup>rd</sup> Floor) at IGIB, Mall Road, Delhi before closing date / time of the bid. Bids received without EMD

shall be rejected straightway. **The agencies must quote their monthly professional fee inclusive of all taxes in the attached BOQ excel file.**

The online bids (Offers) will be received **upto 2.30 P.M on 13<sup>th</sup> Nov., 2019** and the bids received will be opened on the next day at 3.00 P.M. Conditional and incomplete bids shall be rejected straightaway.

The payment for the work done will be made on monthly basis subject to certification of satisfactory services by the concerned authority and after deduction of TDS at applicable rates. The Director, CSIR-IGIB, Mall Road reserve the right to verify the credential submitted by the agency at any stage (before or after the award of work). If at any stage, any information /documents submitted by the tenderer is found to be incorrect/false or have some discrepancy which disqualifies the contractor then the following actions are liable:

- a) Forfeit the entire amount of EMD submitted by the firm.
- b) The agency shall be liable for debarment from tendering in CSIR-IGIB, apart from any other appropriate contractual/legal action.

The Director, CSIR-IGIB reserves the right of accepting or rejecting any or all tenders or any part thereof without assigning any reason.

**Controller of Administration**