

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

NICPR/Admn./EOI Tax/2022-23

Dated: 13.06.2022

INVITATION TO e- EXPRESSION OF INTEREST
FOR ENGAGEMENT OF CHARTERD ACCOUNTANT/CHARTERD
ACCOUNTANT CONSULTANCY FIRM FOR VARIOUS TAX TASKS

E- EXPRESSION OF INTEREST (EOI) NOTICE

The Director, ICMR-National Institute of Cancer Prevention & Research (ICMR-NICPR), I-7, Sec-39, Noida-201301, invites e-EOI for engagement of reputed and professionally sound Chartered Accountant/ Chartered Accountants Consultancy firm/agency for various tax related works of ICMR-NICPR as mentioned in the scope of work.

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, <https://main.icmr.nic.in> and www.eprocure.gov.in. The last date for submission of EOI is 04.07.2022 upto 11:00 am and **compliance sheet is attached at Annexure-II.**

Critical Dates

Publishing Date	13.06.2022	05:00 pm
Bid Submission Start Date (Online)	13.06.2022	05:00 pm
Clarification Start date by email (director.nicpr@icmr.gov.in)	13.06.2022	05:00 pm
Clarification closing date	17.06.2022	05:00 pm
Last date of Bid Submission (Online)	04.07.2022	11:00 am
Opening date of Technical bid (Online)	05.07.2022	12:00 noon
Financial bids	Will be opened online after technical evaluation and will be intimated separately	

Director
ICMR-NICPR, Noida

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

NICPR/Admn./EOI Tax/2022-23

Dated: 13.06.2022

EOI document for Expression of Interest (EOI)
for
Engagement of Chartered Accountant/ Chartered Accountants Consultancy
firm/agency for various tax related works at ICMR-NICPR, NOIDA

1. **Introduction.** ICMR-National Institute of Cancer Prevention and Research (ICMR-NICPR) is a permanent Institute of the Indian Council of Medical Research under Department of Health Research, Ministry of Health and Family Welfare, Government of India.

NICPR was initially established as Cytology Research Centre (CRC) by the Indian Council of Medical Research (ICMR) in 1979, and was elevated to the level of an Institute in 1989. It was granted national status in 2016 acknowledging its mandate and contributions towards cancer prevention. The institute has broadened its horizon to cater to prevention of prevalent cancers in the country. The thrust areas of research include pre-cancer and cancers of the uterine cervix, breast and oral cancers. NICPR has since made significant contributions in the field of cervical cancer research. The concept of clinical downstaging, visual inspection of cervix with selective cytology screening and development of novel diagnostic approaches for HPV and other oncogenes have been introduced for screening and early detection of cervical cancer.

The mandate of the Institute is to conduct Multidisciplinary high quality research in major cancers of the country with special reference to cancers of uterine cervix, breast and oral cavity.

- To promote clinico-epidemiological cancer research to determine social, environmental and genetic factors underlying the high prevalence of these cancers in the country.
- Undertake research for the development of preventive and therapeutic approaches for prevention/diagnosis of cancer in community settings.
- Community intervention studies for major cancers through health system research with emphasis on primary and secondary prevention.
 - Augment human resource development through formal and informal training courses and related academic programs.
 - To provide specialized diagnostic referral services.

The Institute has its campus at Noida, Uttar Pradesh.

2. Scope of Work.

The selected Chartered Accountant/ Chartered Accountants Consultancy firm/agency by the Institute shall be responsible for all legal and statutory compliances of Income Tax, GST and other taxes as applicable from time to time. The job responsibilities shall, inter alia, specifically include the following:

1. Compliances of all statutory obligations such as Income Tax, GST, Profession Tax, EPF etc.
2. Checking and ensuring timely payment of various statutory dues Including TDS, GST, TDS on GST etc. to respective authorities well before the respective due dates.
3. Calculation of Income Tax liabilities of the employees after considering the declaration and proof of Investment given by employees, and correct deduction of Income Tax from the salary of the employees.
4. Ensure timely preparation, finalization, certification and filing of Income Tax Returns, TDS Returns, GST Returns and other statutory returns/documents well within due dates.
5. Appearing on behalf of ICMR-NICPR in all taxation proceedings before various Tax Authorities i.e. Income Tax, GST, etc. for contract period as well as previous years also.
6. Advising on applicability of any other tax, rules, laws, regulations which may be applicable on ICMR-NICPR and all matters/items covering its scope and applicability in case of agencies from which ICMR-NICPR is availing the services.
7. Preparation of 15 CA and 15 CB form and other compliances under FEMA, 2000.
8. The Responsibility of correctness and accuracy of Accounting Records will lie with the Contractor / Firm.
9. Ensure timely preparation and filing of 24Q/26Q etc returns.
 - Preparation and filling Quarterly Income Tax &TDS Return.
 - Providing of form 16 (A&B) for issue by NICPR to their officers/parties.
 - Filling of GST Return as required against Income Tax, TDS and G.S.T pertaining for contract period.

3. Eligibility Criteria. The EOI of the CA/CA firms will be considered which satisfy the following 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. The firm should have been in operation for at least three years after its registration.
2.	Registered Office	Should have Office at Delhi/Delhi NCR.
3.	SALES TURNOVER	Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the firm in the last 3 financial years ending on March 31st 2021 (2018-19, 2019-20, 2020-21) must be equal to or more than Rs. 10 (Ten) Lakhs or more.
4.	TECHINAL CAPABILITY	The firm should have experience of handling Internal Audit/ Maintenance/indirect/direct taxation services/Preparation of Accounts of entities having turnover of more than 20 Crores during the last three years (2018-19, 2019-20, 2020-21).
5.	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 possess qualifications of CS/CWA/CA/FCA/ACA etc.
6.	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.
7.	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 CA/CA consultancy firm 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. Submission of EOI/Bids.

1. The Bidder(s) may note that **ONLINE BIDS will ONLY be accepted**. All the requisite supporting documents mentioned in the EOI documents should and must be uploaded On-line.
2. The bidders must satisfy all the above criteria before applying online. The EOI have been invited under two bid system i.e. Technical Bid and Financial/price Bid. The interested Bidders are advised to apply online and upload all the document required for technical evaluation. After submission of technical and financial bids online, **all hard copies of the document uploaded online except price bid should be submitted to Director, ICMR-NICPR on or before 04.07.2022 11:00 am or should be dropped in tender box kept at NICPR, Reception.**
3. The bidders are required to prepare one sealed envelope of having copies of technical documents for EOI sealed containing all the information and documents in the same serial order as shown in the compliance sheet (Annexure-I to IX (Pre-qualification criteria) except price bid which have already uploaded online. The complete document should be numbered chronologically. On the top of envelope must be suprescribed "Technical Bid-EOI for Engagement of Chartered Accountant/Chartered Accountant Consultancy Firm for Various Tax Tasks".
4. Incomplete and conditional bids, if any received shall not be considered and will be summarily rejected in very first instance without any recourse to the Bidder/Contractor and shall not be evaluated.
5. NICPR shall not be responsible for any postal delay or hard copy of EOI (technical bids only) not received on due date and time. Late/Delay EOI shall not be considered.
6. EOI should be typewritten and no correction/overwriting shall be made. In case of noncompliance. EOI is liable to be rejected.
7. Fax/E-mail/Conditional EOI will not be accepted.
8. 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.
9. Please ensure that no hard copy of financial bid has been submitted with technical bid documents envelope. In case, financial /price bid

- found/disclosed before technical evaluation of bids, tender shall be rejected.
10. The EOI/bids shall be **valid up to 01.09.2022**.
 11. **All the pages of EOI documents with Terms & Conditions should be signed by the bidder or authorised representative with seal and returned/attached** with the technical documents, 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.
 12. **Earnest Money Deposit (EMD):** The interested Bidders may put the tender document complete in all respects along with **mandatory Earnest Money Deposit (EMD) of Rs.5,000/-** (Rupees Five Thousand only) in the form of Demand draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favor of "Director, NICPR" payable at Noida.
 13. **Forfeiture of EMD:** EMD made by Bidder/Contractor may be forfeited under the following conditions:
 - (i) If Bidder/Contractor withdraw the proposal before the expiry of validity period. During the evaluation process, if a Bidder/Contractor indulges in any such activity as would jeopardize the process, the decision of NICPR regarding forfeiture of EMD shall be final and shall not be called upon question under any circumstances.
 - (ii) If Bidder/Contractor violates any of the provisions/terms and conditions of this proposal or indulges any such activities as would jeopardize the work.
 - (iii) Not accept the work order along with the terms and conditions.
 - (iv) In case of a successful Bidder/Contractor, if the Bidder/Contractor fails to submit the PBG in accordance with terms and conditions.
 - (v) Submitting false/misleading information/declaration/documents/proof/etc. The decision of Director, NICPR regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the Bidder/Contractor will be deferred from participating in any tender in future.

5. Price Bid

- i) Consultancy Firms i.e. bidders are required to submit their price bid as per **Annexure-III**. However, price bid of only eligible bidder which meets all the basic requirements mentioned in compliance sheet 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 for previous experience/turnover 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.

6. Terms and Conditions:

- i. Initially contract would be a period of one year after issue of work award followed by written contract agreement. The 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.
- ii. **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.
- iii. The engaged CA/firm/agency 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.
- iv. **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 issues TDS Certificate, as applicable.
- v. **No extra charge:** The charges quoted by the Consulting 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.
- vi. **Confidentiality of data and documents:** The Consulting firm 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.
- vii. **Conflict of interest:** The consulting firm 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.
- viii. The Director, ICMR-NICPR reserves the right to cancel the tender process anytime, or, reject or all the tenders without assigning any reason.
- ix. The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- x. Any person who is in Govt. service or an employee of ICMR-NICPR should not be made partner/employee to the contract by the tenderer directly or indirectly

in any manner whatsoever. A certificate in this regard as per annexure- is to be submitted by the bidder.

xi. The tenderer shall indemnify the Institute against all other damages/charges and expenses for which ICMR-NICPR may be held liable or pay on account of the negligence of the tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The ICMR-NICPR shall not be responsible financially or otherwise for any injury to the worker or person deployed by the tenderer during the course of performing duties.

xii. During the period of contract, the rates shall be revised with the revision of any taxes by the Government of India.

xiii. The ICMR-NICPR will be under no legal obligation to provide employment to any of the personnel of the tenderer during/expiry of agreement period and the ICMR-NICPR recognizes no employer-employee relation between the ICMR-NICPR and the personnel deployed by the tenderer/agency.

xiv. The Contracting Agency shall render the services as mentioned in the scope of work.

xv. The CA firm shall bear all expenses regarding compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labor legislations. Payment to the firm shall be made on basis on submission of bill by the firm and on rendering satisfactory service by the firm.

xvi. In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation /legal or any other liability will solely rest with the CA firm.

xvii. That CA firm's authorized representative (Owner/Director/Partner/Manager) shall personally contact Accounts Officer or visit the office of Accounts Officer at NICPR, Noida at least once a month for collection of information/documents to tax related work. The institute shall not pay any charges on this account.

xviii. In the event of person deputed by CA firm being on leave/absent, the CA firm shall ensure suitable alternative arrangement to make up for such absence.

xix. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.

xx. A penalty of Rs. 500/- per day may be imposed on the Contractor / Firm by ICMR-NICPR, if it is found that the Contractor / Firm failed to perform its

obligations in any manner. Such penalty may be deducted from the payment to be made to the Contractor / Firm after giving a written notice.

xxi. Contractor / Firm will maintain high standards of integrity and professional ethics and morality while handling the work of ICMR-NICPR and dealing with ICMR-NICPR and its officials. If it is found that this condition of confidentiality is compromised by the Contractor / Firm, then ICMR-NICPR will be at liberty to take further steps (e.g. requesting ICAI for cancellation of license) against the Contractor / Firm.

xxii. ICMR-NICPR is an Institute of national importance and hence, the accounting records and information related to ICMR-NICPR shall be handled by the Contractor / Firm in a confidential manner and must not be shared with any outsider.

xxiii. ICMR-NICPR will not share any liability arising due to non-filing / late filing of any return / document.

xxiv. Notwithstanding anything contained herein above, ICMR-NICPR reserves the right to discontinue the services of the Contractor / Firm in the event their services are evaluated as unsatisfactory at any time during the period.

xxv. Any losses sustained by ICMR-NICPR due to negligence of Contractor / Firm's services in the form of any loss / damage of property (including those attributable to individual employees/ manpower engaged by the Contractor / Firm) will be recoverable from the Contractor / Firm, as the money value shall be estimated by ICMR-NICPR. The decision of ICMR-NICPR in this regard will be final and binding on the Contractor / Firm.

xxv. The Contractor / Firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contractor to any other agency.

xxvi. The contract shall be governed by Contract Act 1872 and interpreted in accordance with the laws of India for the time being in force. All disputes arising out of this tender will be subject to the jurisdiction of courts of law in Noida (Uttar Pradesh, India).

Director, NICPR

(On the letter head of Tenderer)

Application Form (to be signed by the authorized signatory, copy to be uploaded on CPP Portal)

**The Director
ICMR-NICPR
I-7, Sector-39
NOIDA, UP**

Subject: Offer for Engagement of Chartered Accountant/ Chartered Accountants Consultancy firm/agency for various tax related works at ICMR-NICPR, NOIDA

TENDER No. NICPR/Admin/EoI-Tax/2022-23 dated...

Dear Sir/Madam,

1. I/We for and behalf of M/s..... beg to offer the Technical and as well as Commercial Bid for participation in the tender No. **NICPR/Admin/EoI-Tax/2021-22** for Engagement of Chartered Accountant/ Chartered Accountants Consultancy firm/agency for various tax related works at ICMR-NICPR, NOIDA and hereby submit our bid for the same.
2. It is certified that the offered rates are reasonable and satisfies the prescribed conditions and scope of work for tax related work. **The required document with other details to satisfy the requirement of the EOI and firm are attached herewith** for perusal and ready reference for the purpose of evaluation.
3. It is certified that I/we have read all terms and conditions of the tender documents mentioned on each page before submitting the same and all the terms and conditions are acceptable to us and unconditionally agreed to abide by all the said terms and conditions.
4. It is certified that we agree to keep the offer valid **up to 01.09.2022.**
5. I/WE are enclosing herewith the Demand Draft/ Bank Guarantee No(separate tender documents alongwith each requisite documents and EMD shall be submitted for each equipment separately) dated..... for **Rs...../- and Demand Draft No..... dated..... for Rs...../- drawn in favour of Director, NICPR, Noida (payable at Noida) towards Tender Fee and EMD / Bid Security** respectively.
(EOI NOT ACCOMPANIED WITH EMD/ BID SECURITY ALONG WITH THE TECHNICAL BID SHALL BE SUMMARILY REJECTED).
6. It is certified that the Technical bid (**along with list of documents, page numbers and related documents**) and Commercial/Financial bids have been completed and signed and uploaded separately and submitted with offer for consideration, evaluation and competition. Hard copy of technical bid along with required documents which have also uploaded online, are also enclosed.
7. I/We hereby agree to abide by all the terms and conditions, stipulated by the ICMR-NICPR, Noida in connection with providing tax related services and other statutory liabilities. Bids (Technical/Financial) have been submitted online cpp portal under separate covers, and sheets and shall be considered on their face value.
9. I/We have noted that overwritten entries shall be duly cut & rewritten and initialed.

10. Tenders are duly signed and stamped. (No thumb impression should be affixed).

11. I/we hereby undertake that the agency/firm/bidder/ proprietor/partner are not blacklisted by any Central/State/PSU/Govt. agency or no case of any nature i.e. CBI/FEMA/Civil//Income Tax/GST/Sales Tax/VAT is contemplated or pending against the firm or proprietor/partner.

12. I/We undertake to sign the contract/agreement, if required, within 15 (Fifteen) days from the date of issue of the letter of acceptance/purchase order in term of accepted term and conditions, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of suppliers.

Yours faithfully,

Encl: As above

Date: (Signature of Bidder/Authorized representative with full name and address)

Place:

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

Annexure-II

Compliance Sheet

(to be submitted online and hard copies to sent in the envelope as per instructions)

Sno	Basic Requirement	SPECIFIC REQUIREMENTS	SUPPORTING DOCS REQUIRED	Whether supporting documents enclosed (say yes or no)	Pl. refer page No.
1.	Details of CA/CA Firms	Name of the Firm- Address: Mobile/Contact No. Email: Registration No. with ICAI- Date of Registration- PAN No. of CA/Firm- GST Registration No.-	Please enclose related documentary proof		
2.	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. The firm should have been in operation for at least three years after its registration.	Copy of registration/Incorporation in India for last 03 years and Registration Certificate with ICAI		
3.	Registered Office	Should have Office at Delhi/Delhi NCR.	Copy of registration/Incorporation in India issued by competent authority		
4.	Sales Turnover	Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the firm in the last 3 financial years ending on March 31st 2021 (2018-19, 2019-20, 2020-21) must be equal to or more than Rs. 10 (Ten) Lakhs or more.	Income tax return/Balance sheet or certified annual report or certificate to this effect by a practicing Chartered Accountant.		

5.	Technical Capability	The firm should have experience of handling Internal Audit/Maintenance/indirect/direct taxation services/Preparation of Accounts of entities having turnover of more than 20 Crores during the last three years (2018-19, 2019-20, 2020-21).	Copies of completion certificate/work orders to be provided (As per annexure-		
6.	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 possess qualifications of CS/CWA/CA/FCA/ACA etc.	Self-declaration on letter head with list of staff and their qualification		
7.	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 on letter head and copy of work order/certificate of organization		
8.	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.	As per annexure-		
9.	EMD Amount	Rs. 5000/- please mention details of cheque/DD	DD/Cheque		
10.	Registration with CAG	Whether registered with CAG or not, if yes please enclose details.			
11.	Submission of price bid in prescribed format		To be submitted online in prescribed format		

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

Signature of the bidder/authorised signatory

Date:

Name:

Place:

Designation:

Office seal

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

Annexure-III

PRICE BID

(to be submitted online only as per BoQ)

(In Rs.)

S.No.	Description/name of the activity	Unit Rate	Price per unit (in figures as well as words) excluding CGST, SGST	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 demand notice)		
9	15CA & 15CB Certificate charges including CGST and SGST	As and when required (price for each occasion)		

Note :

1. We understand that rates quoted are inclusive of professional fee/travelling/visiting/food and all other expenses and duties.
2. Rates shall be fixed during the contract.
3. Taxes shall be paid extra on the above quoted fee.
4. Statutory deductions i.e. TDS etc shall be deducted by the Institute as per rules and norms as applicable.

signatory

Date:

Place:

Signature of the bidder/authorised

Name:

Designation:

Office seal

POWER OF ATTORNEY
(On a Stamp Paper of relevant value Rs 100/-)

I/ We..... (name and address of the registered office) do hereby constitute, appoint and authorize Sri/Smt (Name and address) who is presently employed with us and holding the position of as our attorney, to act and sign on my/our behalf to participate in the tender no..... for

I/ We hereby also undertake that I/we will be responsible for all action of Sri/Smt..... undertaken by him/her during the tender process and thereafter on award of the contract. His / her signature is attested below

Dated this the ___ day of 2022 For_____

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date: _____

Format of Experience Certificate

Contract No./ Supply Order No.	Name of the services	Description of Work	Value of Contract (Rs. in Lakhs)	Date of Issue of Work Order	Duration of work/services contract	Actual Date of Completion

* Attach Certificate(s) of Payments.

DECLARATION

(On letter head)

From :-

M/s. _____

To,

**The Director
ICMR-National Institute Cancer Prevention and Research
I-7, Sector 39, Noida
Gautambudh Nagar, UP**

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor/Director authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. I/We further undertake that none of the Proprietor/Partners/Directors of the Agency/agency was or is Proprietor or Partner or Director of any Agency with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Director, NICPR, Noida immediately after we are informed but in any case not later 15 days, if any Agency in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,
(Signature of the Bidder)

Date:
Place:

Name:
Designation:
Seal of the Agency

Address:

CERTIFICATE REGARDING NEAR RELATIVES

(on the letter head of the firm)

I/we.....S/o/D/o..... resident of
hereby certify that none of my/our relative (s) as defined in clause..... Of the Section in
the tender document is/are employed in Indian Council of Medical Research HQs, New Delhi or
its Institutes/Center and ICMR/NICPR. In case, at any stage, it is found that the information given
by me is false/incorrect, ICMR-NICPR shall have the absolute right to take away any action as
deemed fit including rejection of bids without any prior information to me/us.

Place:-

Date:-

Signature and Seal of the Bidder

Annexure- VIII

CERTIFICATE & DECLARATION

1. It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. I/We understand that ICMR-NICPR, Noida is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.
2. In case it is established that any information provided by me/us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD/SD and or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further ICMR-NICPR, Noida is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.
3. I / We assure the Institute that neither I / We nor any of my / our workers will do any act/s which are improper / illegal during the execution in case the tender is awarded to us. Neither I / We nor anybody on my / our behalf will indulge in any corrupt activities / practices in my / our dealing with the Institute.
4. Our Firm/ Company/ Agency is not been blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute or Any other Govt. Organization and also no case of any nature i.e. CBI/FEMA/Civil//Income Tax/GST/Sales Tax/VAT is contemplated or pending against us.

Date
Place

Signature of the Tenderer

Stamp

Note: This certificate should be executed on duly notarised ` 50/- NJ Stamp Paper.

**Banking information for payment through PFMS
(to be submitted by the bidder)**

Banking details for e-payment is as under:

Sno.	Details	
1.	Name of firm	
2.	Name of Bank	
3.	Branch Name & Address	
4.	Account Name	
5.	Account Type & Number	
6.	IFSC Code	
7.	MICR Code	
8.	Email ID	
9.	Contact Number	

Date
Place Stamp

Signature of the Tenderer

Instructions to Bidders for Online Bid Submission

The bidders are required to submit signed scanned copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1) 1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.

2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.

6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules.

These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded bid Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues or technical error.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument. If the bidder needs any exemption from submission of EMD, the valid signed EMD Exemption certificate is to be uploaded.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers. If the uploaded documents are not readable, bid shall be summarily rejected.

9) Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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