

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

BABA GANGNATH MARG, MUNIRKA, NEW DELHI-110067.

(Accounts Section)

No.NIHFw/IT/Main Accts./2019-20

Dated: 10th September, 2020.

CORRIGENDUM

With the approval of Competent Authority, the following corrections in the tender for “Empanelment of Chartered Accountant in NIHFw” dated 21.8.2020 in Annexure-II of Financial Bid, may please read as under:

Sl.No.	Earlier	Now
2.	Annual Audit of Income Tax u/s 12A of Income Tax Act	GST Annual Return

Those who have already submitted may submit additional information on GST Annual Return in a sealed envelope. Accordingly, the date of submission has been extended from 14th September, 2020 to **28th September, 2020.**

Inconvenience is regretted.

(S.K. Bhattacharya)
Section Officer (Accounts)

Copy to:

1. I/c Computer Centre, to upload Corrigendum in the Institute's website and CPP portal.
2. PA to Director.
3. PA to Dy. Director (Admn.)

(Signature of Cashier, Accounts Section, with Seal)	<u>Cost of Tender: Rs. 500/- (Non refundable)</u>
	Tender Document No. _____
	Date of Issue: 21/08/2020
NAME OF THE FIRM _____	
ADDRESS OF THE FIRM _____	

IMPORTANT NOTICE

TENDERERS RESPONDING TO THIS ENQUIRY SHALL BE DEEMED TO BE AGREEABLE TO THE TERMS AND CONDITIONS CONTAINED HEREIN. THESE TERMS AND CONDITIONS SHALL BE BINDING ON THE SUCCESSFUL TENDERER. CONDITIONAL TENDERS ARE LIABLE TO BE REJECTED. NIHFV WILL PROCESS THE TENDER AS PER INSTITUTE'S STANDARD PROCEDURES. THE DIRECTOR OF THE INSTITUTE RESERVES THE RIGHT TO REJECT ANY OR ALL OR PART OF TENDER WITHOUT ASSIGNING ANY REASON AND SHALL ALSO NOT BIND TO ACCEPT THE LOWEST TENDER. NIHFV WOULD NOT BE UNDER ANY OBLIGATION TO GIVE ANY CLARIFICATIONS TO THE AGENCIES WHO'S BIDS ARE REJECTED.

TENDER DOCUMENT for Empanelment of Chartered Accountant at NIHFV

Last Date of Receiving the Tender	:	14 th September, 2020	Upto 3:00 PM
Date & Time of Opening the Technical Bid	:	14 th September, 2020	3:30 PM
Date & Time of Opening the Financial Bid	:	Will be intimated to technically qualified bidders	
Tender Document Fee	:	Rs. 500/-	Non-refundable
EMD	:	Rs. 5,000/-	Refundable
Type of Bid	:	Two Bid Tender	

AUGUST 2020





THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE

Baba Gang Nath Marg, Munirka, New Delhi-110067

Email: director@nihfw.org Website: www.nihfw.org

TENDER NOTICE

The National Institute of Health and Family Welfare (NIHFW) is an Apex Technical Institute, funded by Ministry of Health and Family Welfare, for promotion of health and family welfare programmes in the country through education, training, research, evaluation, consultancy and specialised services.

1. Sealed bids are invited from engagement of Chartered Accountant firms to be included in the panel of Chartered Accountant firms approved by CAG of India for PSU audits for providing Income Tax related services of the Institute. The tenderer should have full-fledged office and their own service centre set up in New Delhi/Delhi.
2. The tender document can be collected from the Cashier, Accounts section on cash payment of Rs. 500/- on any working day upto 11-9-2020 between 10:00 am and 5:00 pm. Tender documents can also be downloaded from the Institute's website www.nihfw.org.
3. Sealed Tenders shall be accepted upto 3:00 pm on 14-9-2020. The firm is required to furnish Earnest Money of Rs. 5,000/- with the tender.
4. The Annual Accounts of the Institute is audited by Internal Audit Wing, Ministry of Health and Family Welfare and as well as by the Controller & Auditor General (CAG) of India. The TDS are deducted from the salary of the employees/pensioners and other agencies/companies and deposited on quarterly basis.
5. The Institute also has to file annual Income Tax Returns under Income Tax Act.
6. The appointment of the Chartered Accountant firm finally selected will be initially for a period of 1 year and extendable for three years, subject to satisfactory performance of the firm and continued empanelment of the firm by the CAG.
7. Chartered Accountant firms on the panel of Chartered Accountant firms shall be approved by CAG of India for PSU audits and desirous of taking up for the services of Income Tax related of the Institute. They may furnish profile of their Firm/Company, copy of Firm Constitution Certificate issued by ICAI, copy of latest income tax return duly acknowledged by I.T. department, copy of duly signed TOR and other details and Technical Bid and Financial Bid in the enclosed format (Annexure-I and Annexure-II) on your letter head **separately** latest by **03.00 P.M. on 14/09/2020** in sealed envelopes addressed to Director, NIHFW, Munirka, New Delhi-110067. These two envelopes should be superscribed as **"Technical Bid" or "Financial Bid"** as the case may be. These two separate envelopes should be kept inside a bigger envelope which should be super scribed as **"Bid for Empanelment of Chartered Accountant"**.

8. The price bid shall only be considered if the tenderer fulfils the eligibility criteria for submission of the tender. The date and time for opening the Financial Bid will be intimated to the technically qualified bidders through email.
9. The rates are to be quoted in the Proforma enclosed herewith. No figures or words should be overwritten. Overwritten figures or words should be cancelled and re-written under full signature of the authorised signatory. Quotations that do not fulfil this condition will not be considered.
10. Incomplete tender or without annexures tenders are summarily rejected by the Institute.
11. EMD of Rs.5000/- (Rupees five thousand only) in the form of Demand Draft/Banker Cheque in favour of Director, NIHFW payable at New Delhi should accompany the Technical Bid. The Bids may be dropped in the Tender Box of NIHFW. The technical bids will be opened on 14.9.2020 **by 3.30 P.M.** The rate of increment for 2nd and 3rd years would be the same as per Initial year. The Financial Bids of the firms qualifying in the Technical Bids will be opened at the later date. **The Incomplete tender and the tender received after the due date and time will not be accepted.** The tender sent by post/courier and received after due date and time will not be accepted.
12. Earnest money deposited by Bidder, may be retained till the finalization of the tender.
13. EMD deposited by Bidder and the same may be retained as Security deposit beyond the service period.
14. Firm should have minimum 5 partners with 4 FCA and firm must have qualified CA on their payroll and firm having knowledge of handling of Accounts of Central/State Educational Institute in one last three years till 2016-17, 2017-18 and 2018-19 (copy of work order must be enclosed).
15. Disputes, if any, arising in the matter shall be resolved through an Arbitrator to be nominated by the Director, NIHFW. The resultant contract shall be interpreted under the Indian laws and shall be subject to the jurisdiction of courts located at New Delhi only.
16. An affidavit on non-judicial stamp paper of Rs. 100/- duly certified by the authorized signatory(ies) that there is not vigilance/CBI case pending and the firm has not been blacklisted by any Govt. organization/Deptt.
17. That firm must have office in Delhi (submit proof i.e firm constitution certificate and average minimum turnover Rs.25 lakhs during F.Y. 2016-17, 2017-18 and 2018-19 (copy of Audited Financial)).

18. Joint Venture / Sub contacting not allowed in Tender during or after the allotment.
19. Preference will be given to the MSME Undertaking in case of tie in Rate and for exemption in tender fees/ EMD (submit MSME certificate).
20. In case of tie in Rate then preference will be given to the MSME/Old firm.
21. The Director, NIHFWS, New Delhi has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.

DIRECTOR

Introduction

The National Institute of Health and Family Welfare (NIHFW) is an autonomous organization under Ministry of Health and Family Welfare, Govt. of India. It serves as an 'Apex Technical Institute' for promotion of Health and Family Welfare programmes in the country through its Education and Training, Research and Evaluation, specialized services and advisory and consultancy services. The Annual Accounts of the Institute is audited by Internal Audit Wing, Ministry of Health and Family Welfare and as well as by the Controller & Auditor General (CAG) of India. The TDS are deducted from the salary of the employees and also other agencies/companies and deposited on quarterly basis.

Terms and Conditions

1. Objective for hiring Chartered Accountant

The objective for hiring Chartered Accountant is to provide services like filling of Quarterly TDS, Annual Income Tax/GST return and other misc./correspondence related to I.T/TDS/GST etc. filling Quarterly TDS and consolidated Annual Income Tax return of the Institute. The service shall be carried out with the Standards of Income Tax manual issued by the Income Tax Department from time to time. The concerned Chartered Accountant will specifically mention the component of the Income and Expenditure of the Institute for filling TDS/IT of Quarterly TDS, Annual Accounts of the Institute.

2. Scope of work related to Income Tax matters will include the following services:

1. GST Annual Audit and Annual Return under GST.
2. Annual Audit of Income Tax U/s 12A of Income Tax Act.
3. Preparation and filling of Quarterly e-TDS Returns of the Institute.
4. Preparation of filling of Annual ITR of the Institute and Project Cell.
5. Preparation and filing of correction/revised IT Returns wherever found necessary.
6. Correspondence to IT/TDS department from time to time.
7. To represent the Institute before the relevant authority w.r.t. the notices/orders received by the Institute.
8. Consultation and advisory services under Income tax / GST / other if any.
9. Any other work of the Institute related to IT Department / GST Department.
10. Preparation and Filing of GST Monthly / Quarterly Return (GSTR1/3B/3/2)
11. Preparation and filing of GST TDS Return on Monthly basis for Institute as well as Project.
12. Issue of Low Deduction TDS Certificate under Income tax.
13. Issue of Utilization Certificate of the Institute / Project.
14. Audit of RCH Projects / other Projects.
15. Renewal of 12A / 80G Certificate under Income Tax.
16. Income Tax scrutiny under Income Tax Act 1961.

3. Responsibility for preparation e-TDS and Annual ITR

The CA firm is responsible for preparing the filing of e-TDS on quarterly basis and annual ITR and to express professional opinion on the true and fair view of the operations of the IT related services. The IT related services should cover the entire IT Manual as applicable to the Institute under IT Act 1961 and so on.

4. Key personnel

The key personnel in the firm should be led by a Chartered Accountant with a minimum of 10 years experience in the field of e-TDS and annual ITR.

5. The Chartered Accountant would be given access to all documents, correspondence, and any other information, which is deemed necessary relating to Income Tax of the Institute. The Chartered Accountant shall maintain working papers in a systematic manner and make them available to Institute for review if required.

“TECHNICAL BID”

Expression of Interest for short listing of Chartered Accountant Firms for providing I.T /GST related services in The National Institute of Health and Family Welfare, Munirka, New Delhi-110067.

Status of the Firm: Partnership

1. (a). Name of the firm (in capital letters) : _____
 (b). Address of the Head Office :
 (Please also give telephone No. and email address)
 (c). PAN No. of the firm : _____
2. ICAI Registration No. _____ Region Name _____
 Region code . _____
3. (a). Date of constitution of the firm : _____
 (b). Date since when the firms has a full-time FCA: _____
4. Full-time Partners/Sole Proprietor of the firm as on 1st January, 2020 (Self attested document should be enclosed)

Sl. No.	Years of continuous association with firm	Number of FCA	Number of ACA
1	Less than one year		
2	1 year or more but less than 5 years		
3	5 years or more but less than 10 years		
4	10 year or more but less than 15 years		
5	15 years or more		

Note: Please attach the copy of Firm's Constitution Certificate issued by ICAI as on 01.01.2020.

5. Number of Part-time Partners if any, as on 1st January, 2020.
6. Number of Full-time chartered Accountants as on 1st January, 2020 along with FCA Chartered Accountant.
7. Number of audit staff employed full-time with the firm:

- (a) Articles/Audit Clerks:
- (b) Other Audit Staff (with knowledge of book keeping and accountancy:
- (c) Other Professional Staff(Please specify):
8. Number of branches if any :
(Please mentioned places & locations)
9. Whether the firm is engaged in maintaining of accounts to any State/Central Educational Institute in last 3 years for any one year. Yes/No
10. Whether the firm is implementing quality control policies and procedures designed to ensure that all audits are conducted in accordance with statements on Standard Auditing Practices Yes/No
(If yes, a brief note on the procedure adopted is to be enclosed)
11. Whether there are any court/arbitration/ any other legal case against the firm (If yes, give a brief note of the case indicating its percent status) Yes/No
12. Whether average Annual Turnover over and above 25 Lakh in last 3 year during 2016-17, 2017-18,2018-19 Yes/No

NOTE: CHECK LIST (Please put √ mark and page number) may also be attached as per details given below:

Sl.No.	Documentary Proof/Annexure	Yes/No. (Please put √ mark)	Page No.

Undertaking

I/We hereby declare that the above mentioned information are true & correct to the best of my / our knowledge and belief and I/we also undertake to abide the terms & condition of the contract and would make compliance of terms laid-down in the contract if executed by us with the National Institute of Health and Family Welfare(NIHFW).

Date:

Place:

Signature of the Partner

“FINANCIAL BID”

Expression of Interest for short listing Chartered Accountant Firms for providing I.T / GST related services in National Institute of Health and Family Welfare, Munirka, New Delhi-110067.

Status of the Firm: Partnership

1. (a). Name of the firm (in capital letters) : _____
 (b). Address of the Head Office :
 (Please also give telephone No. and email address)
 (c). PAN No. of the firm : _____
2. ICAI Registration No. _____ Region Name _____
 Region code . _____
3. (a). Date of constitution of the firm : _____
 (b). Date since when the firms has a full-time FCA: _____
4. Full-time Partners/Sole Proprietor of the firm as on 1st January, 2020 (Self attested document should be enclosed)
5. Scope of work related to Income Tax matters will include the following services:

Sl. No.	Items	Qty	Rate	Amt. quoted in figure (Rs.) (Column 3x 4)	Amt. quoted in words (Rs.) (Column 3x 4)
1.	2.	3.	4.	5.	6.
1.	GST Audit	One No.	(Rate in lump-sum)		
2.	Annual Audit of Income Tax U/s 12A of Income Tax Act	One No.	(Rate in lump-sum)		
3.	Preparation and filling of quarterly e-TDS Returns of i. Institute ii. Project.	Four No.	(Rate per return)		

4.	Annual ITR of the i. i.Institute ii.Project Cell	One No.	(Rate in lump-sum)		
5.	Preparation and filing of correction/revised IT Returns wherever found necessary	One No.	(Rate in lump-sum)		
6.	Correspondence to IT/ TDS department from time to time	One No.	(Rate in lump-sum)		
7.	Consultation and advisory services under Income Tax /GST/other, if any	One No.	(Rate in lump-sum)		
8.	Professional Charges for Audit of Accounts U/s 12A(1) (B) of Income Tax Act 1961 for the each FY a. For the Institute b. NIHFW GPF c. NIHFW Pension d. NIHFW Hostel e. NIHFW Canteen f. NIHFW Projects	One No.	(Rate in lump-sum)		
9.	GST Input Reconciliation.	One No.	(Rate in lump-sum)		
10.	Any other work of the Institute related to IT Department / GST Department	One No.	(Rate in lump-sum)		
11.	Preparation and filing of GST Monthly Return (GSTR1/3B/3/2)	Twelve No.	(Rate per return)		
12.	Preparation and filing of GST TDS Return on Monthly basis for i. Institute ii.Project.	Twelve No.	(Rate per return)		

13.	Issue of Low Deduction TDS Certificate under Income Tax.	One No.	(Rate in lump-sum)		
14.	Issue of Utilization Certificate of the i. Institute ii. Project.	One No.	(Rate in lump-sum)		
15.	Audit of RCH Projects / other Projects	One No.	(Rate in lump-sum)		
16.	Renewal of 12A / 80G Certificate under Income Tax.	One No.	(Rate in lump-sum)		
17.	Income Tax scrutiny under Income Tax Act, 1961	One No.	(Rate in lump-sum)		
18.	Issue of Digital Signature	One No.	(Rate per Digital signature)		
19.	Grand Total(1 to 19)				

Undertaking

I/We hereby declare that the above mentioned information are true & correct to the best of my / our knowledge and belief and I/we also undertake to abide the terms & condition of the contract and would make compliance of terms laid-down in the contract if executed by us with the National Institute of Health and Family Welfare(NIHFW).

Date:

Place:

Signature of the Partner