

CSIR-Central Road Research Institute
Delhi-Mathura Road, New Delhi-110025

File No.:

Detailed Notice Inviting Tender

1. CSIR-CRRI is an R&D organisation carrying out research in the field of Roads & Transportation. The Institute also carries out Sponsored Research, Consultancy and Technical Services projects for external agencies in the relevant areas. The Institute is registered under GST since year 2017-18. The average External Cash Flow (ECF) of the Institute is more than Rs. 5.0 crore per year.
2. Online tenders are hereby invited from reputed / experienced Chartered Accountant tax consultants / tax consulting firms (named Tenderer hereafter for the purpose of this tender) through e-tendering portal **<https://etenders.gov.in>** for **“Engaging Professional Services of Chartered Accountant with two Article Assistants for implementation of GST and handling related activities in CSIR-CRRI for a period of one year w.e.f. 01.01.2021”**. Tax consultants / tax consulting firms should have the experience of having rendered the consultancy of same nature of at least two years counted till date of publishing the tender, in Govt. or semi government organizations, public sector undertakings, CSIR or its laboratories or reputed private organisations. Copies of experience of rendering such services to be uploaded in envelope-I (Cover I) by the tenderer. The consultant may apply with proof of fulfilling the above condition along with copies of PAN, GST registration number, Copy of Certificate of practice issued by the Institute of Chartered Accountant of India and other documents as detailed in succeeding paras.
3. Duration of engagement will be **one year from date of commencement of job**, which may be extended for one more year based on the satisfactory performance.
4. The tender in two envelope system shall be submitted online through CPP–portal by the tenderer, as per date given in Critical Date Sheet below:

Critical Date Sheet		
S. No.	Schedule of activities	Date and time
1	Publish Date on CPP Portal	23.11.20 9.30 A.M.
2	Bid document download start date	24.11.20 9.30 A.M.
3	Bid submission start date	24.11.20 9.30 A.M.
4	Bid submission end date	07.12.20 2.30 P.M.
5	Technical Bid opening date (Cover – I)	08.12.20 3.00 P.M.
6	Financial Bid opening date (Cover – II)	To be intimated later

5. The tenderers have to sign and upload a bid securing declaration form as per **Annexure – I** in envelope I. The successful tenderer will have to submit performance security equal to 3% of awarded value.
6. The registered office of the tenderer or one of the branch offices of the tenderer applying for this tender must be located in Delhi or NCR. Documentary proof copy to be uploaded in Envelope – I.
7. Minimum Two Article Asssitants to be available with the tenderer on the date of submission of the tender and also for the entire duration of this work. An undertaking in this regard is to be uploaded in Envelope I by the tenderer.
8. The tenderer is to indicate the name & telephone nos. of issuing agency of the work orders / experience certificates to enable the verification of the documents, if necessary. It may be noted that even after opening of price bid, the credential submitted found to be false/forged, the offer submitted shall be rejected out rightly. No further clarification will be sought from the tenderers.
9. The employer does not bind himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted by him.
10. No tenderer shall be permitted to tender for works in the concerned unit of C.S.I.R. in which a relative is posted in the grade between Controller of Administration and Junior Engineer, (both inclusive). He shall also intimate the name of persons who are working with him in any capacity or subsequently employed by him and who are relatives as mentioned above.

Note: A person shall be deemed to be a relative of another if, and only if, (a) they are members of a Hindu undivided family or (b) they are husband and wife or (c) the one is related to the other in the following manner: father, mother (including step mother), son (including step son), Son's wife, Daughter (including step daughter), Father's father, Son's son, Son's son's wife, Son's daughter, Son's daughter's husband, Daughter's husband, Daughter's son, Daughter's son's wife, Daughter's daughter, Daughter's daughter's husband, Brother (including step brother), Brother's wife, Sister (including step sister), Sister's husband.

11. Tenders submitted shall remain valid for a period of 60 days from the bid submission end date for the purpose of acceptance and award of work. Validity of the tender beyond 60 days from the bid submission end date shall be extended by mutual consent.
12. In e-tendering, tenderer can quote the rates in figure only. The rates in words and amount is generated automatically. Therefore, the rate quoted by the tenderer in figure is to be taken as correct.

13. Before tendering, the tenderer shall fully acquaint himself about the nature and approximate quantum of work required for the satisfactory execution of job. No claim whatsoever on such accounts shall be entertained by the Employer under any circumstances.
14. If any tenderer withdraws his tender within the validity period or makes any modification in terms and conditions of the tender, before the award of work, which are not acceptable to CSIR-CRRI or fails to commence the work within the stipulated period after the Award of the work, then CSIR-CRRI shall, without prejudice to any other right or remedy, shall be at the liberty to debar from future tendering in CSIR-CRRI for a period of one year or as decided by the Competent Authority and further, the tenderer shall not be allowed to participate in the re-tendering process for this work.
15. Tenderer who are presently blacklisted or debarred by any Central Government or State Government or Autonomous bodies or PSU's or CSIR or bankrupt are not eligible to apply. An undertaking in this regard as per **Annexure II** to be uploaded by the tenderer in Envelope – I.
16. Nature and scope of work are mentioned in **Annexure -III**.
17. Except writing rates in figure only, the tenderer should not write any conditions or make any changes, additions, alterations and modifications.
18. **The rate is to be quoted for one year in financial bid.** However, Monthly Payments to consultant will be given for satisfactory services on prorata basis, on production of Tax-invoice.
19. Any queries relating to the Tender Document and the terms and conditions content therein should be addressed to Head (PME), contact no. 011-26922884, E-mail:pme.crri@nic.in
20. **Opening of Technical Bid (Cover. I)**
 - (a) The Technical bid will be opened by Tender Opening Committee (TOC) on 08.12.20 at 2.30 PM
 - (b) The TOC, after evaluation of documents contained in Cover-I i.e. Technical Bid, will decide the eligible tenders, as per the criteria laid down in the NIT.
 - (c) The TOC will then open the Financial Bids of eligible tenderer only.

21. Opening of Financial Bid (Cover- II)

The Cover-II of Eligible Tenderers shall be opened serially.

22. Tender Liable for Rejection.

Tender is liable for outright rejection if on opening it is found that –

- (a) The Tenderer has not strictly followed the procedure laid down for submission of tender.
- (b) If the tender is **CONDITIONAL**
- (c) If the Tenderer has quoted his offer anywhere else other than specified place provided.
- (d) The Tenderer has not uploaded the documents or Failed to fill the prescribed format.
- (e) Any other ground as decided by the TOC in view of deviation from Tender Document.

23. The instructions for the submission of e-tender are available on the CPP portal i.e. <https://etenders.gov.in> under the “Instruction for Online Bid Submission”. All the intending tenderers are requested to go through these instructions before entering into the process of e-tendering.

24. List of documents to be scanned and uploaded in Cover-I & II (Envelope-I & II) are as per follows:

Sl. No.	Envelope-I (Cover-I)	Envelope-II (Cover-II)
1	Copies of work orders/experience certificates of rendering same nature works in last two years as per NIT	Financial/Price bid as per format given in the tender document (BOQ).
2	Copy of bid securing declaration form as per Annexure I	
3	Copy of GST registration number	
4	Copy of PAN Card	
5	Documentary proof of having the registered office or one of the branch offices of the tenderer in Delhi or NCR.	
6	Undertaking regarding blacklisting and debarment etc. as per Annexure II	
7	Undertaking for having Minimum Two Article Asssitants on the date of submission of the tender and also for the entire duration of this work.	
8	Copy of Certificate of practice issued by the Institute of Chartered Accountant of India	

Annexure-I

Bid Securing Declaration Form

Date: _____
Bid No. _____

To (insert complete name and address of the purchaser)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year or as decided by the Competent Authority, from the date of notification, if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser/tenderer during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

Annexure-II

UNDERTAKING (To be given on Company's Letter head)

I age..... years is resident of do hereby solemnly stated on oath that, I am the sole Proprietor /Owner/Power of Attorney Holder of the firm/Company named,

- i) That my firm/company presently not black listed/debar by any Central Govt./ State Govt./ Autonomous bodies/ PSU's etc.
- ii) That the firm/company is not under any liquidation, Bankrupt, Court receivership or similar proceedings.
- iii) That I have submitted online Tender for the **“Engaging Professional Services of Chartered Accountant with two Article Assistants for implementation of GST and handling related activities in CSIR-CRRI for a period of one year w.e.f. 01.01.2021”** on e-tendering official site i.e. <https://etenders.gov.in>
- iv) That I have carefully gone through, read, thoroughly studied and understood all terms & condition, specification included in the tender document (Tender Form, Detail Tender Notice, conditions and specifications common set of Deviations drawings etc.) I hereby accept all these conditions, I agree to abide by the terms & condition in the tender document and agree to execute the work/job as per terms and conditions, specifications laid down in the tender document.
- v) I do here by state on oath that the documents uploaded by me in Cover-I of this tender are true, correct and bonafide. There are no errors and omissions in the uploaded documents. In case in future, if it is found that, any of the uploaded document /information is false / wrong, I will be personally responsible for the same and I will be liable for legal action against me.

(Name, address and signature of Tenderer)

Annexure – III

Nature of activities & Scope of Work

Engaging professional services of Chartered Accountant with Two Article Assistants for implementation of GST and handling related activities in CRRI for a period of one year w.e.f. 01.01.2021.

Nature of activities & Scope of work:

Sl. No.	Specification/ activities
1.	Assessment & Filling of GSTR1 for outward supply including verification of Invoices
2.	Assessment & Filling of GSTR3B for Inward supply as applicable and matching of accounts & invoice verification & Filing of GSTR-3B as per the applicability/requirement
3.	Assessment & Filling of GSTR2/ other returns related to GST as applicable from time to time
4.	Checking and assistance in maintaining GST records(cash register, credit register, liability register, GST Invoice, debit note, credit note, input tax credit)
5.	Assessment of all GST related activities including internal controls
6.	Monthly performance reports of all financial transactions
7.	Annual return along with GST Audit
8.	Assessment of activities related to e-way bill compliance
9.	Any other activities related to GST compliance

Eligibility criteria (it should be supported by relevant documents)

- 1) The Firm should be registered under GST Regime and have a valid GST Reg. No.
- 2) Work Experience of at least two years for GST implementation
- 3) Availability of at Least Two Article Assistants with the firm for whole duration of the job
- 4) Certificate of Practice issued by Institute of Chartered Accountant of India (ICAI)