



**AGRINNOVATE INDIA LIMITED (AgIn) –
A Government of India Enterprise**

G-2, A Block, NASC Complex, DPS Marg, New Delhi- 110012
Ph. 011-25842122, 011-25842124 (Telefax), www.agrinnovate.co.in

F.No. II-3/2017/AgIn

Date: 17th February, 2021

To,

Subject:- Limited Tender enquiry from interested Chartered Accountant Firms for “appointment of Tax Consultant” at Agrinnovate India Limited.

Agrinnovate India Limited invites sealed quotations from interested CA Firms having requisite experience for working as “Tax Consultant” as per terms and conditions detailed in the tender document. Accordingly, Interested parties are requested to quote their rates with other relevant documents as prescribed format mentioned at **Annexure-II** in a sealed cover super-scribing the envelope “Quotations for appointment as Tax Consultant of the Agrinnovate India Limited”.

Agrinnovate India Limited (AgIn) is a company registered under the Companies Act, 1956 owned by Department of Agricultural Research & Education (DARE), Ministry of Agriculture & Farmers Welfare, Government of India. (refer website www.agrinnovate.co.in). The details of the Scope of work, Schedule of requirements and terms & conditions of the contract are given in the enclosed annexures.

2. Details of the tender are given below:

CRITICAL DATA SHEET (SECTION)

TENDER NUMBER	II-3/2021/AgIn
TENDER COST	NIL
DESCRIPTION OF WORK	Agrinnovate India Limited invites sealed quotations from interested CA Firms having requisite experience for working as “Tax Consultant “as per terms and conditions detailed in the tender document.
TYPE OF TENDER	Single Bid System
BID SUBMISSION START DATE AND TIME	17.02.2021 10.00 AM onward
BID SUBMISSION END DATE AND TIME	10.03.2021 upto 02.00 PM
DATE AND TIME OF OPENING OF TENDER	10.03.2021 upto 02.30 PM
BID VALIDITY	90 days from the date of Bid opening
EMD	Rs.3,000/- (Rupees Three Thousand Only) in the form of Demand Draft/BC in favour of Agrinnovate India Limited, payable at New Delhi.
EMD VALIDITY	90 days from the date of bid opening
SECURITY DEPOSIT (SD)/PERFORMANCE BOND (PB)	Rs. 10,000/- (Rupees ten thousand only) in form of DD/ Bank guarantee /FDR in favour of Agrinnovate India Limited
VALIDITY OF SD/PB	60 days after the expiry of the contract
SUBMISSION OF QUOTATION	<p>Sealed quotations from the interested CA Firms should be submitted to Agrinnovate India Limited, G-2, A Block, NASC COMPLEX, PUSA, NEW DELHI-110012 from 17.02.2021- 10:00 AM onwards to 10.03.2021- 02:00 PM.</p> <p>Quotation must bear the Name & Address of CA firm and to be addressed to The Chief Finance Officer, Agrinnovate India Limited, G-2, “A” Block, NASC Complex, DPS Marg, New Delhi-110012. The quotation will be opened on the same date i.e. 10.03.2021 at 02:30 PM in the presence of interested Firms or their authorized representative(s) who may like to be present.</p> <p>In case, quotations are submitted after 10.03.2021-02:00 PM, the tender/ quotation shall be rejected summarily.</p>
Details of tender	Tender Document is also available on Agrinnovate website www.agrinnovate.co.in

3. Scope of the proposed work, terms of reference, terms and conditions, qualifying bid document of the contract will be as per the following details:

3.1	Scope of work, Terms of Reference, Terms and conditions of contract	ANNEXURE-I
3.2	Qualifying Bid Document	ANNEXURE-II
3.3	Certificate to be given as part of Technical Bid	ANNEXURE-III

(Saurabh Muni)
Chief Finance Officer
Agrinnovate India Limited

GENERAL TERMS AND CONDITIONS OF CONTRACT AND TERMS OF SERVICE

Earnest Money Deposit :

1. An Earnest Money Deposit (EMD) in the form of a demand draft/ BC for Rs. 3,000 (Rs. Three thousand only) drawn on any nationalized / scheduled Bank in favour of “Agrinnovate India Limited” payable at New Delhi only. EMD in any other form will not be accepted and shall be deposited with the Company latest by 10.03.2021, 02.00 PM i.e. tender closing date and time. The particulars of the earnest money deposited must also be mentioned on the top of the envelope by indicating the draft/Banker’s Cheque number and date.
2. The earnest money will be forfeited:
 - a. If the Tenderer withdraws his Tender during the period of Tender validity or modify the conditions thereof.
 - b. If in the case of the successful Tenderer, the Tenderer fails to sign the contract or to furnish performance security in accordance with general terms and conditions of contract.
3. Return/refund of EMD to the unsuccessful/non-responsive Tenderer(s) will be made normally within 90 days after the successful award of tender. No interest shall be payable on it under any circumstances.
4. Return/refund of EMD to successful bidder will be made within 90 days after signing of contract and deposit of performance security.

Performance Guarantee:

1. The successful Tenderer shall be required to furnish a performance security of Rs.10,000 (Rupees ten thousand only) as security deposit in favour of Agrinnovate India Limited within fifteen days after receipt of Award Letter in the form of a Demand draft/ Bank guarantee/FDR from a nationalized / scheduled bank in favour of “Agrinnovate India Limited” payable at New Delhi. No interest will be payable on the performance security.
2. The performance guarantee in the form of a bank guarantee shall be discharged / returned on expiry and successful completion of the contract, within a period of 60 days. In case of non-execution of the contract/poor services, in part or in full, the performance security shall be forfeited, after giving due notice to the Contractor in respect of the defective / improper performance / execution or breach of any of the terms of the contract etc.

3. Any sum of money due or payable to the Contractor, including the performance security refundable to him under the contract, may be apportioned by Agrinnovate, against any amount of loss caused / penalty imposed on the Contractor, which the Contractor may owe to Agrinnovate under this contract or any other contract or transaction.
4. If tenderer does not accept the offer, after issue of letter of award by Agrinnovate India Limited within 7 days, the offer made shall be deemed withdrawn & Earnest money shall be forfeited.

Scope of Work:

1. Timely filing of Quarterly TDS return as per Income Tax Rules.
2. Timely Filing of Annual Income Tax Return.
3. Timely Filing of Goods Service Tax Return as per Goods Service Tax Rules.
4. Timely filing of TDS on Goods Service Tax Return as per Goods Service Tax Rules.
5. To get assessment order from Income Tax Department on receipt of any notice from Income Tax Department.
6. To give suggestion for improvement to maintain the accounts book of the Company in conformity with different tax laws.
7. Examination of applicability of various provision of Income Tax Act 1961 GST Rules with respect to organisation.
8. Attending the meeting with Income Tax/Goods Service Tax Department on behalf of Agrinnovate India Limited personally regarding any notice issued by the Income Tax/Goods Service Tax Authority. Reply to these Authorities as and when required.
9. Goods Service Tax, Input Credit and Cenvat related works and to verify and certify the monthly /periodical adjustments / claims for availing of GST/ CENVAT credit by Agrinnovate India Limited as per prevailing Goods Service Tax Rules and CENVAT credit Rules.
10. Checking of Advance Tax calculation as per Income Tax Act with reference to Company books.
11. Income Tax calculation of the Agrinnovate India Limited employees and checking of the documents submitted by the employees submitted for tax exemption.
12. Issue of all statutory forms such as Form 16, 16A, 24Q, 26Q etc.
13. Quarterly calculation of TDS receivables and interest accrued on FDs of the Company through 26AS.

14. Any clarification and advice in taxation/ statutory matters as and when required by the Company.

Terms of Reference:

The award of contract will be governed by the following terms and conditions:

1. The Firm should quote their rate in Lump Sum excluding Goods Service Tax for appointment as Tax Consultant of the Company in Annexure-II
2. The quotation should be given/giving address, telephone number and E-mail address, other relevant details with relevant supporting documents duly signed by authorized signatory.
3. Copy of PAN/TAN No. etc. (as required) of the agency should be attached with quotation.
4. The bidders may visit the Company office to examine the financial statements, reports and related documents for assessment of work involved during office hours on working days, if so desired.
5. The tenders shall remain valid for 90 days from the date of opening of quotation(s).
6. The tender document should be kept intact.
7. The sealed bid should be submitted at Company office with duly signed and stamped documents as mentioned in the Annexure-II. Any bids submitted in open at Company Office will be summarily rejected.
8. The Company reserves the right without assigning any reason to accept or reject any/all quotation(s) in whole or in part.

Extension and Termination of Contract:

1. The contract will be initially valid for a period of one year from 01.04.2021 to 31.03.2022. The period of contract is extendable by another two years subject to rendering of satisfactory services by the firm & mutual consent of both the parties on the same terms & conditions. However, it shall be with the consent / written request by the CA firm in this regard.
2. The contract may be terminated by this office at any time without assigning any reason, if the work of the firm is not found satisfactory. In this connection, the decision of the Company shall be final and binding on the firm.

Payment Terms:

1. The rates should be quoted for the whole year (exclusive of taxes). Payment will be made in four instalments at the end of each quarter subject to satisfactory services.
2. Company will pay taxes as per Government of India norms applicable from time to time.
3. Payment to the selected CA firm will be made on quarterly basis.
4. No advance payment will be made by the Company. The approved firm shall submit the bill at the end of each quarter.
5. Income Tax/TDS as per rule shall be deducted from the bill.

Settlement of Disputes:

1. Chief Executive Officer, Agrinnovate India Limited reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Company, for any justifiable reasons, not mandatory to be communicated to the tenderer.
2. Decision of Chief Executive Officer, Agrinnovate India Limited will be final for any aspect of the contract and binding to all parties.
3. In case of any dispute, the jurisdiction shall be Delhi Court.

Evaluation Criteria and Award of Contract:

1. The contract will be awarded to the bidder who will quote the lowest rates in the sealed quotation.
2. Acceptance of the offer will be communicated by email/ fax/ letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the email/ fax / letter should be acted upon immediately.
3. If tenderer does not accept the offer, after issue of letter of award by Agrinnovate India Limited within 15 days, the offer made shall stand withdrawn.

NOTE :

1. The Chief Executive Officer, Agrinnovate India Limited, G-2, “A” Block, NASC Complex, DPS Marg, New Delhi may at his/her discretion, extend this date by a fortnight and such extension shall be binding on all Firms.
2. If the date up to which the Quotations are open for acceptance is declared to be a holiday, the Quotation shall be deemed to remain open for acceptance till the next working day following the holiday.

<p>For clarifications, if any please contact Chief Finance Officer, Agrinnovate India Limited, G-2, “A” Block, NASC Complex, DPS Marg, New Delhi-110012 (Telephone No. 011-25842122) on any working day between 1000 hrs. To 1700 hrs.</p>
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AGRINNOVATE INDIA LIMITED**Qualifying Bid Document**

(Relevant supporting documents (duly signed by Authorized Signatory) to be enclosed with the quotation, wherever applicable.

S.No.	Particulars	To be filled/ submitted by bidder
1	Name, Address and Telephone Number of Tenderer	
	Type of Organisation (Company/ Partnership Firm/ Proprietorship/ other)	
2	PAN Number (Copy enclose)	
3	Goods Service Tax No.(Copy enclosed)	
4	Name of Banker	
5	Whether the firm has any legal suit/ criminal case pending against it for violation of any law of court (give details).	
6	Proprietorship (if applicable, necessary certificate may be enclosed)	
7	Details of EMD	
8	Duly signed certificate as mentioned in the Annexure-V	
9	Lump Sum rates for the whole year (exclusive of taxes) for Appointment of Tax Consultant of the Company.	<u>Rs.</u> <u>(Rupees</u> <u>(Rupees in words)</u>

Declaration:

I hereby certify that the information furnished above is full and correct to the best of our knowledge.

(Signature & Seal of authorized signatory)

**(CERTIFICATE TO BE GIVEN ON LETTER HEAD OF THE FIRM AS PART OF
BID)**

To,

The Chief Finance Officer,
Agrinnovate India Limited,
NASC Complex, New Delhi-12.

Sir,

It is confirmed that I/we have fully understood the scope of work and all other terms and conditions for appointment of Tax Consultant at Agrinnovate India Limited. For detail understanding the scope of work:

1. I/We have understood the total quantum of work by going through the tender document and all the conditions mentioned in the tender document are acceptable to us.
2. I/We have hereby agree to the Terms and Conditions of the Contract as detailed in the tender documents and if given an opportunity to provide services, then agree to execute an agreement.
3. I/We undertake that the documents enclosed herewith are genuine and no material/facts have been concealed or suppressed.
4. I/ We undertake that there are not any legal suit/ criminal case pending against our firm.
5. I/ We are not blacklisted by any Government organization in the field of hiring of vehicles for official use on outsourcing basis.
6. We also understand that the contract is liable to be cancelled if found to be obtained through fraudulent means or by concealment of information/facts. This offer is made to be valid for acceptance by Agrinnovate India Limited within 90 days from the date of opening of the technical bid.

(Signature of authorized representative of the firm)

Stamp/Seal of the firm