



राष्ट्रीय जैविक संस्थान NATIONAL INSTITUTE OF BIOLOGICALS

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार)

Ministry of Health & Family Welfare, Government of India

ए-32, सेक्टर-62, संस्थागत क्षेत्र, नोएडा - 201 309, उत्तर प्रदेश, भारत

A-32, Sector - 62, Institutional Area, NOIDA -201 309 (U.P.) INDIA



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Speed Post

No. F- 38-12/2023/NIB

Dated: 11.05.2023

TENDER ENQUIRY

Due date of submission on 01.06.2023 at 3:00 PM

Due date of opening on 01.06.2023 at 3:30 PM

To

Sub: Tender Enquiry for

- Formation of Trust for Pension Corpus Funds and Obtaining Income Tax Exemption for the same.
- Obtaining TDS Exemption for NIB main accounts.
- Renewal of Income Tax Exemption for NIB GPF

Dear Sir/Madam,

The National Institute of Biologicals (NIB) intends to appoint a C.A. / CMA firm for carrying above activities on behalf of the Institute under the Income Tax Act, 1961.

A. General Descriptions:

- The National Institute of Biologicals (NIB) is an Autonomous Institution under the administrative control of the Ministry of Health & Family Welfare, Govt. of India. The mandate of the institute is to ensure safety, potency and standard supply of biologicals and bio-therapeutics products, both imported and manufactured indigenously, train personnel in Public and Private Sectors, prepare National Reference Standards. For achieving the mandate, NIB is performing quality evaluation of biologicals and bio-therapeutics products and also provide technical expertise to Central Drugs Standard & Control Organization (CDSCO).
- The Institute is registered under the Societies Registration Act, 1860 and fully funded in form of Grant-in-Aid from the Govt. of India.
- The Institute is having registration U/s 12A read with Sec. 12AA of the Income Tax Act, 1961 since 2010.
- For the management of employees General Provident Fund, the Institute has NIB GPF Trust and having separate PAN and also having Income Tax Exemption for GPF u/s 10(23AAA) and the same is valid up to AY 2023-24.
- The Institute has a Corpus Fund for management / investment of funds and meeting pension liabilities for its retired employees.

-1-

विश्व स्वास्थ्य संगठन

एचआईवी, एचसीवी, एचबीएसएजी, सिफिलिस
इन-विट्रो डायग्नोस्टिक एसेस की
गुणवत्ता नियंत्रण के लिए सहयोग केन्द्र



WORLD HEALTH ORGANISATION
Collaborating Centre for Quality Control of
HIV, HCV, HBsAg and Syphilis in-vitro
diagnostic assays

B. Scope of Works:

Main Activities:

- I) Preparation and submission of application for renewal of Income Tax Exemption u/s 10(23AAA) of the Income Tax Act, 1961 for NIB GPF Account (PAN:AABTN9773C).
- II) Preparation and submission of application for Formation & Registration of Trust for Pension Corpus Fund and Obtaining PAN, TAN and Income Tax Exemption for the same.

Optional Activities:

- i) Preparation and submission of application for obtaining TDS Exemption for NIB Main Account (PAN-AAATN5228R)
- ii) Preparation and submission of application for obtaining TDS Exemption for NIB GPF Account (PAN:AABTN9773C)
- iii) Preparation and submission of application for obtaining TDS Exemption Pension Corpus Fund

C. Other Terms & Conditions:

1. The evaluation of bids will be done on the basis of the lowest rates quoted for Main Activities of the scope of work.
2. In case, your firm is interested in undertaking the above works, sealed offer quoting the competitive remuneration/fees as per Annexure may be submitted along with necessary terms and conditions latest by 01.06.2023 upto 03:00 P.M. in a sealed cover super-scribed the envelope as "Offer for Tender Enquiry No. F.38-12/2023/NIB addressed to "The Director, National Institute of Biologicals, A-32, Sector-62 (Institutional Area), Noida- 201309, U.P". The offers shall be opened on 01.06.2023 at 03:30 P.M. at NIB.
3. The following details/information shall be provided along with the offer:
 - i) Copy of order issued by any other institute / organization for similar work and carried out by the firm.
 - ii) The firm must have its office/branch in Delhi/Noida/Ghaziabad.
 - iii) Registration No. of the firm for practising as C.A./CMA profession in India.
 - iv) Empanelment with CAG / RBI and certificate to this effect.
 - v) PAN No. & GST registration certificate for the firm.
 - vi) Brief profile stating number of the partners, full time employed Chartered Accountants with their working experience and field of expertise etc.
 - vii) The continuous period of business in this profession (not less than 5 years as on closing date of this enquiry).
 - viii) Details of the clients, preferably, the Govt. Institutions, Autonomous bodies and PSUs for similar work during immediate last three (03) preceding years and list of other reputed Organization/Clients.
 - ix) Duly signed copy of the enquiry documents.

4. The above works on behalf of the Institute shall always be completed by the agency as per the prevailing Govt. instructions/deadlines and direction by the Institute in this behalf.
5. For carrying out activities indicated in Scope of Works, any registration or certificate required which is not already available with the Institute will be required to be obtained by the firm on behalf of the Institute and no separate charges will be paid by the Institute for such activity. However, any duty, charges, fees levied by / paid to Government authorities shall be reimbursed, as per actuals, on submission of receipts/ challans etc. If any clarifications/documents /information required by the Income Tax Department or any other authority, during the process, the firm will extend its assistance to provide the same.
6. Remuneration/Fee (all inclusive except GST) for carrying out above works may be submitted as per **Annexure** in Separate Sealed Cover putting it in the other sealed envelope having other details.
 - (a) Envelop-1 shall contain all the documents sought **except the price bid**.
 - (b) Envelop-2 shall contain only the price bid duly signed.
7. The bids in which price bid / financial quotation is found to be enclosed / submitted in envelop-1 shall be summarily rejected and shall not be considered.
8. The payment will be made within 30 days after satisfactory completion of each activity/works and submission of corresponding bills.
9. The work may be carried out in the premises of the Institute at A-32, Sector-62 (Near NH-24), Noida (U.P) or at the firm's office. The necessary administrative assistance will be provided for carrying out the assigned work.
10. Period of Contract :- The Optional Activities which are of repetitive in nature, the contract may be awarded initially for one financial year, however, the same may be renewed for next year also upon satisfactory performance of the work on same rates, terms & conditions.
11. For any clarifications on terms & conditions, scope of work etc. may be sought through email on pkmohapatra@nib.gov.in upto 24.05.2023 by 3.30 p.m. The reply for the clarifications will be given on 26.05.2023
12. The Institute reserves the right to cancel the tender process and reject/cancel any/all offer(s) without assigning any reason thereof.

Yours faithfully



(P.K. Mohapatra)
Administrative Officer (Finance)
0120-2400017

Annexure

National Institute of Biologicals
(Ministry of Health & Family Welfare, GOI)

The interested Firms may quote their competitive Remuneration/ Fee in the following format:

Sl. No.	Description of Work (Detailed scope of work given in Para No. B of the bid letter)	Amount in Rs. (figure and words)
(A)	Main Activities:	
(ii)	Preparation and submission of application for renewal of Income Tax Exemption u/s 10(23AAA) of the Income Tax Act, 1961 for NIB GPF Account (PAN:AABTN9773C).	
(iii)	Preparation and submission of application for Formation & Registration of Trust for Pension Corpus Fund and Obtaining PAN, TAN and Income Tax Exemption for the same.	
	Total Remuneration / fee for Main Activities	
(B)	Optional Activities:	
(i)	Preparation and submission of application for obtaining TDS Exemption for NIB Main Account (PAN-AAATN5228R)	
ii)	Preparation and submission of application for obtaining TDS Exemption for NIB GPF Account (PAN:AABTN9773C)	
iii)	Preparation and submission of application for obtaining TDS Exemption Pension Corpus Fund	
	Total Remuneration / fee for Optional Activities	
	Total Remuneration for (A+B) Activities	
	GST @ % and amount	
	Total charges including GST	
	Amount in words	

Note:

1. The validity of this quotation should be 90 days from the last date of submission.
2. The remuneration / fee quoted above shall be inclusive of all expenses/charges/out of pocket expenses except GST.
3. GST amount if not clearly indicated above, same will be considered inclusive and rates / fee / remuneration will be calculated accordingly.
4. Payment will be made on completion of the assigned work and TDS as applicable will be deducted as per rules.