

To,

Dear Sir,

Kindly Submit your sealed quotation for " Hiring of Tax Consultancy Services for a period of 02 years, extendable up to 01 more year based on satisfactory services" as per terms and conditions mentioned below:

QUOTATIONS NOT SUBMITTED IN SEALED COVERS AND NOT SUPERSCRIBED THE ENQUIRY NUMBER AND DUE DATE WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCE

1.	Name of the work	:	" Hiring of Tax Consultancy Services for a period of 02 years, extendable up to 01 more year based on satisfactory services"
2.	Tender Reference No.	:	INCOIS: PUR: 75/2024
3.	Submission of Hard Copies along with relevant documents due date	:	On or before 1500 Hrs of April 08, 2025
4.	Tender opening date	:	After 1530 Hrs of April 08, 2025
5.	Contract Period	:	02 Years, extendable up to 01 more year based on satisfactory services
6.	*Acceptance of the Order by the firm upon AOC	:	* Within 10 days from the date of issue of the PO/Order.

For Further Clarifications if any, the following personnel may also be contacted: Mr. V Subrahmanyam (email: manyam@incois.gov.in; Phone No. 040 2388 6022)/Mr. Dasari Prasad (email: dasari.prasad@incois.gov.in Phone No. 040-2388 6082).

Postal Address	Location Address
Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Pragathi Nagar (BO), Nizampet (SO), Hyderabad - 500 090	Indian National Centre for Ocean Information Services (INCOIS), Ministry of Earth Sciences, Govt. of India, "Ocean Valley", Survey No.342/3, Beside ALEAP, Near Pragathi Nagar, Opp. JNTU-Kukatpally, Hyderabad 500 090, Ph.No.040-2388 6000 , Fax No.040-23892910 website: www.incois.gov.in



1. Background

1.1 Indian National Center for Ocean Information Services (INCOIS) is an Autonomous Organization under the Ministry of Earth Science, Government of India, Hyderabad registered under Andhra Pradesh (Telangana Area) Public Societies Registration Act 1350 (Fasli) at Hyderabad. The Affairs of society are managed, administered, directed and controlled subject to the bye-laws of the society by the governing council.

1.2 The society follows the mercantile system of Accounting and Recognizes Income and Expenditure on accrual basis. INCOIS follows the mandatory common format of accounts prescribed for Central Autonomous Bodies.

2. **Detailed Scope of Work:** Accordingly, GST-1 to be filed for consultancy services and GST-3B to be filed for purchases and GST-7R to be filed for GST-TDS on purchases on monthly basis within respective due date.

- GSTR-1 (Consultancy), GSTR-3B,GSTR-7 monthly data updating in GST Portal/ monthly filing.
- Annual GST reconciliation within due date
- Advice on GST issues, if any whenever required.
- Correctness of PAN data before forwarding for filing of non salaries quarterly/ annual.
- Advise on TDS issues and periodical visit, if any whenever required. Also, providing consultancy services for latest tax updates in lines with annual budget from time to time.
- Arranging & Assisting in GST/Custom Duty refund on re-export of scientific equipment through ICE-GATE portal.
- Assisting in preparation of inputs/ replies to IT/GST authorities in case of receipt of notice, etc.

3. Eligibility Criteria:

The following Four Documents are Mandatory for accepting the tender. Otherwise, the offer will be summarily rejected without assigning any further reasons.

- a) **Membership of Institute of Chartered Accountants of India.**
- b) **GST Registration Certificate copy duly self-attested by the authorized signatory.(if applicable)**
- c) **PAN copy duly self-attested by the authorized signatory.**
- d) **Bank Details of the Firm.**

4. Technical Specifications:

INCOIS having registered with GST issues Tax Invoices for Consultancy Services (Total No of Transactions-30 Nos and amount of more than Rs. 200.00 lakhs approximately per year) and purchases (Total No of Transactions-1000 Nos and amount of more than Rs.20.00 Crores approximately per year). We would require consultancy services for nil payments of GST for consultancy services earned, by claiming GST input credit on GST already paid on purchases. Also, Consultancy services required for providing timely inputs/replies to GST Notices, other compliances, particularly in connection to penalties relating to section 171(2) of the CGST Act, 2017.

5. Technical Clarifications:

If firms require clarifications on certain points in this document may be submitted (via e-mail) on or before 09:00 Hrs of February 14, 2025. Note: Firms may submit a consolidated query only once .e-mail: devendra.kumar@incois.gov.in. E-mail subject should be mentioned as "Queries on Hiring of Tax Consultancy Services for a period of 02 years, extendable up to 01 more year based on satisfactory services"

Finance and Accounts Officer, Indian National
Centre for Ocean Information Services (INCOIS)
Ministry of Earth Sciences, Govt. of India,
"Ocean Valley", Pragathi Nagar (BO), Nizampet
(SO), Hyderabad - 500 090, T.S., India
Phone No.: 040-2388 6074
Fax No.: 040-23895001 / 23892910
e-mail: devendra.kumar@incois.gov.in

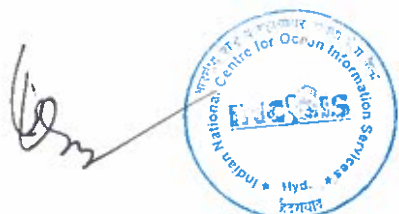
Declaration: I, _____ son/daughter of _____ aged _____ years and residing at _____ State and sole proprietor /managing partner /director of _____, after having read and understood the tender document No..... dated..... floated by the Institute, hereby undertake that I agree to and shall abide by the terms and conditions prescribed in the said tender document for 'Hiring of Tax Consultancy Services for a period of 02 years, extendable up to 01 more year based on satisfactory services'

Signature of the Tenderer/Firm Authorised Signatory & date

Name _____ OFFICE SEAL, _____ Address _____

6. Terms and Conditions

Point No.	Details
1.	INCOIS wants to Hire Tax Consultancy Services for a period of 02 years, extendable up to 01 more year based on satisfactory services for Monthly Filing - GSTR-3 (Inputs/Purchases) GSTR-1 (Consultancy/Sales) and GSTR -7 (GST-TDS), Annual Reconciliation of GST returns, TDS (Salaries ,Non Salaries, TDS on Foreign remittance for services) - Quarterly/ Annual, Arranging and Assisting in GST refund on re-export of scientific equipment, responding and attending for various notices etc for two years extendable upto 3 rd years based on satisfactory services. The tenure of the selected Consultancy is likely to be continued for 02 (two) years. Valid copy of Membership of Institute of Chartered Accountants of India is to be attached with the Technical Bid. If the valid Membership copy is not attached, the offer will not be considered and summarily rejected.
2.	Payment Terms: Payment will be released on monthly basis upon satisfactory completion of Monthly filing, acceptance of work/task, submission of Ink Signed Invoice along with supporting documents if any. <i>(Ink Signed Invoice may please be submitted upon completion of the above; payment will be released, subject to deductions, if any.)</i>
3.	Firms to quote the price in specified format and the price to remain same during the three years of the contract. An acceptance to this extant is to be recorded in the given Price- Bid format.
4.	Submission of Offers: The Consultancy firms interested to take up the tax consultancy services of INCOIS for 02 years and subsequent 01 years may submit their quotation in sealed cover addressed to the Director, INCOIS, Ministry of Earth Science, Government of India, "Ocean Valley", Pragathi Nagar (B.O),Nizampet (S.O), Hyderabad-500090 in the prescribed proforma annexed here below. The last date of submission of the tender is 15:00 Hrs of <u>March 25, 2025 (Tuesday)</u> and the Tender will be opened at 15:30 Hrs on the same day i.e. <u>March 25, 2025 (Tuesday)</u>
5.	The quotations should be submitted in sealed envelope and super scribed with " Hiring of Tax Consultancy Services for a period of 02 years, extendable up to 01 more year based on satisfactory services" in response to Tender Enquiry No. INCOIS: PUR: 75/2024 "
6.	GST (if applicable): The Firm should specifically/particularly state GST if any applicable as extra and the rate at which the same is chargeable, failing which, the prices quoted, will be deemed to be inclusive of such levies. If a particular bidder is not registered under the GST Act, the prices quoted by him will be treated as net and inclusive of all taxes and statutory levies and that any future claims made by him for reimbursement of those levies on account of retrospective registration under the GST Act will under no circumstances be entertained by the INCOIS and that liability for payment of these levies will be wholly and exclusively that of the bidder quoting against our tender
7.	The Offer shall be submitted in our enquiry format only. Any conditional offers will not be Accepted.
8.	In event of award of work, a formal Agreement will be executed between contractor and



	INCOIS; Contractor should attend the office of Director, INCOIS along with Indian Non Judicial Stamp worth of Rs.200/- within 15 days from the date of acceptance of work order.
9.	Acceptance of the order by successful Firm upon AOC: Within 10days from the date of issue of the PO/Order. If the acceptance communication is not received with in 10days. Then PO would be deemed as accepted and binding to the successful bidder.
10.	Force Majeure Clause: If the execution of the contract is delayed beyond the period stipulated in the contract as a result on out-break of hostilities, declaration of an embargo's or blockage or fire flood, acts of nature or any other contingency , pandemic declared by WHO/Govt. authorities causing stoppage of work beyond the supplier's /INCOIS control, Director, INCOIS may allow such additional time by extending the delivery period as he considers to be justified by the circumstances of the case and his decision shall be final, conclusive and binding. If and when additional time is granted by the INCOIS, the contract shall be read and understood as if it had contained from its inception the delivery date as extended.
11.	Director, INCOIS reserves the right to accept or reject any or all quotations without assigning any reason thereof
12.	In case of any un resolved dispute or differences arising at any time between this Institute and the firm holding the contract, these shall be resolved in terms of the Arbitration and Conciliation Act 1996 and held at Hyderabad, Telangana, India only. Further, this contract is subject to laws of India alone



V. Subrahmanyam
 (V.Subrahmanyam)
 Administrative Officer (Purchase)

18/3/25

7. Qualifying Information

Annexure - 1

S No	Description	Complied (Yes / No)	Documentary Proof Attached (Yes / No)	Remarks, if any
1.	Name of the Firm:			
2.	Firm Address and contact details like E Mail , Phone etc.,			
3.	Single point of Contact: Name E-mail: Ph No.			
4.	Full Bank Details: <i>(Note: Bank Details provided cannot be changed during Contract</i>			
5.	The Firm should submit Valid Membership of Institute of Chartered Accountants of India Copy duly self-attested			
6.	The Firm Should Submit GST Registration Certificate copy duly self-attested (if applicable)			
7.	The Firm Should Submitted PAN copy duly self- attested.			

Signature of the Authorized Signatory & date

Name

OFFICE SEAL,

Address

8. Price Bid

Annexure -II

PRICE BID FORMAT (TO BE TYPED ON THE LETTER-HEAD OF THE FIRM) DULY STAMPED AND SIGNED AT THE BOTTOM

S No.	Description of the Service	UOM	Amount quoted by us for specified scope of work per (Month)	Total for 24 Months
1.	<ul style="list-style-type: none"> • GSTR-1 (Consultancy), GSTR-3B,GSTR-7 monthly data updation in GST Portal/monthly filing. • Annual GST reconciliation within due date • Advice on GST issues, if any whenever required. • Correctness of PAN data before forwarding for filing of non salaries quarterly/annual. • Advise on TDS issues and periodical visit, if any whenever required. Also, providing consultancy services for latest tax updates in lines with annual budget from time to time. • Arranging & Assisting in GST/Custom Duty refund on re-export of scientific equipment through ICE-GATE portal. • Assisting in preparation of inputs/replies to IT/GST authorities in case of receipt of notice, etc. 	Monthly		
Taxes if any @				
Total				
Total per year in words ()				

GST Registration No. (if applicable) :

PAN No. :

We confirm that the prices quoted will be firm and will not be altered during the entire period of three years of Contract.

Authorized Signatory
Name of the Firm
Name of the Authorized Signatory
M.No.
FRN No.
(Seal and Stamp of the Firm)

Place:

Date:

Encl: Documentary evidence of Membership of Institute of Chartered Accountants of India, GST-RC if applicable, PAN copy and Bank Details

