



सी.एस.आई.आर-हिमालय जैवसंपदा प्रौद्योगिकी संस्थान
पालमपुर-176061 (हिमाचल प्रदेश)
CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY
PALAMPUR -176061 (H.P.)



Notice Inviting Tender

सी.एस.आई.आर.-हि.जै.प्रौ.सं. पालमपुर में चार्टर्ड एकाउंटेंट की नियुक्ति के संबंध में निविदा आमंत्रण सूचना / Notice Inviting Tender for engagement of Chartered Accountant in CSIR-IHBT, Palampur

Contract Period : 01-10-2022 to 30-09-2023
Last date for submission of quotations : 15-10-2022 (2:00 P.M.)
(Hard Copy)

Note: Interested Chartered Accountants are requested to submit their quotations in the prescribed format before due date.

(B.P. Saw)
Administrative Officer
CSIR-IHBT, Palampur
E-Mail ID – ao@ihbt.res.in



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पालमपुर-176061 (हिमाचल प्रदेश)
CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY
PALAMPUR -176061 (H.P.)



No. 2-3(96)2022-Gen.

Dated: 04.10.2022

Notice Inviting Tender

CSIR-Institute of Himalayan Bioresource Technology, Palampur is a constituent Institute of Council of Scientific & Industrial Research, New Delhi, working under the administrative control of DSIR, Ministry of Science and Technology, Govt. of India. The Director, CSIR-IHBT, Palampur invites quotations from the eligible Chartered Accountant (CA) for filing of Income Tax (IT) and Goods and Services Tax (GST) Returns and providing other related services in respect of this Institute initially for a period of **One years w.e.f. 01.10.2022 to 30.09.2023**, which can be further extended for another one year based on the satisfactory performance.

Eligibility Criteria:

- (i) The Chartered Accountant should be registered with the Institute of Chartered Accountants of India (ICAI).
- (ii) The Chartered Accountant should have a registered office in Palampur/Dharamshala/Kangra (Himachal Pradesh).

Scope of Work:

- (i) Preparation and filing of Income Tax Returns (Form no. 24Q and 26Q) and correction/revised Income Tax Returns wherever found necessary.
- (ii) Timely filing of GST Returns applicable to this Institute including annual GST Returns in the requisite format prescribed under the GST regime from time to time.
- (iii) To update this Institute about relevant changes/amendments/judgments in the Income Tax/GST Act & Rules (more specifically having implications on this Institute) regularly.
- (iv) To advise on tax issues and effective utilization of available Input Tax Credits (ITC) and ensure availing of maximum eligible tax benefits under the GST regime.
- (v) Tentative detail of entries is given below:

Sr. No.	Type of Return	No. entries (approx.)
1.	Income Tax Quarterly Return (Salary)	200
2.	Income Tax Quarterly Return (Other than salary)	50
3.	GST TDS Return (monthly)	40
4.	GST Purchase Return (monthly)	200
5.	GST Sales Return (monthly)	10

Responsibilities of CSIR-IHBT:

CSIR-IHBT will provide details and necessary information as and when required by the CA. On the basis of information provided by this Institute, the CA shall file the Income Tax and GST Returns before the stipulated due date.

Responsibilities of CA:

It will be the responsibility of the CA to file all the Income Tax and GST Returns well within stipulated time on behalf of CSIR-IHBT and provide the TDS Certificates on quarterly basis. The CA shall also maintain absolute integrity and will not disclose any information related to this Institute. The CA will also ensure compliance of Amendments, if any, in the Income Tax/GST rules notified from time to time by the Competent Tax Authorities.

Note : Signing of Integrity Pact is mandatory for technical qualification of quotations.

(B.P. Saw)

Administrative Officer



सी.एस.आई.आर.-हिमालय जैवसंपदा प्रौद्योगिकी संस्थान
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CSIR-INSTITUTE OF HIMALAYAN BIORESOURCE TECHNOLOGY
PALAMPUR -176061 (H.P.)



No. 2-3(96)2022-Gen.

Dated: 04.10.2022

निविदा आमंत्रण सूचना

सी.एस.आई.आर.-हिमालय जैवसंपदा प्रौद्योगिकी संस्थान, पालमपुर, वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्, नई दिल्ली का एक घटक संस्थान है, जो कि वैज्ञानिक तथा औद्योगिक अनुसंधान विभाग (DSIR), विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार के प्रशासनिक नियंत्रण में कार्य करता है। निदेशक, सी.एस.आई.आर.-हिमालय जैवसंपदा प्रौद्योगिकी संस्थान, पालमपुर ने संस्थान के आयकर तथा वस्तु एवं सेवा कर रिटर्न दाखिल करने हेतु एक वर्ष की अवधि (दिनांक 01.10.2022 से 30.09.2023 तक) के लिए पात्र चार्टर्ड एकाउंटेंट से निविदाएं आमंत्रित की हैं, जिसे संतोषजनक प्रदर्शन के आधार पर एक वर्ष के लिए और बढ़ाया जा सकता है।

पात्रता का मानदंड:

- (i) चार्टर्ड एकाउंटेंट को भारतीय चार्टर्ड एकाउंटेंट्स संस्थान (Institute of Chartered Accountants of India) के साथ पंजीकृत होना चाहिए।
- (ii) चार्टर्ड एकाउंटेंट का पालमपुर/धर्मशाला/कांगड़ा (हि.प्र.) में पंजीकृत कार्यालय होना चाहिए।

कार्य का दायरा:

- (i) आयकर रिटर्न तैयार करना और दाखिल करना (फार्म सख्या 24Q and 26Q) और जहां आवश्यक हो, सुधार/संशोधित आयकर रिटर्न दाखिल करना।
- (ii) समय-समय पर GST regime के तहत निर्धारित अपेक्षित प्रारूप में समय पर वार्षिक GST Return सहित इस संस्थान पर लागू GST return दाखिल करना।
- (iii) इस संस्थान को आईटी/जीएसटी अधिनियम और नियमों में प्रासंगिक परिवर्तनों/संशोधनों/निर्णयों (जिनका इस संस्थान पर विशेष रूप से प्रभाव पड़ता है) के बारे में नियमित रूप से अद्यतन करना।
- (iv) कर तथा इनपुट टैक्स क्रेडिट (ITC) के प्रभावी उपयोग पर सलाह देना और वस्तु एवं कर व्यवस्था के तहत अधिकतम योग्य कर लाभ प्राप्त करना सुनिश्चित करना।
- (v) प्रविष्टियों के संबंध में अनंतिम विवरण निम्न अनुसार है:

क्र. सं.	रिटर्न का प्रकार	प्रविष्टियों की संख्या (अनुमानित)
1.	आयकर त्रैमासिक रिटर्न (वेतन)	200
2.	आयकर त्रैमासिक रिटर्न (वेतन के अतिरिक्त)	50
3.	जीएसटी टीडीएस रिटर्न (मासिक)	40
4.	जीएसटी क्रय रिटर्न (मासिक)	200
5.	जीएसटी बिक्री रिटर्न (मासिक)	10

सी.एस.आई.आर.-आईएचबीटी का दायित्व:

सी.एस.आई.आर.-हिमालय जैवसंपदा प्रौद्योगिकी संस्थान, पालमपुर सेवा प्रदाता यानी चार्टर्ड एकाउंटेंट को आवश्यक जानकारी प्रदान करेगा। संस्थान द्वारा प्रदान की गई जानकारी के आधार पर चार्टर्ड एकाउंटेंट निर्धारित तिथि से पहले आयकर तथा वस्तु एवं सेवा कर रिटर्न दाखिल करेगा।

चार्टर्ड एकाउंटेंट का दायित्व:


चार्टर्ड एकाउंटेंट का यह दायित्व होगा कि वह सी.एस.आई.आर.-हिमालय जैवसंपदा प्रौद्योगिकी संस्थान, पालमपुर की ओर से सभी आयकर एवं वस्तु एवं सेवा कर रिटर्न निर्धारित समय के भीतर दाखिल करे तथा तिमाही आधार पर टीडीएस प्रमाण पत्र प्रदान करे। वह पूर्ण सत्यनिष्ठा बनाए रखेगा और इस संस्थान से संबंधित किसी भी जानकारी को disclose नहीं करेगा। चार्टर्ड एकाउंटेंट सक्षम कर प्राधिकरण के द्वारा समय समय पर अधिसूचित आयकर/वस्तु एवं सेवा कर नियमों में संशोधन, यदि कोई हो, तो इसका अनुपालन भी सुनिश्चित करेगा।

नोट : निविदाओं की तकनीकी योग्यता के लिए सत्यनिष्ठा समझौते पर हस्ताक्षर अनिवार्य हैं।


(बी पी साह)
प्रशासनिक अधिकारी

Dated :

To


The Director
CSIR-Institute of Himalayan Bioresource Technology
Palampur, Distt. Kangra (H.P.) - 176061

Subject: Quotation for filing of Income Tax and Goods and Service Tax Returns applicable to CSIR-IHBT, Palampur - reg.

Sir,

With reference to your NIT no. 2-3(96)2022-Gen. dated 04.10.2022, on the subject cited above, I would like to inform you that I hereby accept all the responsibilities of CA mentioned in the "Notice Inviting Tender" and will provide the services as per scope of work for the entire period of contract i.e. w.e.f. 01.10.2022 to 30.09.2023 at following rates:

Sr. No.	Particulars	Return	Charges (per return)	Total Charges * (01.10.2022 to 30.09.2023)
1.	All Income Tax Returns (24 Q & 26Q) etc. applicable to CSIR-IHBT, Palampur as per scope of work.	Quarterly		
2.	All Goods & Services Tax Returns applicable to CSIR-IHBT, Palampur as per scope of work.	Monthly		
Grand Total (in figure)				
In words ()				

*Above charges are exclusive of GST. GST will be paid separately as per rates applicable from time to time.
Note: Contract will be awarded on Grand total value i.e. total charges for IT + GST returns filing.

Yours faithfully

(Signature)

Name :

Address :

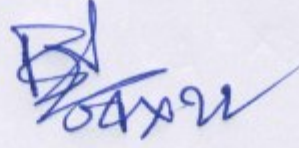
Mob. No. :

Reg. No.

Attachment: 1. Copy of valid registration with the Institute of Chartered Accountants of India (ICAI) and copy of PAN.

2. Integrity Pact

सेवा में



दिनांक :

निदेशक

सी.एस.आई.आर.-हिमालय जैवसंपदा प्रौद्योगिकी संस्थान,
पालमपुर, जिला कांगडा (हि.प्र.) - 176061

विषय : सी.एस.आई.आर.- हिमालय जैवसंपदा प्रौद्योगिकी संस्थान पर लागू आयकर और वस्तु एवं सेवा कर रिटर्न दाखिल करने के लिए कोटेशन संबंधी।

महोदय,

उपर्युक्त विषयक आपके निविदा आमंत्रण सूचना संख्या 2-3(96)2022-Gen. दिनांक 04.10.2022 के संदर्भ में आपको सूचित करना है कि मैं निविदा आमंत्रण सूचना में उल्लिखित चार्टर्ड एकाउंटेंट के सभी दायित्वों को स्वीकार करता हूँ तथा मैं कार्य के दायरे के अनुसार अनुबंध की पूर्ण अवधि दिनांक 01.10.2022 से 30.09.2023 तक के लिए निम्न दरों पर सेवाएं प्रदान करूंगा/करुंगी :

क. सं.	विवरण	रिटर्न	शुल्क (प्रति रिटर्न)	कुल शुल्क * (01.10.2022 to 30.09.2023)
1.	कार्य के दायरे के अनुसार सी.एस.आई.आर.- हिमालय जैवसंपदा प्रौद्योगिकी संस्थान पर लागू सभी आयकर रिटर्न (फार्म संख्या 24Q and 26Q)	त्रैमासिक		
2.	कार्य के दायरे के अनुसार सी.एस.आई.आर.- हिमालय जैवसंपदा प्रौद्योगिकी संस्थान पर लागू सभी वस्तु एवं सेवा कर रिटर्न	मासिक		
कुल योग (अंको में)				
कुल योग, शब्दों में ()

*उपरोक्त शुल्क जीएसटी के अनन्य हैं, जीएसटी का भुगतान समय समय पर लागू दरों के अनुसार अलग से किया जाएगा।
नोट: ठेका कुल योग पर अवाई किया जाएगा i.e. आयकर रिटर्न + जीएसटी रिटर्न फाइल करने का कुल शुल्क।

भवदीय

(हस्ताक्षर)

नाम

पता

मो.नं0.

पंजीकरण संख्या

संलग्नक : 1. भारतीय चार्टर्ड एकाउंटेंट्स संस्थान के साथ वैद्य पंजीकरण तथा पैन कार्ड की प्रति।

2. सत्यनिष्ठा समझौता (Integrity Pact)

Handwritten signature and date: 04/02/22

FORMAT OF INTEGRITY PACT
(Refer para 3.3.3 (10) of the CSIR Manual)

INTEGRITY PACT

Between

The Council of Scientific and Industrial Research, a society incorporated under the Societies Registration Act- 1860, having its corporate registered office at "Anusandhan Bhavan", 2 Rafi Marg, New Delhi-110001 represented by **CSIR - Institute of Himalayan Bioresource Technology, Palampur** hereinafter referred to as "The Principal" which expression shall mean and include, unless the context otherwise requires, its successors and permitted assigns.

And

M/s..... represented by Designated Partner/ Director/ Chief Executive Officer/Chartered Accountant herein referred to as "The Bidder/Contractor" which expression shall mean and include, unless the context otherwise requires, its successors and permitted assigns.

Preamble

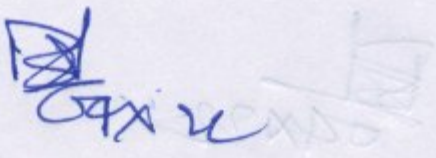
The Principal proposes to **procure the services of Chartered Accountant** at a competitive price in conformity with the specifications, under laid down organizational procedures and the BIDDER/ Contractor is willing to offer/has offered. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s) and/or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

Section 1 – Commitments of the Principal

01. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:
 - (a) No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - (b) The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential/additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

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- (c) The Principal will exclude from the process all known prejudiced persons.
02. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary action.

Section 2 – Commitments of the Bidder(s)/Contractor(s)

01. The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
- (a) The Bidder(s)/Contractor(s) will not, directly or through any other Person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- (b) The Bidder(s)/Contractor(s) will not enter with other Bidders into any Undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, Certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- (d) The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s). Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only. Copy of the "Guidelines on Indian Agents of Foreign Suppliers" is annexed and marked as Annexure.
- (e) The Bidder(s)/Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
02. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
03. The person signing IP shall not approach the courts while representing the matters to IEMs and he/she will await their decision in the matter.

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Section 3 – Disqualification from tender process and exclusion from future Contracts

01. If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the “Guidelines on Banning of business dealings”.

Section 4 – Compensation for Damages

01. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/ Bid Security.
02. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

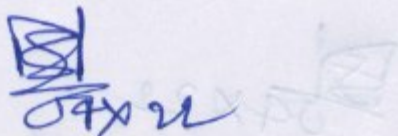
01. The Bidder declares that no previous transgressions occurred in the last 3 Years with any other Company in any country conforming to the anti-corruption approach with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
02. If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken as per the procedure mentioned in “Guidelines on Banning of business dealings.”

Section 6 – Equal treatment of all Bidders / Contractors/ Sub-contractors

01. The Bidder(s)/Contractor(s) undertake(s) to demand from all Subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
02. The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractors.
03. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section 7 – Criminal charges against violating Bidders / Contractors/ Subcontractors

01. If the Principal obtains knowledge of conduct of a bidder, Contractor or Subcontractor or of an employee or a representative or an associate of a bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.



Section 8 - Independent External Monitors

01. The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
02. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the JS(A), CSIR.
03. The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The Contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s) / Contractor(s) / Subcontractor(s) with confidentiality.
04. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meetings.
05. As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
06. The Monitor will submit a written report to the JS(A), CSIR within 8 to 10 weeks from the date of reference or intimation to him by the Principal and should the occasion arise, submit proposals for correcting problematic situations.
07. Monitor shall be entitled to compensation on the same terms as being extended to/provided to Independent Directors on the CSIR.
08. If the Monitor has reported to the JS(A), CSIR, a substantiated suspicion of an offence under relevant IPC/PC Act, and the JS(A), CSIR has not, within a reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
09. The word 'Monitor' would include both singular and plural.

Section 9 – Pact Duration

01. This Pact begins when both parties have legally signed it. It expires for the Contractor 10 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded.

[Handwritten signature]

- 02. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged/determined by JS(A), CSIR.

Section 10 – Other provisions

- 01. This agreement is subject to Indian Law. Place of performance and Jurisdiction is the Registered Office of the Principal, i.e. Palampur, Kangra (H.P.).
- 02. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- 03. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- 04. The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.
- 05. Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & On behalf of the Principal)
(Office Seal)

Place.....

Date.....

(For & On behalf of Bidder/Contractor)
(Office Seal)

Place.....

Date.....

Witness 1 :

Witness 1 :

Witness 2 :

Witness 2 :
