



नैनो विज्ञान एवं प्रौद्योगिकी संस्थान

INSTITUTE OF NANO SCIENCE & TECHNOLOGY

(An Autonomous Research Institute of the Department of Science and Technology, Government of India)

Habitat Centre, Sector-64, Phase-X, Mohali-160062, Punjab

F.No. 11(2)/2019-INST

Dated: 13th November, 2019

NOTICE INVITING TENDER

Subject: Appointment of Chartered Account Firm for Income Tax/TDS/GST related matters.

The Government of India launched “Nano Mission” in 2007 with an outlay of Rs. 1000 crores for 5 years & approved establishment of Institute of Nano Science & Technology (INST) at Mohali, Punjab in the year 2008. INST is an Autonomous Body funded by Department of Science & Technology, Government of India & has been registered under the Societies Registration Act (XXI of 1860) by the Registrar of Societies, SAS Nagar, Punjab. It has started its operation in the year 2013.

The Institute has been approved by the Central Board of Direct Taxes for the purpose of clause (ii) of sub-section (1) of section 35 of Income Tax Act, 1961 in the category of ‘Scientific Research Association’.

Accounts of INST are kept on accrual basis on Tally software. The payments are made on-line in the beneficiary’s account through Public Finance Management System (PFMS).

Now INST intends to engage a Chartered Accountant Firm. Eligibility Criteria, services to be provided by the auditors and terms & conditions of appointment are given as under:

A. Services to be Provided by Chartered Accountant Firm:

1. To carry out Statutory Audit of the Institute by:

- i. Checking all the Receipt & Payment vouchers of INST on quarterly basis within fifteen days of the next month of the expiry of the quarter.
- ii. Checking the compliance of receipts & payments with provisions contained in General Financial Rules (GFRs) issued by Govt. of India.
- iii. Checking compliance of receipts & payments with Compendium of Rules of INST.
- iv. Checking Bank Reconciliation Statements of Bank Accounts of INST.
- v. Checking compliance with TDS rules, provisions of GST Act and other relevant acts
- vi. To advise the Institute on matters relating to maintenance of accounts, taxation, National Pension Scheme (NPS) etc.
- vii. To check compliance with Accounting Standards relevant to Govt. Grants etc.

- viii. To check compliance with rule 5D of Income Tax Rules 1962.
 - ix. To prepare & certify the Financial Statements i.e. Balance Sheet, Income & Expenditure Account & receipt & Payment Account of INST for the F.Y. 2019-20 & submit three copies of audited Financial Statements to INST by 30th June, 2020.
 - x. Any other task that may deem to be necessary for satisfactory completion of the job
2. To file Annual Income Tax Return of INST.
 3. To file quarterly TDS returns in respect of Tax Deducted by INST on various types of payments under different sections of Income Tax Act.
 4. To file monthly/quarterly/Annual GST Returns of INST.
 5. To file various Returns of TDS deducted under Section 51 of GST Act 2017.
 6. Any other task that may deemed to be necessary for satisfactory completion of the job.

B. Eligibility Criteria for selection of the Chartered Accountant Firm:

1. The Chartered Accountant Firm must have at least 3 qualified CAs & 10 other staff.
2. The Firm must be empanelled with Comptroller & Auditor General of India.
3. The Firm must be having PAN Card and GST No.
4. The Firm should be well versed with the provisions of Income Tax Act pertaining to Scientific Research Association approved under clause (ii) of sub-section (1) of section 35 of Income Tax Act, 1961.
5. The Chartered Accountant Firm must be having at least 10 years' experience in the field of auditing with at least 3 years' experience of conducting audit of Govt. Departments/PSUs/Autonomous Bodies.
6. The Firm should have audited at least 5 Govt./PSU/Autonomous bodies during last 3 years.
7. The Firm should have experience of filing TDS Returns.
8. The firm should be well versed with the provisions of GST Act and possess experience in the field of filing GST and & GST-TDS returns.

C. Terms & Conditions of Appointment

The appointment will initially be for one year i.e. for FY 2019-20 & on satisfactorily performance, it can be extended to another two years (for F.Y. 2020-21& 2021-22) on year to year basis on the same rate & Terms & Conditions.

Evaluation will be done for all the services together and the firm quoting least total fee for the services will be selected.

The quotation must reach the Institute of Nano Science & Technology (INST) in the attached format latest by 28.11.2019 by 2 P.M in the **sealed envelope** with **“Quotation for Hiring of Chartered Accountant Firm”** written on it at the following address:

THE DIRECTOR,
Institute of Nano Science & Technology,
Habitat Centre, Sector 64, Phase X
Mohali-160062

1. The quotation will be opened on the same day at 3 P.M. in the presence of representatives of the firms, if any.
2. The payment will be released after satisfactory completion of services within 20 days of receipt of bill. Tax (TDS) will be deducted from payment at the applicable rate.

Head of Office

FORMAT OF SUBMISSION OF QUOTATION

1. Name of the Chartered Accountant Firm :
2. Address :
3. Landline/Mobile No. :
4. E-mail Address :
5. Date of Establishment of Firm
6. Particulars of Partners :
7. List of Clients of the Firm during last 3 years :
(Govt. Departments/PSUs/Autonomous Bodies)
(Mention at least 5 clients with necessary support)
8. Number of Qualified Staff :
(Please enclose a list mentioning qualification
and no. of years' experience of the staff)
9. No. of other staff :
(Please enclose a list mentioning qualification
and no. of years' experience of the staff)
10. Copy of CAG Empanelment Certificate :
11. Copy of PAN No. :
12. Copy of GST No. :
13. Profession Fee Quoted
 - a. Statutory Audit of the Institute : Rs.(In Figures & Words) per annum
 - b. Filing of Income Tax Return :Rs.(In Figures & Words) for 1 year
 - c. Filing of TDS Return : Rs.(In Figures & Words) per quarter
 - d. Filing of GST Returns : Rs.(In Figures & Words) per month
 - e. Filing of GST-TDS Return : Rs.(In Figures & Words) per month

I, _____ hereby declare that the information given above is correct.

Date:
Place:

Signature (With Rubber Stamp)
Name:
Address: