



सीएसआईआर – भारतीय पेट्रोलियम संस्थान
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
हरिद्वार मार्ग, मोहकम्पुर
देहरादून -248005, उत्तराखंड, भारत
CSIR - INDIAN INSTITUTE OF PETROLEUM
(Council of Scientific & Industrial Research)
Haridwar Road, Mohkampur
Dehradun – 248005, Uttarakhand, India



Notice Inviting Tender

Notice Inviting Tender No.: 01(02)2019/Admin/Bill

April 03, 2019

Director CSIR IIP Dehradun desires to hire the services of Dehradun based qualified Chartered Accountant/firms to assist in disposing of its liabilities relating to Income Tax/Goods and services Tax for two years starting May 2019.

General Conditions

- The tenderer should be a Dehradun based established Chartered Accountant/firm, providing services in respect of Income tax/GST to at least three Govt./Public Sector Undertaking/ Autonomous Bodies for at least five years.
- The tenderer should have valid TAN No./PAN No.
- The tenderers should have valid GST No.
- The tenderer should submit a copy of valid certificates issued by ICWA along with quotations.
- The tenderer should submit its Income Tax Returns for last two years.

Obligations of The Selected Chartered Accountant

The selected Chartered Accountant/firm will look after the following:

S. No.	Particulars
1.	Imparting and continuously updating the knowledge about various relevant amendments in the evolving law of GST.
2.	Computation of GST on monthly basis considering the input credit and reverse charge applicability including preparation of GST Challan.
3.	Preparing and filing/e filing of various returns and annual returns as applicable to IIP under GST.
4.	Maintaining, up keeping, and retrieval of records for GST relating to various compliance documentations.
5.	Advisory in respect of accounting treatment, suggesting and implementing the correct accounting of the entries related to GST.
6.	Provision of specific written opinion on various issues pertaining to GST.
7.	Representation before GST Authorities at Dehradun and outside Dehradun.
8.	E-filing /Filing of All Returns as applicable in case of Tax deducted at source/Tax collected at source as applicable in case of Income Tax.

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9.	Generation of Form No. 16, 16-A from website (TRACES) and other such forms in case of GST also.
10.	Feeding of data of Income Tax deductions of employees/contractors.
11.	Filing of Income Tax of 24Q & 26Q format and corrective forms as applicable to Income Tax /GST
12.	Filing of replies of Notices/ e-IT notices relating to IncomeTax/GST
13.	Assisting in preparation of submission before appellate authority under Income Tax/GST.
14.	Consultation/advice on records and Maintenance of applicable taxes.
15.	To providing guidance regarding I Tax laws & its implementation and others law of central/ UT govt. relating to various taxes.
16.	Any other issue arising out of new regulations/ instructions of Central Govt./ State Govt. or/ any other authority related to GST/I Tax in the period of agreement.

Interested eligible Chartered Accountants/Firms may submit their quotations in sealed envelope in the name of Director, CSIR- Indian Institute of Petroleum, Mohkampur Haridwar Road Dehradun.

The quotations complete in all respect shall be submitted in the office of Controller of administration on or before 22. 04. 2019 (15.00 Hrs.)

The quotations will be opened on the same Day i.e. 22.04.2019 at 15.30 Hrs.

Drawing and Disbursing Officer