

F.No.NIHFV/IT-2/Main Acctts/2008-09
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
BABA GANG NATH MARG, MUNIRKA, NEW DELHI – 110067

Dt: 29th February,2016

INVITING TENDER FOR EMPANELMENT OF CHARTERED ACCOUNTANT IN
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE, MUNIRKA, NEW
DELHI – 110067

1. Sealed bids are invited from Chartered Accountant firms included in the panel of Chartered Accountant firms approved by CAG of India for PSU audits for providing Income Tax related services of the Institute.
2. National Institute of Health and Family Welfare (NIHFV) an autonomous organization under Ministry of Health and Family Welfare, Govt. of India. It serves as an 'Apex Technical Institute' for promotion of Health and Family Welfare programmes in the country through its Education and Training, Research and Evaluation, specialized services and advisory and consultancy services.
3. The Annual Accounts of the Institute is audited by Internal Audit Wing, Ministry of Health and Family Welfare and as well as by the Controller & Auditor General (CAG) of India. The TDS are deducted from the salary of the employees and other agencies/companies and deposited on quarterly basis.
4. Now, IT department has stated that the Institute has to file annual Income Tax Returns for the assessment Year 2013 -14 and 2014-15.
5. The appointment of the Chartered Accountant firm finally selected will be initially for a period of 1 year and extendable for three years with pre-decided increments for second and third year, subject to satisfactory performance of the firm and continued empanelment of the firm by the CAG.
6. Chartered Accountant firms on the panel of Chartered Accountant firms approved by CAG of India for PSU audits desirous of taking up for the services of Income Tax related of the Institute may furnish profile of their Firm/Company, copy of Firm Constitution Certificate issued by ICAI, copy of latest income tax return duly acknowledged by I.T. department, copy of duly signed TOR and other details and Technical Bid and Financial Bid in the enclosed format (Annexure-I and Annexure-II) on your letter head separately latest by **3.00 P.M. on 14th March,2016** in sealed envelopes addressed to Director, NIHFV, Munirka, New Delhi-110067. These two envelopes should be super scribed as **"Technical Bid" or "Financial Bid"** as the case may be. These two envelopes should be kept inside a bigger envelope which should be super scribed as **"Bid for Chattered Accountant"**.

7. EMD of Rs.2000/-(Rupees two thousand only) in the form of Demand Draft/Banker Cheque in favour of Director,NIHFW payable at New Delhi should accompany the Technical Bid. The Bids may be dropped in the Tender Box of NIHFW. The technical bids will be opened on **14th March,2016 by 3.30 P.M.** The rate of increment for 2nd and 3rd years should be also included in your Financial Bid and it will also be a parameter to qualify. The fees quoted must include all out of pocket expenses including conveyance. The Financial Bids of the firms qualifying in the Technical Bids will be opened at the later date.
8. Disputes, if any, arising in the matter shall be resolved through an arbitrator to the nominated by Director, NIHFW. The resultant contract shall be interpreted under the Indian laws and shall be subject to the jurisdiction of courts located at New Delhi only.

Director, NIHFW

**Terms of Reference (TOR) for providing Income Tax related services in
National Institute of Health and Family Welfare, Baba Gang Nath Marg,
Munirka, New Delhi-110067.**

1. Introduction

NIHFW Background

National Institute of Health and Family Welfare (NIHFW) an autonomous organization under Ministry of Health and Family Welfare, Govt. of India. It serves as an 'Apex Technical Institute' for promotion of Health and Family Welfare programmes in the country through its Education and Training, Research and Evaluation, specialized services and advisory and consultancy services. The Annual Accounts of the Institute is audited by Internal Audit Wing, Ministry of Health and Family Welfare and as well as by the Controller & Auditor General (CAG) of India. The TDS are deducted from the salary of the employees and also other agencies/companies and deposited on quarterly basis.

2. Objective for hiring Chartered Accountant

The objective for hiring Chartered Accountant is for obtaining Service Tax Registration, Income Tax Exemption Certificate of the Institute, to provide services like filling of Quarterly TDS, Annual Income Tax return and other misc./correspondence related to I.T/TDS etc. filling Quarterly TDS and consolidated Annual Income Tax return of the Institute. The service shall be carried out with the Standards of Income Tax manual issued by the Income Tax Department from time to time. The concerned Chartered Accountant will specifically mention the component of the Income and Expenditure of the Institute for filling TDS/IT of Quarterly TDS, Annual Accounts of the Institute

3. Scope of work related to Income Tax matters will include the following services:

1. To apply and obtain Service Tax Registration from IT department.
2. To apply and obtain Income Tax Exemption Certificate from IT department
3. Preparation and filling of Quarterly e-TDS Returns of the Institute.
4. Preparation of filling of Annual ITR of the Institute and Project Cell
5. Preparation and filing of correction/revised IT Returns wherever found necessary.
6. Correspondence to IT/TDS department from time to time.
7. To represent the Institute before the relevant authority w.r.t. the notices/orders received by the Institute.
8. Consultation and advisory services for service taxes, if any.
9. Any other work of the Institute related to IT Department

4. Responsibility for preparation e-TDS and Annual ITR

The CA firm is responsibility for preparing the filling of e-TDS on quarterly basis and annual ITR and to express professional opinion on the true and fair view of the operations of the IT related services. The IT related services should cover the entire IT Manual as applicable to the Institute under IT Act 1961 and so on.

5. Key personnel

The key personnel in the firm should be led by a Chartered Accountant with a minimum of 10 years experience in the field of e-TDS and annual ITR.

6. The Chattered Accountant would be given access to all documents, correspondence, and any other information, which is deemed necessary relating to IT of the Institute. The CA shall maintain working papers in a systematic manner and make them available to Institute for review if required.

“TECHNICAL BID”

Expression of Interest for short listing Chartered Accountant Firms for providing I.T related services in National Institute of Health and Family Welfare, Munirka, New Delhi-110067.

Status of the Firm: Partnership _____ Sole Proprietorship _____

1. (a). Name of the firm (in capital letters) : _____

(b). Address of the Head Office : _____
(Please also give telephone No. and e-mail address)

(c). PAN No. of the firm : _____

2. ICAI Registration No. _____ Region Name _____
Region code o. _____

3. (a). Date of constitution of the firm : _____

(b). Date since when the firms has a full time FCA: _____

4. Full-time Partners/Sole Proprietor of the firm as on 1st January, 2016 (Self attested document should be enclosed)

Sl.No.	Years of continuous association with firm	Number of FCA	Number of ACA
1	Less than one year		
2	1 year or more but less than 5 years		
3	5 years or more but less than 10 years		
4	10 year or more but less than 15 years		
5	15 years or more		

Note: Please attach the copy of Firm's Constitution Certificate issued by ICAI as on 01.01.2016

5. Number of Part-time Partners if any, as on 1st January, 2016

6. Number of Full-time chartered Accountants as on 1st January, 2016

7. Number of audit staff employed full-time with the firm
- (a) Articles/Audit Clerks: _____
- (b) Other Audit Staff (with knowledge of book keeping and accountancy): _____
- (c) Other Professional Staff(Please specify): _____
8. Number of branches if any : _____
(Please mentioned places & locations)
9. Whether the firm is engaged in any internal or external audit or any other services providing to any Govt. company/Corporation or co-operative Institution etc. Yes/No
10. Whether the firm is implementing quality control policies and procedures designed to ensure that all audits are conducted in accordance with statements on Standard Auditing Practices (If yes, a brief note on the procedure adopted is to be enclosed) Yes/No
11. Whether there are any court/arbitration/ any other legal case against the firm (If yes, give a brief note of the case indicating its percent status) Yes/No

Undertaking

I/We hereby declare that the above mentioned information are true & correct and I/we also undertake to abide the terms & condition of the contract and would make compliance of terms laid-down in the contract if executed by us with the National Institute of Health and Family Welfare(NIHFW).

Date:

Place:

Signature of the Proprietor/Sole Partner

“FINANCIAL BID”

Expression of Interest for short listing Chartered Accountant Firms for providing I.T related services in National Institute of Health and Family Welfare, Munirka, New Delhi-110067.

Status of the Firm: Partnership _____ Sole Proprietorship _____

1. (a). Name of the firm (in capital letters) : _____

(b). Address of the Head Office : _____
(Please also give telephone No. and e-mail address)

(c). PAN No. of the firm : _____

2. ICAI Registration No. _____ Region Name _____
Region code o. _____

3. (a). Date of constitution of the firm : _____

(b). Date since when the firms has a full time FCA: _____

4. Full-time Partners/Sole Proprietor of the firm as on 1st January, 2016

Scope of work related to Income Tax matters will include the following services

Sl.No.	Items	Qty	Amount quoted by the firm (Rs)
1	To apply and obtain Service Tax Registration from IT department.	One	
2	To apply and obtain Income Tax Exemption Certificate from IT department and renewal if necessary	One	
3	Preparation and filling of Quarterly e-TDS Returns	Quarterly	
4	Annual ITR of the Institute including Project Cell	One	
5	Preparation and filing of correction/revised IT Returns wherever found necessary.	Per correction/ revised	

6	Correspondence to IT/ TDS department from time to time	Per correction/ revised	
7	Rate of increment for the 2 nd year		
8	Rate of increment for the 3 rd year		

Date:

Place:

Signature of the Proprietor/Sole Partner