



ICAR – DIRECTORATE OF FLORICULTURAL RESEARCH
COLLEGE OF AGRICULTURE CAMPUS, SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA

TENDER DOCUMENT

Limited tender for Hiring of services of Chartered Accountant at ICAR-DFR, Pune

Contact Details

ADMINISTRATIVE OFFICER
ICAR – DIRECTORATE OF FLORICULTURALRESEARCH
COLLEGE OF AGRICULTURE CAMPUS,
SHIVAJI NAGAR, PUNE – 411 005, MAHARASHTRA
Tel: 020-25537024, Fax:(020) 29710088
Website: dfr.icar.gov.in



**भारत कृषि आण पण . पुष्य विज्ञान अनुसंधान निदेशालय
कृषि महाविद्यालय परिसर, शिवाजी नगर, पुणे-411005**

I.C.A.R. - Directorate of Floricultural Research

College of Agriculture Campus, Shivaji Nagar, Pune-411005
Ph. 020-25537024 Fax:(020)25537024(ext-27)Email. ao.dfr@icar.gov.in

F. No. 29-40/2018-19/DFR

Date: .10.2018

Limited Tender Notice

Limited tender for Hiring of services of Chartered Accountant at ICAR-DFR, Pune

The Director, Directorate of Floricultural Research, on behalf of Secretary, ICAR, Krishi Bhawan, New Delhi invites limited tenders on the from eligible firms/individual for job titled above. Quotations are invited in sealed envelope from eligible registered firms for work titled above. Quotations duly completed in all respects shall be received up to 1100 hrs. on 16.11.2018, and the same shall be opened at 1200 hrs. on 16.11.2018. Quoted rates must be valid for 60 days from the date of acceptance of the quotation.

Interested contractors may download the quotation from our website <https://dfr.icar.gov.in> and www.eprocure.gov.in.

Quotations received after the due date and time will not be entertained. The Director of the institute reserves the right to accept or reject any or all quotations without assigning any reasons whatsoever. No correspondence shall be entertained in this regard.

Administrative Officer (I/c)



**भाष कृष अण पण . पुषुष विज्ञान अनुसंधान निदेशालय
कृषि महाविद्यालय परिसर, शिवाजी नगर, पुणे-411005**

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F. No.

Date: .10.2018

To

Limited tender for Hiring of services of Chartered Accountant at ICAR-DFR, Pune

IMPORTANT DATES

Last date for receiving the quotations : Up to 1100 hrs. on 16.11.2018

Date of opening of quotations : At 1200 hrs. on 16.11.2018

The following documents are to be enclosed along with the tender failing which the tender shall be rejected out rightly:

1. The Chartered Accountant firm should be registered with the institute of Chartered Accountants of India (ICAI) (Provide Copy)
2. A copy of PAN Card
3. A Photostat (i. e Xerox) copy of blank cheque for making payment by RTGS method.
4. Self attested declaration on company's letterhead that the firm has not been blacklisted.
5. Copy of GST Registration
6. Rs. 2,000/- (Rupees Two Thousand Only) in the form of crossed demand draft drawn in favour of "Director, ICAR-DFR, payable at Pune" as EMD.

INSTRUCTIONS TO BIDDERS, TERMS & CONDITIONS OF CONTRACT FOR LIMITED TENDER FOR HIRING OF SERVICES OF CHARTED ACCOUNTANT AT ICAR-DFR, PUNE

Quotations must be addressed to **The Director**, ICAR – Directorate Floricultural Research, College Of Agriculture Campus, Shivaji Nagar, Pune – 411 005, Maharashtra

1. Quotations must be submitted either by registered/speed post or may be dropped in the tender box placed in the office of the Administrative Officer, ICAR-DFR, Pune in a sealed cover super scribing on it the name of work for which the quotation is called for, and also the date & time of submission.
2. Quotations received after due date and time shall not be entertained.
3. The quoted rates must be valid for 60 days.
4. Contractor/ agency should be experienced in above said work.
5. The quotation should be accompanied by an Earnest Money Deposit (EMD) amounting to **Rs. 2,000/- (Rupees Two Thousand Only)** in the form of crossed demand draft drawn in favour of "**Director, DFR, payable at Pune**".
6. The firm has to deposit Rs 5,000.00 (Rs Five Thousand Only) as security Deposit for the duration of the tender. FDR in favour of **Director,DFR, Pune**
7. The EMD of successful bidder may be converted into a part of security deposit. The EMD of unsuccessful bidders will be returned within 15 days from the date of award of work to successful bidder.
8. Income tax will be deducted at source from the bill as per rules.
9. The EMD submitted by the bidder is liable to be forfeited by the Institute, if the selected firm/bidder fails to commence the work within seven days from the date of receipt of order.
10. The agency has to abide by all rules and regulations pertaining to all the acts and amendments in the Income Tax, GST etc and keep themselves up to date with all the rules and regulations.
11. The agency will be fully responsible for timely filling of the returns and any expenditure arising due to late filling by the firm, ICAR-DFR, Pune shall not be responsible in such matters.
12. Taxes, if any, should be clearly mentioned in the quotation, failing which it will be presumed that the quoted rates are inclusive of all taxes. No additional tax will be allowed if the same is not mentioned in the quotation document.
13. The tenders/bidders in their own interest are instructed to visit the site for understanding the site conditions, nature of work, etc.
14. The Director, ICAR-DFR, Pune reserves the right to accept or reject any or all tender / all tenders without specifying any reason whatsoever. No correspondence shall be entertained in this regard. The decision of the Director, ICAR-DFR shall be final and binding on all concerned in such matters.
15. Director, DFR reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the institute for a period upto 3 years on same terms and conditions, for any justifiable reasons, not mandatory to be communicated to the tenderer.
16. This notice is also displayed of ICAR-DFR, Pune website: dfr.icar.gov.in

17. The scope of work to be carried out at ICAR-DFR, Pune is mentioned as under:-
- a. Filling of quarterly return 24Q, 26Q etc.
 - b. Filling of Professional tax, GST return.
 - c. Calculation of Income Tax of employees, preparation of Form 16 documents, filling of income tax of employees etc.
 - d. Dealing with matters with the tax department and other tax related Government bodies, helping in reply of notices and other correspondences pertaining to tax related activities.
 - e. Any other tax/return etc. related work of ICAR-DFR, Pune.
18. Self attested copies of all the relevant documents needs to be submitted along the bid failing which the bid will be cancelled

Yours sincerely,

Administrative Officer (I/c)

TECHNICAL Details
(To Be Submitted Online on procurement portal)

Limited tender for Hiring of services of Chartered Accountant at ICAR-DFR, Pune

1. Name of the Firm : _____
Name of person whom to be contacted: _____
2. Full Address : Permanent _____
Present : _____
3. E-mail : _____
4. Mobile No. _____ Land Line No. Code _____ No. _____

Sr. No	Documents(Strictly as per details below	To be filled by Bidder	Page Number
1	The Chartered Accountant firm should be registered with the institute of Chartered Accountants of India (ICAI) (Provide Copy)		
2	A copy of PAN Card		
3	A Photostat (i. e Xerox) copy of blank cheque for making payment by RTGS method.		
4	Self attested declaration on company's letterhead that the firm has not been blacklisted.		
5	Copy of GST Registration		
6	Rs. 2,000/- (Rupees Two Thousand Only) in the form of crossed demand draft drawn in favour of " Director, ICAR-DFR, payable at SBI, Pune ". as EMD.		

I/We agree to forfeit of the earnest money if I/We fail to comply with any of the terms and conditions in whole or in part laid down in the Tender form. I/We have carefully read the terms and conditions of the Tender and are agreed to abide by these in letter and spirit. I/ we hereby undertake that we shall make good the loss / damage to DFR property, if caused due to negligence on our part. I/we also agree that the decision of the Director, DFR in this regard as well as the matter of dispute arising due to the provision of this contract shall be final and binding on me / us. I/we undertake not to make any representation against the decision of the Director, DFR.

Place:

Date:

Signature: _____

Name of the Signatory: _____

Name & Address of the Firm with Seal : _____

Telephone No. : _____

Mobile No. : _____

FINANCIAL BID

To
(DFR Address)
Sir,

I/We wish to submit our quotation on the following rates.

Sr.No	Description of Item	Quantity	Rates in Rupees
1.	Filling of Return 24 Q (Quarterly)		
2.	Filling of Return 26 Q (Quarterly)		
3.	Filling of GST Return (Monthly)		
4.	Filling of Professional Tax Return (Monthly)		
5.	Calculation of Income Tax of Employees (Per Employee)		
6.	Filling of Income Tax Return of Employees (Per Employee)		
7.	Any other Charges(If any, kindly Specify)		
8.	Taxes		
9.	Grand Total		

Validity of the bid (Minimum 60 days)

Signature _____
Name of the Signatory: _____
Name & Address of the Firm : _____
Telephone No. _____
Mobile No. _____