



**Central Council for Research in Unani Medicine  
Ministry of AYUSH, Govt. of India**

Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan  
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**Notice Inviting Tender (NIT)**

Tender are invited from Delhi based eligible Agency/firms for hiring of Professionals/expertise from Agency/Firms for carrying out various assignments of Accounting with specific terms and conditions. The RFP is required for the assignments in financial year 2023-2024 are as under -

1. Preparation, filing and revision of TDS returns in form 24Q and 26Q on quarterly basis for the year 2023-2024.
2. Preparation and filing of returns of TDS on GST returns on monthly basis.
3. Generation of Form 16 & 16A.
4. Preparation and filing of Annual Income Tax Return of CCRUM for the FY 2023-24.
5. Preparation and filing of Tax Audit Report for FY 2023-24.
6. Audit of Accounts for Financial year 2023-2024.
7. Guidance in the preparation of Annual Report & Balance Sheet for F.Y.2023-2024.
8. Applying for Income Tax Exemption under section 11 and 12.
9. Certification of UC.

**Bidding type:** - Limited (as per the Quantum of work and survey of market)

The contract shall be initially for a period of one year i.e. F.Y. 2023-24, which may be renewed for another three years on yearly basis subject to satisfactory performance of the Firm and with the mutual consent of both the parties.

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| EMD to be submitted                                       | : | 2% of the total cost of the tender          |
| Last Date and Time for receipt of NIT at CCRUM, New Delhi | : | 13 <sup>th</sup> October, 2023              |
| Date of opening of Bid                                    | : | 16 <sup>th</sup> October, 2023 at 3:00 P.M. |

**Note:-** In case the closing date for opening of NIT document or/and last date for receipt of NIT happens to be a holiday, the activity will be held on the immediate next working day at the same time & place.

**The tenders shall be subject to the following Terms and Conditions:**

- i) Each bidder should submit an EMD of minimum 2% of the total amount along with the quotation for proposal of **"Carrying out various assignments of Accounting"**. EMD should be in the form of Demand Draft, drawn in favour of Director General, CCRUM, New Delhi. The EMD of unsuccessful bidders will be refunded after award of contract and EMD of successful bidder will be returned on receipt of performance security as per GFR – 2017 w.r.t. the bid amount.
- ii) The tenderer should quote the price separately for each assignment and subsequently the entire amount in total of all the assignments

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- iii) The firm should not hand over execution of order to any other/sister firm (s) which would be liable to violation of contract and may entail cancelation of contract and forfeiture of Performance Security.
- iv) The tenders will be opened on stipulated date and time in the presence of the tenderers or their authorized representatives who may likely to be present.
- v) If any tenderers withdraw tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be forfeited and no correspondence in this regard will be entertained thereafter.
- vi) Communication of acceptance of the tender constitutes concluded contract.
- vii) In case where a successful tenderer, does not provide the service in time the CCRUM at its discretion may obtain such services from the next higher tenderer and the loss, if any, caused to the CCRUM due to increased rates shall be borne by the defaulting tenderer and the contract shall be terminated at once.
- viii) No enhancement of rates will be considered during period of contract.
- ix) The Bidder firm should not have been blacklisted by any Govt./Semi Govt./ Semi Govt. Deptt.. Therefore, bidder should furnish an Undertaking to this effect that Govt./ Semi Govt./ Semi Govt. Deptt./ Office has not blacklisted their firm/ agency.
- x) The bidder must have GST registration number (Copy of the Certificate should be enclosed as a proof), if the same is applicable to his firm.
- xi) The Director General has every right to reject/ accept any bid without assigning any reasons.
- xii) The bids received after due date and time will not be accepted while incomplete bids are liable to be ignored.
- xiii) The tender received without EMD will not be entertained under any circumstances
- xiv) The TDS/ TDS on GST will be deducted as per existing rule
- xv) Taxes and any other charges should be indicated separately.
- xvi) The DG, CCRUM reserves the right to accept or reject any bids or accept all tenders either in part or in full or to split the order, or to annul the bidding process without assigning any reason.

xvii) **Amendment of Tender Documents if required**

a. At any time prior to the deadline for submission of bids, the CCRUM may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by amendment. The same would also be hosted on the website of the CCRUM and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments. However, the copies of the amendments would be sent by registered post/speed post/courier/e-mail to all the bidders who have purchased the tender documents.

b. In order to allow prospective bidders' reasonable time in which to take the amendment into account in preparing their bids, the CCRUM, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the Council.

*Ch 26/01/23*