



# राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, भुवनेश्वर

(परमाणु उर्जा विभाग, भारत सरकार का एक स्वयं शासित संस्थान)

**NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, BHUBANESWAR**

(AN AUTONOMOUS INSTITUTE UNDER DEPT. OF ATOMIC ENERGY, GOVT. OF INDIA)

No.C-02-NISER-GST& IT Return Work-25-26

Date: 04-06-2025

## **EXPRESSION OF INTEREST (EOI)**

1. On behalf of Director, NISER “Expression of Interest” is invited from reputed and interested firms/companies/persons that have experience in providing services for “**GST & IT Return work**” at NISER, Jatni-752050, Odisha.
2. Agencies/bidders/persons, who are interested to participate, may visit CPP Portal <https://eprocure.gov.in/epublish/app> as well as NISER website <https://www.niser.ac.in/tenders/cr#> for details.
3. **Schedule-1**

Name of the work	<b>Invitation of Expression of Interest (EOI)</b> Services for “ <b>GST &amp; IT Return work</b> ” at NISER, Jatni-752050, Odisha
Address for submission of EOI	EOI document should reach latest by the stipulated time. In the TENDER BOX kept in the office of the Stores and Purchase Section, Admin Building of NISER, Jatni-752050. <b>EOI submitted elsewhere will not be considered.</b>
Location	NISER Campus, Jatni-752050
Tender Reference Number	C-02-NISER-GST & IT Return Work-25-26
Last date for submission of EOI	23-06-2025 at 11AM
Date & time of opening of EOI	25-06-2025 at 11AM
Date and time of making presentation (only for the qualified parties based on the EOI)	To be announced later to qualified parties.
Processing Fees	Rs.1500/- +18% GST (non-refundable) Demand Draft in-favor of Director, National Institute of Science Education and Research, Bhubaneswar. (Processing Fee is not exempted)
Contact Persons for Clarifications from NISER	<b>Technical</b> Shri. Satyanarayan Mohanty Deputy Controller of Accounts, NISER, Jatni-752050 Email ID: <a href="mailto:dca@niser.ac.in">dca@niser.ac.in</a>

**INDENTING OFFICER**

**FIC (STORES & PURCHASE)**

## **Scope of the Work**

### **A.GST**

1. Preparation and (stipulated) timely filling of GSTR-1 & GSTR-3B (as at present), including monthly remittances of GST Liability after incorporating all the factors/components like RCM, Input Tax Credit & necessary validation of input data consolidated by NISER, based on IMS data available.
2. Timely filing of any other Return(s) (in addition/in place of GSTR-1, GSTA - 7 & GSTR-3B),GSTR-9 as may be prescribed/notified by the GST Council/Govt. of India/any other appropriate authorities, for/during the engagement period.
3. Compliance of the various Procedures, rules & Regulations as notified by the Appropriate Authorities, while/during the course of filing various Returns as indicated in the previous paras.
4. Periodical reconciliation of GST Returns with the Books of Accounts of NISER including that of availing Input Tax Credit of the transactions auto-populated through GST Portal (GSTR-2A) in to NISER GSTIN & further contact/correspondence with the Vendors for necessary corrections, as may be required.
5. Providing advice/clarifications on the queries that may be raised by NISER in connection with the interpretation of various Procedures, Rules & Regulations as notified by the Appropriate Authorities, in connection with the compilation of data for filing of periodical returns.
6. Providing updates on GST laws through Notifications, Circulars, etc., relevant to NISER and professional advice on the action to be taken by NISER units in compilation to the said Rules & Regulations in force.
7. Attend to any notice issued by Appropriate Authorities (GST) and appear on behalf of NISER for resolution of issues raised to the satisfaction of the Appropriate Authorities.
8. Providing any other related support (not covered above) to NISER in connection with the GST compliance.

### **B. Income Tax**

1. Filing of quarterly E-TDS return i.e. Form 24Q,26Q,27Q,27EQ 1,2,3,4 along with annual return of approximately 250 employees
2. Assistance in revision and correction of E TDS return of 24Q, 26Q, 27Q, 27EQ1,2,3,4 (Previous FY).
3. Attending to notice of revision/demand/rectification demand raised by IT department /nullifying the same for 24, 26Q, 27Q Q1, 27EQ 2, 3, and 4.
4. Timely providing of hard and soft copy of Quarterly form 16A.
5. Timely providing of hard and soft copy of Form 16(Part A&B) form 12BA. The data of part B and form 12BA will be collected by the firm from NISER.
6. Filing of annual IT return for NISER, reply of the Income Tax notice & presenting before Income Tax authorities.

## General Conditions

1. The appointment will be initially for a period of 24 (Twenty Four) months for the period from the date mentioned in the letter of award of work and extendable on same terms and conditions for a further period of one year based on satisfactory performance and on same terms and conditions.

**2. The Lead Partner/Proprietor/Individual/Indirect Tax Consultants, who have satisfactorily completed five similar jobs for Central funded Organization /Govt Higher Educational Institutes during the last 5 years as on 31.03.2025 and Financial turnover of 20 lakhs during the last three years as on 31-03-2025 and should have at least 3 qualified assistants and 7 article /trainee.**

3. The Competent Authority reserves the right to accept or reject any quotes or to cancel the entire process.

4. In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Director, NISER will be final and binding on both the parties to the contract.

5. Also please provide all the details in the attached Proforma.

### **Other Conditions:-**

1. Payment for the job done for calendar month shall be made on submission of bill, mentioning the GST Nos. and SAC Codes as per the GST Act & Rules, by the contractor which is subject to statutory deductions in force.

2. The Contractor shall be responsible for settling any claim / compensation against all damage and accidents caused due to negligence on the part of his employees and keep NISER indemnified from any compensation / liability.

3. Compliance of the provisions of statutory requirements: The Contractor shall comply with all applicable laws, ordinance, rules & regulations of Central/ Local / State Government related to this contract and the contractor shall be responsible to maintain all requisite documents for reference to Statutory authorities and NISER as and when asked for. Any expenditure in compliance with the statutory requirements related to the contract shall be borne by the contractor unless explicitly stated.

4. An amount of Rs. 250/- shall be levied for each lapse / incident of deficiency in service per job.

5. Apart from the above clauses, in case, it is observed by NISER that the work performed by the Contractor is not as per the required / specified standards as contained in the Contract terms and conditions, the Contractor will be served with the Written Notice to the effect, calling upon to improve his performance within a specified time. The Contractor shall also be given an opportunity to present his viewpoint about the bad performance pointed out by NISER and thereafter if the Competent Authority is not satisfied, then shall levy a maximum penalty of 10% of the monthly bill amount. The written order passed by the In-charge in this regard shall be final & binding on the contractor.

6. The Director, NISER shall have the right to terminate the contract after serving a notice of 07 days in advance. The contractor can also terminate the contract by serving a similar 07 days notice in writing. Such notice shall be served by post or by hand at the respective address. Notwithstanding the above, the Contractor shall continue to provide the services as per mutual agreement till alternative arrangements are made by NISER.

7. Scope of work mentioned in the contract can be increased, if required, upto a limit not exceeding 25% of the quantity. Contractor shall execute the same at the same rates accepted.

8. The firm must have office in Bhubaneswar/Cuttack/Khurda/Jatni.

9. NISER reserves the right to accept or reject any or all application without assigning any reasons. NISER also reserves the right to call off tender process at any stage without assigning any reason.

10. NISER reserves the right to disallow issues of quotation document to working agencies whose performance at ongoing project(s) is below par / usually poor and has been issued of restrain / Temporary / Permanent debar of any department of GOI.

11. NISER reserves the right to verify the credentials submitted by the agency at any stage (before or after the award of work). If, at any stage, any information / documents submitted by the applicant is found to be incorrect / false or have some discrepancy which disqualifies the firm, then NISER shall take necessary action for debarment from tendering in NISER, apart from any other appropriate contractual / legal action.

12. Consortium / JV Companies shall not be permitted. No single firm shall be permitted to submit two separate applications.

13. If any entity participating in any of the quotations is a private or public limited company, partnership firm and any of the Directors / Partners / Proprietors of such company is also a director of any other company or partner of a concern or a sole proprietor having established business with NISER and has outstanding dues payable to NISER, then the said entity shall not be allowed to participate in NISER Quotations.

14. Canvassing in connection with the Quotation is strictly prohibited and the quotation submitted by agencies that resort to canvassing will be liable for rejection.

15. The Notice Inviting Quotation shall form part of the contract agreement. The successful Quotationer or Quotation on acceptance of his quotation by accepting Authority shall, within 10 days from the date of start of the job, sign the agreement consisting of NIQ, General Conditions of the Contract as issued at the time of invitation of Quotation and acceptance thereof together with any correspondence thereto.

Payment Terms:

(1) After completion of the assignment for a particular month, the Consultant shall raise the bill on a monthly basis for the completed month.

(2) Payment will be released after completing the work within 10 (Ten) working days from the date of submission of the bill (along with acknowledgment of filing of GST returns, I T returns) after deduction of Tax at Source at applicable rates.

(3) The fees to be quoted by the firm excluding GST for the assignment per one year.

The quotes for conducting the said scope of work to be submitted in SEALED COVER, duly mentioning the name of work on the face of the cover "Professional Quotes for the GST &IT Returns for a period of 12 months from the month of award of work at NISER"on or before 1500 hours on\_\_\_\_\_ .

The quote shall be submitted by Post/Courier to –

The DCA  
NISER Bhubaneswar.  
Jatni, Khurda 752050

OFFER /DETAILS TO BE SUBMITTED

To

The Director  
NISER Bhubaneswar.  
Jatni, 752050

**Particulars**

1. Name of the Practicing Chartered Accountant/Practicing Cost Accountant / Firm of Chartered Accountant /Firm of Cost Accountant / Indirect Tax Consultants :
2. Whether Partnership /Proprietorship/Individual :
3. Name of the Lead Partner / Proprietor / Individual /In-charge :
4. Name (s) of the Contact person(s) and the Contact details :
5. Date of Commencement of Practice :
6. Date of registration :
7. Certificate of Practice (COP) Number / Registration Number : (Please attach copy )
8. Details of Office (s) : Address:- Telephone Nos:- Fax No.:- Email:- Website:-
9. Post Qualification Experience in fulltime practice of Lead Partner /Proprietor. No of years:
10. PAN No (please attach copy) :
11. Goods & Service Tax Registration No. (please attach copy):
12. Number of Active Partners in the Firm :
13. Profile of the firm. :
14. List of major clients of past and present.
15. Any other relevant information. (please attach copy General condition -2)
- 16. Fees – (to be submitted in a separate sealed cover)**
17. Declaration:
  1. All the information provided by me / us herein above is correct.
  2. I/We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
  3. I/We hereby undertake that, I will not sub contact the work.

Signature: \_\_\_\_\_

Name of the Authorized Signatory: \_\_\_\_\_

Stamp of the Proprietor/Firm: \_\_\_\_\_