



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान (नाईपर) अहमदाबाद

औषध विभाग, रसायन एवं उर्वरक मंत्रालय, भारत सरकार

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) AHMEDABAD
Department of Pharmaceuticals, Ministry of Chemicals and Fertilizers, Government of India

NOTICE INVITING QUOTATION

No. NIPER-A/NIQ/2023-24/02

Date: 10th May, 2023

The Registrar on behalf of the Director, NIPER-A, invites sealed rate quotations for the following work.

| S. No. | Name of work | Estimated cost (in Rs.) | Last date of submission | Estimated time for work completion |
|--------|---|-------------------------|--------------------------|------------------------------------|
| 1 | <u>Preparation of Annual Accounts, Physical verification and Tax compliance work of NIPER-A</u> a) Preparation of Annual Accounts of the Institute for FY 22-23 b) Physical Verification of Assets & Consumables for FY 22-23 c) Review of taxes paid as per records and reconciliation with returns for FY 22-23 d) Solving Queries/clarification/demands pending on income tax portal from 2008 e) Preparation/Generation/Verification of Form 16 and 16-A for FY 22-23 f) Rectification of GST returns wherever required g) Any other task that may deem essential to complete the above work | 1,80,000/- | 17.05.2023 at 4:00 PM | 90 Days |

The time for submission of quotations is up-to **17.05.2023 till 04:00 PM** which shall be opened on same day at 04:15 pm. The Director, NIPER Ahmedabad reserves the right to accept or reject any quotations without assigning any reason.

Registrar, NIPER-A

Name of work:- Preparation of Annual Accounts, Physical verification and Tax compliance work of NIPER-A

SPECIFICATION & SPECIAL CONDITIONS OF CONTRACT:

1. Following documents are to be submitted:
 - a) Certificate of incorporation (from ICAI)
 - b) Stamped and notarized declaration that the firm is not debarred/blacklisted by any Govt organization
 - c) Resume of the individual person to be appointed
 - d) GST registration certificate (if applicable)
2. The Service Provider shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The Service Provider shall indemnify the Institute from any claims in this regard.
3. The responsibility of correctness and accuracy of accounting records will lie with the Service Provider.
4. Standards: The work should be carried out in accordance with the generally accepted accounting practices/principles/Income Tax Act/GST Rules/ GFR 2017/ Purchase manual and other Government of India rules and regulations/Accounting standards issued by the Institute of Chartered Accountants of India (ICAI), directives of Reserve Bank of India, guidelines of ADB/WB and other relevant enactments and notifications published by Central and State governments on time to time. The Service Provider should accordingly consider materiality when planning and performing the work.
5. Similarly, the Service Provider shall prepare and submit reply of queries / notices issued by Income tax / GST and other taxation Authorities to NIPER-A within the time limit prescribed by the authority concerned. Other matter /work that will be assigned to consultant from time to time in respect of taxation/accounting/financial matters shall be carried out by the firm promptly.
6. It shall be the sole responsibility of the Service Provider to comply with all the relevant provisions in time and any interest/penalty/fine due to violation/non-compliance of any rule/regulation/provision will be borne by the Service Provider.
7. In the event of any default in performance/unsatisfactory performance of the Empanelled Service Provider and/or failure in timely submission/non submission of return/required documents, contract shall be terminated by issuing 15 days' notice by Employer in this regard.
8. No termination payment shall be payable by the Employer to Consultant Service Provider.
9. A reasonable Penalty may be imposed on the Service provider by the Institute, as decided by it, if it is found that the Service Provider failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the Service Provider after giving a written notice.
10. Service Provider will maintain high standards of integrity and professional ethics and morality while handling the work of the Institute and dealing with the Institute and its officials. If it is found that this condition of confidentiality is compromised by the Service Provider then the Institute will be at liberty to take further steps (e.g. requesting ICAI for cancellation of license of the Firm) against the Service Provider.
11. NIPER-A Gandhinagar is an institute of national importance and hence, the accounting records and information related to the Institute shall be handled by the Service Provider in a confidential manner and must not be shared with any outsider. No record of the Institute shall be taken outside of the Institute in any case. Passwords, if any, for any portal must be

- handed over to the Institute officials after completion of work.
12. Any losses sustained by Institute due to negligence of Service Provider`s services in the form of any loss / damage of property (including those attributable to individual employees/ manpower engaged by the service provider) will be recoverable from the Service Provider, as the money value shall be estimated by the Institute. The decision of the Institute in this regard will be final and binding on the Service Provider.
 13. The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
 14. Any action on part of Applicant to influence any Officer of the Institute or canvassing in any form shall make the bid liable for rejection.
 15. The Service Provider shall take adequate care in engaging qualified and suitable manpower, including appropriate verification of their character and antecedent. If in the opinion of the Institute authorities, the performance of any of manpower deployed is satisfactory or he / she is not amenable to discipline or their behavior is not conducive to retain them for the work, he / she should be replaced immediately on such request.
 16. Manpower deployed by the Service Provider shall be employee of the Service Provider and Service Provider will be solely responsible for any claim whatsoever arise against any service covered under the contract.
 17. The Institute shall not be responsible or liable under any laws / or rules or in any case that is in force or that may come in force from time to time in respect of the claim raised by manpower deputed by the Service Provider.
 18. Any claim on account of price escalation and revision in taxes shall not be payable.
 19. Taxes shall be deducted from the bill as per GOI rules for which the service provider will submit a PAN, in the name of registered company or proprietor for Depositing TDS.
 20. No advance payment will be made.
 21. Security Deposit shall be deducted @ 5 % from the bill of the service provider and shall be released after expiry of defect liability period of 6 Months after date of completion.
 22. The service provider should sign & stamp all pages of the quotation including the pages of the notice which shall mean that the contractor is in acceptance to all the terms and conditions mentioned in the notice.
 23. Validity of quote is to be for 1 month from the date of quotation.
 24. 100% payment to be made after successful completion of the work.
 25. 0.5% penalty per week will be charged if the work is not completed in the stipulated time.
 26. Partially filled BOQ is liable to be rejected.
 27. The acceptance of the bid will rest with the Director, NIPER-A, who does not bind to accept the lowest quotation and reserves the right to herself/himself to reject or accept, partially or all the quotations received, without assigning any reason. The Director, NIPER-A further reserves the right to withdraw the NIQ or part thereof or modify the requirements without assigning any reason and the right to relax any of the conditions in the best interest of the Institution.
 28. Director, NIPER-Ahmedabad shall be the final authority for settlement of any dispute, and his/her interpretation of any clause/term/condition(s) of this document shall be final and binding, and the jurisdiction of Court of Law shall be Gandhinagar.
 29. The price bid will be evaluated on the basis of the rate quoted in the "Price Bid" which shall be exclusive of the GST amount

Registrar, NIPER-A

SCHEDULE OF QUANTITY (Price bid)

(to be filled by the bidder)

Estimated Cost :- 1,80,000/-

Date of opening:- 17/05/2023, 4:15 PM

Time duration :- 90 Days

Name of work:- Preparation of Annual Accounts, Physical verification and Tax compliance work of NIPER-A at NIPER-Ahmedabad, Palaj, Gandhinagar, Gujarat.

I/WE herewith submit the Financial Proposal for the above said work, as per the details given in this document and assessed by us during the site. I/WE have also gone through the whole document and understand the terms & conditions stipulated therein before quoting the rates hereunder.

| S. No | Description | Qty | Rate | GST | Amount |
|--------------|---|------------|-----------------|------------|---------------|
| 1. | (a) Preparation of Annual Accounts of the Institute for FY 22-23 (b) Physical Verification of Assets & Consumables for FY 22-23 (c) Review of taxes paid as per records and reconciliation with returns for FY 22-23 (d) Solving Queries/clarification/demands pending on income tax portal from 2008 (e) Preparation/Generation/Verification of Form 16 and 16-A for FY 22-23 (f) Rectification of GST returns wherever required (g) Any other task that may deem essential to complete the above work | 1 | 180000/- | | |

Total Amount in words - _____

Name and signature of the bidder with company seal

**Note: The price bid will be evaluated on the basis of the rate quoted above. GST, if quoted will not be considered for price bid comparison*

The signed stamped pages (all 5 above) with the filled-in Price Bid shall reach to the following officials through Post or by hand before 17.05.2023 at 4:00 PM

Address:

**Registrar,
National Institute of Pharmaceutical Education and Research, Ahmedabad, (NIPER-A)
Opp Air Force Station, Palaj, Gandhinagar, 382355,
Gujarat, India
Phone:+ 91 079 6674555**

Email: registrar@niperahm.res.in