



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION
(Deemed University), Indian Council of Agricultural Research

Panch Marg, Off Yari Road, Versova, Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8, Fax No. 022-26361573 Web Site : www.cife.edu.in

File No. 30-1/24-25/Cash/Hiring of CA for FY 24-25

Date: 29th September, 2026

Quotation

To,

Sub: Quotation for hiring services of a Chartered Accountant for tax matters of ICAR-CIFE, Mumbai (HQ) and it's Regional Centers (Kolkata, Rohtak, Kakinada, Motipur, and Powerkheda).

Sir,

"Quotations" for hiring services of a Chartered Accountant for ICAR-CIFE, Mumbai as per the details and scope of work given below:-

(A) Annual Taxation Work for the Financial Year 2026-27, 2027-28/Assessment Year 2027-28, 2028-29 (October 2026 to September 2027) :

Sr. No.	Description of the Job	No. of Returns
1	Filing of TDS returns, Salary 24Q, Form-16 on a quarterly basis, AY 2027-28, FY 2026-27 i.e Q3, Q4 and AY 2028-29, FY 2027-28 Q1 and Q2	4
2	Filing of TDS returns Non-salary 26Q, Form-16A on a quarterly basis AY 2027-28, FY 2026-27 i.e Q3, Q4 and AY 2028-29, FY 2027-28 Q1 and Q2	4
3	Filing of Professional Tax Returns on a monthly basis for FY 2026-27 (October 2026 to March 2027) and FY 2027-28 (April 2027 to September 2027)	12
4	Filing of GST Returns (Mumbai) GST 1 & GSTR 3B on a monthly basis for FY 2026-27 AY 2027-28. (October 2026 to March 2027) and FY 2027-28 AY 2028-29 (April 2027 to September 2027)	24
	(GST Registrations of Regional Centers and GSTR 1 & GSTR 3B return filing)	5
	Kolkata Center	24
	Rohtak Center	24
	Kakinada Center	24
	Motipur Center	24
	Powerkheda Center	24
	Total GST Returns	144

5	Returns of TDS on GST AY 2027-28 FY 2026-27 (October 2026 to March 2027) and FY 2027-28 (April 2027 to September 2027)	12
6	15CA and 15CB as and when required AY 2027-28 FY 2026-27 (October 2026 to March 2027) and FY 2027-28 (April 2027 to September 2027)	Per Return
7	E-Invoicing on GST Portal for AY 2027-28 FY 2026-27 (October 2026 to March 2027) and FY 2027-28 (April 2027 to September 2027)	-
8	GSTR-2A reconciliation for AY 2027-28 FY 2026-27 (October 2026 to March 2027) and FY 2027-28 (April 2027 to September 2027)	-
9	Income Tax Calculation verification of all regional centres for AY 2027-28 FY 2026-27 (October 2026 to March 2027) and FY 2027-28 (April 2027 to September 2027)	-
10	Drafting of replies to notices as and when required (GST/Income Tax) (October 2026 to March 2027) and FY 2027-28 (April 2027 to September 2027)	Per Notice
11	Visiting Charges as and when required (GST/Income Tax Office) (October 2026 to March 2027) and FY 2027-28 (April 2027 to September 2027)	Per Visit

The quotation should be in a sealed cover superscribed "Quotation for Hiring services of Chartered Accountant for tax matters of ICAR-CIFE, Mumbai" may be submitted till the **10th October 2026**, as per Annexure I and II along with all supporting documents.



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Encl. As above.



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F.No. 30-1/24-25/Cash/Hiring of CA for FY 24-25

Date: 29th September, 2026

NOTICE INVITING QUOTATION

Quotations are invited from willing and potential firms in a sealed envelope for the award of a contract for the e-filing of TDS returns (for salaried and non-salaried) for the **Financial Year 2026-27, 2027-28 and AY 2027-28, 2028-29** in respect of ICAR-CIFE, Mumbai, in the attached proforma.

DESCRIPTION OF WORK

A. ICAR-CIFE, Mumbai:

- i. Data Entry, e-filing, submission of Quarterly Returns, Generation of Form 24Q, Form-16 for salaried employees of ICAR-CIFE, Mumbai (Approx. 200 employees)
- ii. Data Entry, e-filing, submission of Quarterly Returns, Generation of Form 26Q, Form-16A in respect of Companies/Contractors/Contract Employees of ICAR-CIFE, Mumbai (Approx. 1500 entries in a year)
- iii. Revised/Correction filing of previous years, if any, during the period of the contract.
- iv. Settlement of notices (of past/contract period) received from the Income Tax Department under various provisions of the Income Tax Act.
- v. Providing clarifications regarding Income Tax at times when services/consultation are to be provided by a Professional Chartered Accountant so that the correct tax and liabilities may be deducted and deposited with the Government exchequer in a timely.
- vi. A Professional Chartered Accountant or his staff should visit the office for collection & deposit data once a month.
- vii. Data Entry and Submission of Monthly/Quarterly Returns in r/o GST (deductor/collector) for all the relevant companies/contractors as per Gol instructions. Submission of monthly/quarterly and filing of GSTR-3B, GSTR-1 etc.
- viii. Settlement of notices (of past/contract period) received from the GST Department under various provisions of the GST Act.
- ix. Providing clarifications regarding GST at times when services/consultation are to be provided by a Professional Chartered Accountant so that the correct tax and liabilities may be deducted and deposited with the Government exchequer timely.
- x. Deduction of TDS/TDS on GST on payment to foreign publishers as per DTAA
- xi. Issuance of TDS Certificate to respective publishers.

TERMS & CONDITIONS FOR AWARD OF CONTRACT

1. **A professional, experienced Chartered Accountant with a maximum 5th years.**
2. If there is a delay in filing Returns or there is any discrepancy in filing Returns or any fault or negligence on the part of the Chartered Accountant for filing returns in whatsoever manner, the onus to pay the penalty imposed by the Tax Department will lie with the Chartered Accountant. The Institute reserves the right to deduct the same from the dues payable to the Chartered Accountant. In case of any delay or furnishing of wrong data or non-submission of data by the Institute, the responsibility to pay the penalty imposed by the Tax Department will lie with the Institute.
3. Bidders shall submit the following self-attested and duly stamped documents in Annexure I with their quotation as applicable:
 - a) Firm's Trade License/Company Registration Number.

- b) The Firm/Agency should be registered with the ICAI under the provisions of the relevant act to provide the professional services, and its validity date, and enclose a copy of the registration certificate of the same.
- c) PAN/GST Registration Number.
- d) Experience certificates of a similar type of work, along with a list of clients
- e) Mandate form for E-payment (Entire Bank details i.e. Bank Account Number, Account Holder's Name, Type of Account, Name & Branch of the Bank, IFSC/NEFT/MICR Code numbers, etc.) for payment.

Quotations submitted without the above documents will not be considered and summarily rejected.

4. The Payment of the bill will be made after satisfactory completion of the actual work done, to be supported by relevant documents. No advance payment will be made.
5. The rates should be quoted inclusive of all costs of transport, manpower, equipment, etc., but excluding taxes. Applicable taxes will be paid to the firm along with their payment for the work.
6. The successful firm will be required to depute its employees for doing the job as and when required, including the collection & submission of documents at the ICAR-CIFE, Panch Marg, off Yari Road, Versova, Andheri West, Mumbai-400061.
7. The payment in respect of work shall be made by the ICAR-CIFE, Mumbai, at the approved rates within 30 days on receipt of the bill after completion of the entire work satisfactorily. The copies of returns filed and other supporting documents, if any, may be attached to the bill for payment.
8. The job is to be undertaken within the stipulated time schedule fixed by the various Tax Departments from time to time.
9. The successful tenderer will be required to **deposit 3% of the contract value as Security Money** in the form of a Demand Draft/Bank Guarantee drawn in favour of **ICAR-CIFE payable at Mumbai**, which will be refunded without any interest after satisfactory completion of the contract period. If at any stage the services of the firm are not found satisfactory/suitable/appropriate, the contract shall be liable to be terminated, and the security deposit shall be forfeited.
10. If a revised return is required to be filed, the same shall have to be filed by the agency without any extra payment, if the mistake is on the part of the Chartered Accountant Firm.
11. The firm, while submitting the quotations, must affix its signature on all pages and also provide unconditional acceptance of all the terms and conditions of the contract.
12. The contract will be valid till completion of the work as described above for the Financial Year 2026-27, 2027-28 (Assessment Year 2027-28, 2028-29). However, the same can be terminated even before the scheduled date of its expiry in case the firm fails to provide satisfactory services or comply with any of the terms and conditions of the contract. In that event, the security money deposited by the firm will be forfeited. The decision of the ICAR-CIFE in this regard will be final and binding on the Contractor.
13. The contract can be mutually extended after the expiry for a period of two years (one year at a time) based on the quality of services being provided by the qualifying firm on the same terms and conditions and rates.
14. After filing of e-returns, if any default notice is received from the Tax Authorities, the settlement of the same will have to be submitted and settled by the firm within the prescribed time limits.
15. Director, ICAR-CIFE reserves the right to reject any or all the quotations without assigning any reasons thereof.



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Name and address of the Firm	
Firm's Trade License/Company's ICAI Registration Number	
PAN/GST Registration No	
Mandate form for E-Payment details Bank A/c No Account's Holder Name Account Type Name & Branch of the Bank IFSC/NEFT/MICR Code	
Contact No:-	
Email ID:	
Authorised Signature and Seal	



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ANNEXURE – II

Annual Taxation Work for the Financial Year 2026-27, 2027-28/Assessment Year 2027-28, 2028-29:

Name of the Firm:

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The above rates quoted are exclusive of:

1. Taxes as applicable.
2. Any statutory payment like late filing fees, interest, penalty, etc. payable to the tax department.

Name:

Sign. & Seal: