



Indo-German Science & Technology Centre

Ground Floor, Block -II, Technology Bhavan, New Mehrauli Road, New Delhi – 110016

Tel: +91-011-26543506 Homepage: www.igstc.org

Limited Request for proposal (RFP)

**seeking expression of interest for Tax consultant and
Internal review of accounts**

1 Introduction and General Information

Indo-German Science and Technology Centre (IGSTC) has been registered as Society under Society Registration Act, 1860 to promote research partnerships of industrial relevance on a PPP mode, connecting academia and industry from both countries for socio-economic benefits/development of people of both India and Germany. IGSTC mandate is towards facilitating and promoting Indo-German bilateral collaborations in basic and applied science, research & technology, nurturing contacts between young and mid-career scientists and technologists to develop a sense of mutual trust, partnership/leadership and entrepreneurship. For more details of IGSTC and its activities, please refer www.igstc.org.

2. Section Terms of Reference (TOR):

IGSTC is registered society holding 12A certification from Income Tax and having GSTR-7 registration. IGSTC intends to appoint Chartered Accountant firm to provide the professional services related to all tax (direct & indirect) matters. IGSTC also requires getting its accounts reviewed internally every year (on half yearly basis). IGSTC, therefore, seek expression of interests from professional practitioners Chartered Accountant firm.

3. Crucial details:

Document No.	IGSTC/Admin/Internal Review & Tax/2025-26
Client/Owner	Indo-German Science & Technology (IGSTC)
Estimated Cost of Project	Rs. 6,00,000/- (Rupees six lakh only) annually including taxes
Last date & time of submission of RFP	31 st March, 2026
Validity of contract	The contract is initially for one year, which can be further extended by two years on yearly basis depending on the service delivered and IGSTC requirement.
Scope of work	Anexure-i
Technical bid	Annexure-II
Financial bid	Annexure-III
Bid related communication	Email id: accounts.igstc@igstc.org Contact No.: 011 -26563500

4. Eligibility criteria for submission of expression of Interest:

1. The bidder must be a legal entity registered eligible to carry out business in India and complied with Indian Statutory Laws.
2. The bidder should have at least 10 years' experience in providing tax consultancy and internal audit of accounts.
3. The bidder must be a practicing Chartered Accountant firm, having minimum 3 qualified chartered accountant personnel employed in last three years.
4. Bidder should have experience of providing similar services to the Bilateral/ Multilateral centers/entities for at least five years
5. Incomplete bids, bids not in format and conditional bids shall be rejected outrightly. Alterations, amendments or modifications are not allowed after submission of proposal.

6. IGSTC may at any time during the RFP process but before opening the technical bid request the Bidders to submit revised Technical /Commercial Bids and/or Supplementary Commercial Bids, in case of change in Scope of Work, without thereby incurring any liability to the affected Bidder or Bidders.

5. Scope of Work:

The scope of work for seeking expression of interest for Finance/tax consultancy; internal review of accounts of IGSTC is attached at **Annexure-I**.

6. Technical bid:

The technical bid is attached at **Annexure-II**.

7. Financial Bid

The financial bid is attached at **Annexure-III** and fill the same for quoting price. **No other format will be accepted. The bid not in format will be rejected.**

- a. All the prices mentioned are in accordance with the terms as specified in the RFP documents.
- b. All prices should be exclusive of taxes. Taxes should be separately mentioned. Any change in rate of taxes during the intervening period to be claimed by the bidder at the time of final settlement. The amount claimed as a result of a change in rate of taxes, if any, has to be supported by Govt. Notification in this regard. IGSTC shall be authorised to deduct any tax as applicable from the bidder. Deduction of all statutory and necessary Tax from each bill will be made as per Government orders prevailing at the time of payment. Necessary tax deduction certificate will be issued on demand by the bidder

8. Documentation to be submitted with technical bid:

- i) The signed copy of the RFP document as a token of acceptance of RFP terms.
- ii) Registration certificate of the bidder.
- iii) Copy of PAN and GST certificate of the bidder firm.

9. Award of contract and completion of work:

IGSTC shall award the contract to the selected bidder by issuance of a work order with terms & conditions. The selected bidder has to furnish the acceptance of purchase order with three days of its issuance. The bidder is expected to deliver services as per IGSTC's requirements and satisfaction.

10 Payment Terms:

- (i) The following are the payment terms:
- (ii) The 100% payment will be made on submission of bills on quarterly basis.

11. Documentation to be submitted with technical bid:

- A covering letter from the Chartered Accountant firm for submission of RFP and showing willingness to conduct the statutory audit of IGSTC in case the firm is shortlisted.
- Registration certificate of the firm issued by the Institute of Chartered Accountants of India (ICAI).
- Copy of Membership of the Partners issued by ICAI.
- Copies of any three latest appointment orders for different statutory Audit of Indian registered societies or Government autonomous bodies/institutions or Not-for-profit organizations.
- Copy of PAN and GST certificate of firm.
- Brief profile of the firm including its client(s).
- Brief experience, related to registration and compliance laws of German based not for profit organization, if any.



Scope of work

Tax consultant and Internal review of accounts

1. As IGSTC is a Registered Society under the Societies Registration Act XXI of 1860, the consultant will tender advice to IGSTC on Society related issues, Bye-Laws, Rules & Regulations, including taking up matters with the Registrar of Societies as and when required.
2. Consultancy in the matter of Income tax such as filling of return, representing IGSTC assessment orders.
3. Advice on amendments in IGSTC Bye-Laws/Policy matters from time to time.
4. Advice on any specific approval needed from Central Board of Direct Taxes on any matters pertaining to IGSTC.
5. Update IGSTC on the changes and applicability of various tax provisions, including withholding tax deductions and tax compliance.
6. Handholding in preparation and submission of annual Income Tax returns and quarterly TDS returns to the Income Tax authorities.
7. Preparation of replies and representations in the matter of Income Tax exemption and all other income tax related issues.
8. Representation before the Income Tax Assessing Officer for assessment cases fixed from year to year and maintaining liaison with the Income Tax office to help IGSTC and coordinate interaction between IGSTC and the Income Tax Assessing Officer.
9. Filing Income Tax returns and all related Income Tax assessment cases of IGSTC.
10. Filing GST return and all related assessment cases of IGSTC.
11. Extending services towards preparation of annual accounts, financial statements and liaising with the statutory auditors.
12. Registration and all compliance pre and post supports in order to make IGSTC eligible to receive the funding from private players.
13. Registration of CSR certificate, FCRA registration along with filling of returns and fulfillment of all applicable compliance.
14. The consultant will pay visit to IGSTC preferably once a month or when needed and will provide guidance in day to day finance activities.
15. Review of the accounts of the IGSTC on a half yearly basis. The audit Programme will be communicated to IGSTC 15 days in advance of the commencement of audit.
16. Provide the internal review report along with suggestions, if any for betterment and adoption of best feasible financial prudence and practices, especially on Grant management, project due diligence & monitoring vis-à-vis projects fund utilization.
17. Provide the inputs on Agreements like loan/grant tri-party agreements and other formal documents and advise IGSTC on matters originating therefrom. Also, to advise IGSTC on framing memorandum/articles and submission of financial reports to Governments.
18. Provide form 15CA/CB certification (up to 100 certificates) for foreign remittance and other documentation required for forging transactions.
19. Any other specific assistance sought by IGSTC on any in administrative, legal, tax and financial matters.
20. The contract may be terminated by either side with a prior notice of 45 days.



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TECHNICAL BID

Tax consultant and Internal review of accounts

1. Name of the Firm:
2. Date of Establishment:
3. Head & Branch office details:

Head Office:

Country/State	Address	Manpower	Name of the Office Chief

Branch Offices:

Country/State	Address	Manpower	Name of the Office Chief

4. Firm Registration No:
5. Firm Pan and GST No:
6. Audited turnover of firm in last three years:

Particulars	Financial Year		
	2022-23	2023-24	2024-25
Gross professional fees receipts			

7. Firm Status (Partnership/Proprietorship/Company):
8. ICAI registration No & Date:
9. Details of full time partners in the firm:

Name of full time Partner(s)	Contact number	Qualification	Date of joining the firm	Membership number	Year of passing

10. Details of qualified personnel employed in last two years:

Name of qualified employee	Qualification	Date joining the firm	Contact number	Major role in the firm	Year of passing

11. Name of partner(s) who are expected to lead the audit:

Name	Experience	Qualifications	Brief profile, please attached detailed CV

12. Details of similar services rendered by the Firm for Indian registered societies or Government autonomous bodies/institutions or Not-for-profit organizations and the Bilateral centre.

Type of Services	Name of client	Client business	Mention the year when services were provided

13. Experience, if any with the registration and compliance of laws for German based Not- for- Profit Organization, please attach separate brief.

14. Provide the list of existing any 10 major clients (including Bilateral and Multilateral Entities) associated with the firm:

S No.	Client name	Client business	Working for client from	Type of service rendered

15. Provide attach brief profile of firm with its cliental(s):

16. Website link (if any):

-Declaration-

I(Partner) of M/s do hereby declare and certify that;

- a. The information made here are true to the best of my knowledge.
- b. Agrees to abide by all the terms and conditions laid down towards in the RFP for engagement event management service as specified by IGSTC.
- c. I confirm that authority submits the RFP documents and comply with the provisions laid down in the RFP documents.
- d. I further declare that presently company is not Blacklisted due to any reasons by any State / Central Government / PSU / Autonomous Body(s)/ Bilateral entity/Multilateral entity on the date of bid Submission.

Place: _____

Name: _____

Date: _____

Signature: _____

Company's Name: _____



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FINANCIAL BID

Tax consultant and Internal review of accounts

Sl. No.	Particulars	Amount in INR
1	Monthly professional fees	
2	Taxes as applicable	
	TOTAL	

Notes:

- i. Payments shall be released to us on quarterly basis as per the scope of work and upon submission of a valid tax invoice.
- ii. Applicable taxes will be deducted prior to release of the payment.
- iii. The expression of interest is valid till six months from the date of submission.
- iv. Prices should be quoted independently without any consultation and communication with any competitor.

-Declaration-

I,.....authorized representative of M/s
 do hereby declare and certify that;

- e. The information made here are true to the best of my knowledge.
- f. Agrees to abide by all the terms and conditions laid down in the RFP Document.
- g. I confirm that authority to submit the RFP documents and comply the provisions laid down in the RFP documents.
- h. I further declare that presently firm is not Blacklisted due to any reasons by any State / Central Government / PSU / Autonomous Body(s) etc on the date of bid Submission.

Date:

Signature of the owner / bidder /
 authorized signatory with complete Name,
 Address, Contact No.(s) including Mobile
 No(s).