

क्षेत्रीय जैवप्रौद्योगिकी केन्द्र

Regional Centre for Biotechnology

राष्ट्रीय महत्ता की संस्था

An institution of National Importance

(यूनेस्को के तत्वावधान में जैव प्रौद्योगिकी विभाग, भारत सरकार द्वारा स्थापित)
(Established by the Dept of Biotechnology, Govt of India under the auspices of UNESCO)

Ref: RCB/NIQ/01/2022-23/CA

Date 27.05.2022

Regional Centre for Biotechnology (RCB), an 'Institution of National Importance' providing education, training and research is established by the Department of Biotechnology, Government of India under the auspices of UNESCO. On behalf of Executive Director, Regional Centre for Biotechnology, sealed quotations are invited from agencies to provide Non consulting professional services for finance and accounts matters as per BoQ and terms and conditions.

Terms & conditions

- (i) Non Consulting Professional services shall be provided as per instructions of Finance Officer, RCB
- (ii) Sealed quotations shall be submitted directly in the box kept at RCB reception or sent through speed post/courier so as to reach RCB latest by 1500 Hrs on 06.06.2022. Address of Speed post/Courier is: The Executive Director, Regional Centre for Biotechnology, NCR Biotech Science Cluster, 2nd Mile Stone, Faridabad-Gurugram Expressway, Faridabad, Haryana-121001.
- (iii) The Sealed envelope shall be super scribed as "Quotation for Non Consulting Professional Services, NIQ No. RCB/NIQ/01/22-23/CA"
- (iv) Payment shall be made only after completing the services to the satisfaction of the Finance Officer, RCB.

(signature and stamp of the bidder)

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Quotation

SI No	Scope of Work	Payment Frequency	Fee	GST%
01	Filing of GST returns for financial year 2022-23(without claiming ITC)	Half Yearly		
02	Filing Annual ITR for assessment Year 2022-23	Annual		
03	Issuing form 10B for assessment year 2022-23	Annual		
04	Based on review of system for issuing form 10B, additional comments for system improvement for consideration by Management for FY 2021-22	Annual		
05	Issuing of form 15CA only	Per case		
06	Issuing of Form 15 CA&CB	Per Case		
07	Countersigning utilisation certificate for submission to grant sanctioning authority	Per case		

(Signature Name and Stamp of the bidder)