

NATIONAL INSTITUTE OF SOLAR ENERGY
(An Autonomous Institute under Ministry of New & Renewable
Energy, Government of India)



TENDER (E-Tender) document *for*

**Tenders are invited from Chartered Accountant Firms for appointment as
Tax Consultant For Consultancy & Taxation Services NISE Gurugram**

Last Date of Submission: 17 :00 hours on or before 29th April 2026

through website: <https://nise.ewizard.in>

Director-General
National Institute of Solar Energy
Gurugram-Faridabad Road
Gwal Pahari, Gurugram – 122003, Haryana, India

Website: www.nise.res.in

National Institute of Solar Energy

Tenders are invited from Chartered Accountant Firms for appointment as Tax Consultant for Consultancy & Taxation Services NISE Gurugram.

The important dates and information for quotation are given below in the table:

Sr. No	Description	Details
1.	File No.	G-25020/1/2022-F/A
2.	Tender Type	Open Tender (Through NISE E-Wizard Portal)
3.	Tender Category	Service
4.	Scope of Work	Tenders are invited from Chartered Accountant Firms for appointment as Tax Consultant For Consultancy & Taxation Services NISE Gurugram
5.	Place of submission of quotation	Through NISE E-Wizard Portal Phone: +91-124-285 3033
6.	Period of validity of quotation	Bids shall be valid for at least 120 days from the last date of bid submission.
7.	Last date & time of submission of Tender	17 :00 hours on or before 29th April 2026
8.	Bid Opening (Technical)	11 :00 hours on or before 30th April 2026
9.	Bid Opening (financial)	The financial bid opening date will be informed to technically qualified vendors separately.

Section A:

Brief Introduction

NISE is an autonomous specialized institute under the Ministry of New and Renewable Energy (MNRE), Government of India, mandated for research and development, solar component testing and certification, capacity building, and development of solar products and applications. The technical support of NISE complements the requirements of MNRE to become a self-reliable renewable power producing nation and accept the series of challenges intervened in amidst of implementation of the National Solar Mission (NSM). NISE has established in the solar energy sector through continuous efforts by developing newer technologies, developing standards, and catering to the changing needs in the industry. Furthermore, NISE envisions in accelerating the proliferation of the renewable energy sector by intently working together with the Government of India. NISE intends to appoint a CA firm as Tax Consultant for direct as well as indirect taxes & duties which are currently applicable to NISE and would be applicable to NISE in future.

Section B:

General Terms & Conditions: -

1. Bids in the prescribed format will only be considered. Bids should provide sufficient details as required in the format; the applicant should submit supporting documents also.
2. If bid is not submitted in the prescribed format or submitted with lack of supporting documents, then the bid will be rejected without assigning any reasons.
3. Bid received after the prescribed time limit will not be considered for further scrutiny and will out rightly be rejected.
4. Bid received after the scheduled time will not be accepted under any circumstances. NISE will not be responsible for any delay due to postal service or any other means.
5. The company reserves the right to accept or reject, in full or in part, any or all the bid offered by applicants without assigning any reason whatsoever.
6. Bid should be addressed to,

**(Director General,
National Institute of solar Energy, Gurgaon
Gwal Pahari Faridabad Gurgaon Road
Gurugram (Haryana)-122003**

Estimated Cost: Rs. 3,50,000/- per annum

Submission and Evaluation of Bid:

For the implementation of above-mentioned work/services, Bidders should submit their Techno Commercial & Price Bids/Proposals complete in all respect in Online on NISE E-Wizard portal <https://nise.ewizard.in/>.

- I. Interested bidders have to necessarily register themselves on the E-Wizard portal <https://nise.ewizard.in/> to participate in the bidding under this invitation for bids. It shall be the sole responsibility of the interested bidders to get themselves registered at the aforesaid portal for which they are required to contact E-Wizard Help- desk to complete the registration formalities. The details of E-Wizard Help-desk is mentioned on the portal. All required documents and formalities for registering on E-Wizard are available at <https://nise.ewizard.in/>.
- II. Two Envelope Bidding Procedure will be adopted and will proceed as detailed in the Bidding Documents. Bidding will be conducted through the competitive bidding procedures as per the given provisions of bidding document.
- III. Bidders should submit their bid proposal online complete in all aspect on or before last date and time of Bid Submission as mentioned on E-Wizard Portal at <https://nise.ewizard.in/> and as indicated in the Bid Information Sheet.
- IV. Bidder shall submit bid proposal along with non-refundable Tender Processing Fees, Earnest Money Deposit (EMD) if applicable.
- V. Tender documents which include Eligibility Criteria, Technical Specifications, various Conditions of Contract, Formats etc. can be downloaded from E-Wizard portal at <https://nise.ewizard.in/>. It is mandatory to download official copy of Tender Document from E-Wizard Portal to participate in the Tender. Any amendment(s)/ corrigendum(s)/ clarification(s)

with respect to this Tender shall be uploaded on E-Wizard portal only. The Bidder should regularly check for any Amendment(s)/ Corrigendum(s)/ Clarification(s) on the above-mentioned E-Wizard Portal. The same may also be uploaded on NISE website <http://www.nise.res> in also.

- VI. Owner reserves the right to cancel/ withdraw this invitation for bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.
- VII. All the technical bids received will be opened by the tender evaluation committee and will be evaluated as per pre-defined criteria
- VIII. The Financial bids in respect of technically eligible Firms to be opened and selection from among these firms shall be determined on the basis least cost (L1 Bidder).
- IX. In case of any dispute, the decision of DG, NISE shall be final and binding
- X. The assignment shall be carried out with due diligence, maintaining quality of service and in least possible time.
- XI. In case of non-fulfillment of any instruction issued by NISE, NISE will be entitled to cancel the assignment without assigning any reasons.

Indicative Scope of Work for Tax Consultancy Service

The objective of this engagement is to appoint Tax Consultant to provide comprehensive advisory, compliance, litigation management, and authorized representation in respect of Direct Taxes and Indirect Taxes and other applicable taxes. The Consultant shall ensure timely, accurate, and complete compliance with statutory requirements under relevant tax laws, rules, notifications, and circulars. Further, the Consultant shall represent the organization before assessing officers, appellate authorities, tribunals, and other statutory forums, and shall manage assessments, audits, appeals, rectifications, refunds, and related proceedings and time-bound manner.

(a) Direct Taxes: -

- Day to day tax matters that includes replying to various tax notice and providing necessary tax support on regular basis or to be required by NISE as & when.
- Tax compliance that includes but not limited to Advance Income Tax Calculation, TDS/TCS Compliance and filing of all kind of periodic returns and any other additional matter as required under tax provisions.
- Calculation and deduction of TDS/TCS will be done by NISE, but for any professional opinion regarding the tax matters (i.e. what percentage will apply and whether the TDS is applicable or not) will be provided by the Firm either on site or off site as per the NISE's requirement.
- Preparation & Submission of Quarterly TDS /TCS Returns through electronic mode will be in the scope of the Firm. Form 16 / 16A along with the consolidated file reconciled with data provided by NISE will be submitted to NISE by the firm without fail. It shall be the responsibility of the firm to match part A & B of form 16 and accordingly the return shall be filed.
- Any update regarding the applicability as well as changes in Rates, Rules, Provision is to be informed to NISE by the Firm through E-mail.
- Any query or intimation raised by the Income Tax Department regarding the data uploaded by the Firm, will be the sole responsibility of the Firm to prepare reply of the same, for that necessary support will be provided by NISE. (Even after the completion of period of engagement)
- TDS Certificates will be extracted by the firm along with digital sign. The Username and Password will be shared for data required to be downloaded from the CPC site.
- Professional Opinion wherever required regarding the future contracts to be entered by NISE

shall also to be provided promptly by the Firm, either in writing or orally wherever and in whichever form as desired by NISE.

- Income Tax Return whether original or revised, whether pertaining to current Assessment Year or previous Assessment Year of the NISE will be submitted by the Firm, there will be no limit on number of returns to be filed during the period of engagement.
- Consultancy and certification services required for making foreign remittances according to the applicable provisions of section 195 of the Income Tax Act will be also in scope of firm i.e. issuance of certificate in form No.15CA & 15CB and other required forms.
- Renewal of 12A certificate and fresh application (if any) before income tax authority under any section of Income tax act.

(b) Goods and Service Tax

- The Firm will file monthly GST returns and any other return as applicable with the concerned authorities as per the applicable periodicity.
- Verification of reconciliation of GST return(s) with books & GSTN Portal. Data for that will be provided by NISE.
- The Firm will conform that all the applicable provisions of GST Act are complied with and the same are accounted for in books of accounts properly.
- Payment of Tax will be done by NISE, but for that necessary duly filled challan will be provided by the Firm wherever desired after verifying the data.
- Facilitation in resolution of Audit Queries, if any raised by Internal Auditors/Statutory Auditors/CAG Auditors.
- Any query or intimation raised by the GST Department regarding the data uploaded by the Firm, will be the sole responsibility of the Firm to prepare reply of the same, for that necessary support will be provided by NISE. (Even after the completion of period of engagement)
- Any other work/verification related to GST to be dealt with by NISE in compliance with the provisions of GST Act.
- Any update regarding the applicability as well as changes in Rates, Rules, Provision is to be informed to NISE by the Firm through E-mail.
- Advice/opinion on the applicability and levy of Goods and Service Tax.

(c) Annual GST Return

- The Firm will carry out Annual GST Audit and will file the annual return (GSTR-9 and 9C) as per applicable provisions of GST Act. Data for that will be provided by NISE.

(d) Assessment and Proceeding Issues

- Any Scrutiny proceeding pertaining to any Assessment Year (i.e. past and future) and appearance before the Income Tax Authority up to Appellate Tribunal, shall be handled by the Firm only with prior approval of NISE and in close co- ordination of one representative of the NISE.
- Representation before International taxation authority regarding matter arising out of withholding tax on foreign remittances if any.
- Details/data/documents related to Income Tax Proceedings pertaining to any Assessment Year

(i.e. past and future) will be prepared by the Firm and the same shall be shared with the NISE before further submission to Income tax department.

- Prepare and submission of reply of any communication, notice etc. received from the income tax department.
- Other Tax related issues consequent to amendments in Income Tax Act.
- Any Scrutiny or Appearing in front of the GST Authority pertaining to any Assessment Year will be carried out by the Firm with the prior approval of NISE and shall be with the one representative of NISE.

(e) Utilization Certificate:

- To provide support in preparation of utilization certificate under various projects, scheme and programmes of Govt. of India as per the prescribed format of GFR.
- To provide Audited utilization certificate under various projects, schemes and programmes in prescribed format.

Expected Time for compliance/reply of the matters related to Direct Taxes and Indirect Taxes:

Sr. No.	Compliance	Expected time of compliance
1	TDS/TCS Return Filing	5 working days before due date
2	Form 15CA/Form 15CB	Next working day from the time of sharing of details/documents
3	Advance Tax Payment working	5 working days before due date
4	Income Tax Return filing	15 Days before due date
5	Reply of the Notice/Appeal/Third party inquiry related to Notice/Appeal under Direct Taxes or Indirect Taxes	5 working day from date of submission of data by NISE or last date whichever is earlier
6	Employee Investment supporting verification	7 working days from date of communication
7	Resolution of defaults on TDS-CPC Portal/outstanding demands reflected on the tax portals	Quarterly basis to be resolved within 7 days from the date of reporting/reflection
8	GST Return Filing	2 working days before due date
9	GST – TDS Return Filing	2 working days before due date
10	Annual GST Return filing/Audit	15 working days before due date
11	Opinion related to any matter pertaining to Direct Tax/ Indirect Tax desired in written (Hard Copy)	3 working days from date of communication
12	Opinion related to any matter pertaining to Direct Tax/ Indirect Tax desired through an E-Mail	On the same day
13	Any Other Matters Like Utilization Certificate Etc.	Within 3 working days from the date of communication

Minimum Eligibility Criteria

A. Technical Evaluation:

- The firm should have head office or branch office in Delhi or Gurugram or Faridabad. (Proof to be attached)
- Existence of the firm for at least 05 years ended on 31.03.2026. (Proof to be attached)

- The firm should have rendered at least three assignments during last 5 financial year ended on 31.03.2026. The assignment should have been for services of direct and/or indirect taxes of Government Organization/ Public Sector Undertaking (Excluding banks)/ Autonomous bodies. (Copy of work order/Contract for each case to be attached.)
- The Firm or Partners should not have been debarred or cautioned by ICAI or any Government PSUs or any State/Central Govt. Dept./Institute or any autonomous funded and/or controlled by any State/Central Govt. (A self-certificate to the effect from the Firm shall be attached).
- The bidder should not have been penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them. (A self-certificate to the effect from the Firm shall be attached).
- The bidder should have valid PAN, TAN & GST number. Bidder shall have valid ICAI membership/firm registration number. (Copy to be attached)

B. Financial Evaluation:

The Evaluation Committee shall determine if the financial bid is complete and without computation errors. The lowest financial bid shall be considered as L1 bidder.

C. Schedule of Payment: -

- The fee should include all kind of charges. No other cost except the quoted fee will be paid to the Tax Consultant Firm.
- Taxes & Duties will be quoted separately in the format.
- TDS will be deducted while making payment as per the applicable rules.
- The payment shall be made against the services provided by firm, duly verified by concerned officer of the Institute and in accordance with the financial bid of the selected bidder and accepted by the Institute.

Contract Period:

The contract shall be initially for the two year from the date of work order released and may be extended on year-to-year basis on performance and mutual consent.

Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are found unsatisfactory at any time during the period by the Institute.

The firm should nominate a partner as nodal officer who will supervise the entire work assignment on regular basis and will coordinate all the activities.

Performance Guarantee:

The successful bidder should deposit 3% of contract value in the form of Demand Draft/FDR/Bank Guarantee from a commercial bank in India should be provided as performance Guarantee valid for 60 days beyond the contract period.

Director General
National Institute of Solar Energy
Gurugram - Faridabad Road,
Gwal Pahari, Gurugram – 122 003
Haryana, INDIA

Annexure-I

Sr. No	Particulars		Response
1.	(a)	Name of the firm (in CAPITAL letters)	
	(b)	Address of Head Office & Branch Offices (Please state Head Office & Branch separately)	
	(c)	PAN No. of the firm	
	(d)	GST No. of the firm	
2.	ICAI Registration No. Region Name, Region Code No.		
3.	E-mail Address		
4.	Contact No.		
5.	Date of constitution of the firm		
6.	Full-time Partners (in case of Partnership firm) as on 1st January 2026.		
7.	Similar experience of tax consulting services for direct or indirect taxes & duties to Government organization/ PSU/Autonomous body.		
8.	Profile of the firm		To be attached herewith separately.

We/I declare:

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later on found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the tender process, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. That the Firm or Partners has not been debarred or cautioned by ICAI or any Government PSUs. (A self-certificate to the effect from the Firm shall be attached)
3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be a practice under Section 2(2) of the Chartered Accountants Act, 1949;
4. That the constitution of the firm as on 1st January, 2026 shown in the bid submission is the same as that in the Constitution Certificate issued by the ICAI.

(Sign with stamp)

Format for Financial Bid

Particular	Fees in Rupees
Monthly fees for direct and indirect taxes work including consultancy work as mentioned in (a) and (b) of indicative scope of work.	
Fees for annual GST Return as per (c) of scope of work	
Fees for assessment and proceeding issues (Kindly indicate fees for one visit/one reply) as per (d) of scope of work	
Fees for Audited Utilization Certificate as per (e) of scope of work	
Total	
Taxes & Duties	
Total Fees	

Fee includes all kind of charges to render services as mentioned in the scope of work. We have read all the terms and conditions with respect to financial bid as enclosed herewith and abide ourselves with.

Date:

(Sign with stamp)

Place: