

F.No. 97/09/2018-IT.
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

Shastri Bhawan, New Delhi
Dated:- 15th January 2021

TENDER NOTICE

Subject:- Quotation for filing the E-TDS and Income Tax Returns-Reg.

Department of Fertilizers is inviting quotations from CA firms having 3 years' experience of filling e-TDS forms etc. in Government Department for filling of e-TDS Form, 26Q Returns and 24Q Returns on behalf of officers/official of the Department of Fertilizers upto 190 staff and upto 35 companies. Copies of following documents should be attached with the quotation, failing which quotation will be rejected: -


- i. GST Number.
- ii. Proof of Income Tax Assessment of last 2 years.
- iii. PAN Number of the firm
- iv. Copies of Experience/work orders from previous Ministries/Departments, Government of India to the effect that the firm has given satisfactory performance on similar jobs.

2. **The Proforma for furnishing rates for filing returns being sought by this Department may be seen at Annexure – A. Quotations may be furnished strictly as per the proforma.** The scope of work along with the terms & Conditions of the contract are at **Annexure-B.** The quotation should be accompanied with **Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousands) only in the form of Demand Draft / Pay Order from a commercial bank drawn in favour of Pay & Accounts Officer, Department of Fertilizers, New Delhi.** The EMD of the unsuccessful bidders will be released after the finalization of the contract. No interest will be paid on this amount.

3. The quotation received without EMD shall be rejected summarily. The sealed quotations, complete in all respects, may be dropped in the **TENDER BOX** placed at the RTI-cum- Facilitation Centre, located in Garage No. 12, G.F., near State Bank of India, Shastri Bhawan, New Delhi-110001 **on or before 31.1.2021 by 12.00 Noon.** The quotation may be submitted in a sealed cover superscribed "**QUOTATION FOR Filing the e-TDS and Income Tax Returns in r/o DoF.**" The quotations will be opened on the same day at 3.30 PM by the Tender Committee in the Cabin of the Under Secretary (Admn.) located in Room No. 205-D, Shastri Bhawan, New Delhi in the presence the of such tenderers or their authorized representatives who may wish to be present. The quotations which are not complete in all respects, are liable to be rejected. The Department reserves the right to reject or accept all or any quotation whole or in part without assigning any reason thereof.

4. The successful bidder will have to deposit a sum of Rs. 5, 000/- (Five Thousands only) in the form of Demand Draft in favour of Pay and Accounts Officer, Department of Fertilizers as a Security money for due performance of the contract which shall be valid for a period of sixty days beyond the date of completion of the contract. The security deposit will be returned to the awardee firm on completion of the contract to the satisfaction of this Department. No interest will be payable on the security deposit. The earnest money shall be returned to the successful bidder after he deposits security money as stated above.

5. The successful bidder shall be required to accept the contract within 7 days from the date of offer. In case of failure to accept the contract, the EMD shall be forfeited and the contract will be offered to the next eligible bidder.


(Tilak Raj)
15-01-2021

Under Secretary to the Govt. of India.
Tel. 2338 7492.

Encl:- As above.

Copy to: -

1. NIC for placing the above tender on web-site of DOF.
2. Notice Board of the Department of Fertilizers.

Annexure-A

S. No.	Service to be provided to DoF	Rate (In Rs.) + Tax
1.	Salary Return (24Q)(Per Quarter+ per entry)	
2.	Annual TDS Certificate-Form 16 (Part A and B both)(per form)	
3.	Return uploading charges for E-TDS Return with the TIN Facilitation Centre of the Income Tax Department: - a) Upto 100 records. b) More than 100 records.	
4	<u>E-TDS Return (26Q) relating to TDS deducted from payment to suppliers:</u> a) <u>Per Quarter filing + Per Entry</u> b) <u>TDS Certificate Form 16-A for each supplier per form</u>	
5	GST Monthly Return (Per month + per entry) TDS Certificate-Form 7A for each supplier per Form	

Description/ Scope of Work

S.No.	Work to be Performed	Periodicity
1.	Salary(26Q) Return for Tax deducted from Salary(per month 240 enteries)	Every Quarter.
2.	TDS Certificate Form 16 to be issued to 240 Employees approx.(Part-A & B both)	Annual.
3.	TDS Certificate form 16-A to be issued to vendor(approx. 140 Certificates per quarter.)	Every Quarter
4.	Revised Salary Return for any mistake by Department in original return.	Any Quarter
5.	Revised Non-Salary Return for any mistake by Department in original return.	Any Quarter
6.	Non Salary(26 Q) return for tax deductions from payment to vendors(approx. 390 enteries)	Every Quarter
7.	Fees for filing salary/ non-salary(as prescribed by the Govt.)	Every Quarter
8.	GST for tax deduction from payment to the vendors	Every Month
9.	GST Certificate form 7A to be issued to vendor	Every Month

Terms and Conditions

1. If any discrepancies/ notices are received from the Income Tax Department for the quarters for which returns have been filed, corrections/ revised returns will be made without any additional cost.
2. Payment will be made on successful submission of e-tax return at the end of the financial years.
3. All returns have to be filed timely. In case of failure to file the returns timely, the associated cost has to be borne by the firm.
4. In case of failure of filing the returns the awardee firm, the Department shall reserve the right to get the work done by other firm, for which the cost of work has to be borne by the awardee firm.
5. The successful bidder has to submit the TDS Files prepared in a CD/ Pen Drive to the Department.
6. Department reserves the right the terminate the contract at any time, if the services of the firms are not found satisfactory. In that case, the EMD deposited shall be liable to be forfeited.
7. Department reserves the right to extend the contract for further period of 3 years (one year at a time) subject to fulfilment of existing terms and conditions and mutually acceptable existing terms and conditions by the awardee firm.
