

F.No G-27024/1/IT/Pr.AO/2016-17/3124

Govt. of India

Office of Chief Controller of Accounts

Ministry of Chemical & Fertilizers

7th Floor, A Wing, Janpath Bhawan

Janpath, New Delhi-110001

**Subject: Tender for the tender of filling of income tax**

I am to invite the sealed quotations for the filling of e-TDS form, 26Q Return and 24 Q returns on behalf of Pr. Accounts Office Dept. of Fertilizers from experienced firms under two bid systems i.e Part-I: Technical Bid and Part-II: Financial Bid. The contract will be period of one year. However the contract may be extended subsequently, on mutual consent, for a period of more than one year on review of performance reports.

**Scope of work**

1. Compilation of the required data from the Pr. Accounts Office of Ministry of Chemical & Fertilizers 7<sup>th</sup> Floor, A Wing, Janpath Bhawan, New Delhi-110001 under the signature of Drawing & Disbursing Officer.
2. Preparation of Quarterly TDS Return in the Electronic Format as per the format provided by the Income Tax Department from time to time.
3. Preparation of 27-A form and obtaining the Drawing & Disbursing Officer Signature on the same for submission to the Income Tax Department.
4. Uploading and E-filing of TDS return with the TIN Facilitation center or as per the Income Tax rules at force at the time, within the due dates announced by Income Tax Department from time to time.
5. Furnishing the original e-filing acknowledgement to Pr. Accounts Office Dept. of Fertilizers Ministry of Chemical & Fertilizer.
6. Sharing a soft copy (in readable form like PDF, word or Excel) with Pr. Accounts Office Dept. of Fertilizers Ministry of Chemical & Fertilizer.
7. Generation of Form-16 in readable soft copy ( for 24-Q) for all employees for whom tax are deducted source and furnishing the same to Pr. Accounts Office Dept. of Fertilizers Ministry of Chemical & Fertilizer. Form-16 should be furnished to Drawing & Disbursing Officer in such a way that DDO has sufficient time to verify and distribute the same to the concerned employees within the due date earmarked for issue of Form-16.
8. Generation for form 16A (for 26 Q) and furnishing the same to the DDO to verify and distribute the same to the concerned vendor/supplier within due date embarked for issue of Form 16-A.
9. They will also extend necessary help/assistance in solving the problems that may arise out of any orders passed/queries raised by the Income Tax Department based on e-returns filled.
10. The number of records per quarter for 24-Q and 26 Q may vary from time to time.
11. No separate charges will be charged for any revision or submission of any returns. Only Uploading fees on NSDL may be charged.
12. Necessary assistance may also be provided to this office when needed.

### Technical Bid

1. Bidders shall submit the following information/documents, as applicable with their quotation in technical bid envelope.
  - (i) Firm's Trade License/Company Registration Number(Attached attested photocopy).
  - (ii) VAT/Service Tax Registration Number(Attached attested photocopy).
  - (iii) Income Tax PAN No.(Photocopy).
  - (iv) Company's Income Tax Return for last 1(one) year (Attached attested photocopy).
  - (v) Work orders from 3(three) Govt. Organization/Department (Attached attested photocopy).
  - (vi) Firm must be enrolled for GST on the government portal and document of the same should be submitted with technical bid (Attached attested photocopy).
  - (vii) EMD of Rs 2500/-(Rupees Two thousand five hundred only) in the form of demand draft will be deposited in favour of PAO Fertilizers, New Delhi
2. Bidders should have an average of 3(three) years of experience in e-filing of TDS Returns of both Salaries and Non-Salaries.
3. Bidders should have an average turnover of at least Rs 3, 00,000/- per annum for the last three years.

### Financial Bid

1. Bidders shall quote rates as per quarter for 24-Q and 26-Q distinctly including all applicable taxes as shown in Axxexure-1.



**General Conditions**

1. The Tender document envelope containing quotation should be scribed "Quotation for". The bid should be submitted in two sealed envelopes.

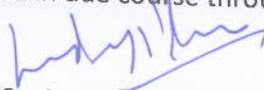
- (i) Technical Bid
- (ii) Financial Bid

The two sealed envelopes then should be put in one Envelope. The envelope should be sealed and super scribed with the following  
"Quotations for E-FILLING OF INCOME TAX RETURN FOR TDS FOR SALARIES AND NON-SALARIES vide Tender no. .... and closing date ....." Addressed to

**Senior Accounts Officer,  
Ministry of Chemical Fertilizers , Deptt. Of Fertilizers,  
7<sup>th</sup> Floor, A-Wing, Janpath Bhawan,  
Janpath, New Delhi**

Quotation should be submitted with required documents within the closing date and time. Quotation received after the closing date and time will not be entertained.

2. Tender maybe dropped by hand in tender box kept in this office.
3. Pr. Accounts Office Dept. of Fertilizers reserves the right to alter/modify or reject any order at any stage without assigning any reason thereof and is not bound to accept the lowest tender. Canvassing in any form direct or indirect or any part of bidders will render the tender liable for rejection/cancellation.
4. Any dispute unless resolved amicably shall be settled by a court of law having jurisdiction over New Delhi
5. Incomplete Tenders and Tender received after due date/Time of submission due to postal/Courier delay will not be considered.
6. EMD of Rs 2500/- (Rupees Two thousand five hundred only) in the form of demand draft will be deposited in favour of PAO Fertilizers, New Delhi
7. Date of closing of tender box: 21.04.2017 at 02.00 PM
8. Date of opening of tender box: 21.04.2017 at 03.00 PM
9. Representative from tenderers are invited to be present at the opening procedure of both technical bid and financial bid.
10. Due to administrative cause opening of both the bids may be delayed or postponed.
11. Due to administrative cause if it is not possible to open financial bid on the same day, then financial bid may be opened on different date and time and the same may be informed telephonically.
12. The EMD of the unsuccessful bidders may be returned in due course through post.

  
Sr. Accounts officer  
Ministry of Chemical Fertilizers ,  
Deptt. Of Fertilizers,  
7<sup>th</sup> Floor, A-Wing, Janpath Bhawan,  
Janpath, New Delhi

Copy

1. N.I.C dept. of fertilizers, Shastri bhawan with a request to upload tender documents on the website of M/o Chemical & Fertilizers, Deptt. of Fertilizers.
2. Notice Board