

No. MoES/8/1/2018-Accts.  
Government of India  
Ministry of Earth Sciences  
(Cash & Accounts Section)

Prithvi Bhavan, Lodhi Road,  
New Delhi- 110003  
Dated: 6<sup>th</sup> April, 2018

### **TENDER ENQUIRY**

To,

As per attached list

Sub:- Limited tender enquiry for e-filing of Quarterly Income Tax Return for salaries and non-salaries (24Q & 26 Q) with Income Tax Department and issuance of Form-16 and Form 16-A for the financial year 2018-19 in respect of Ministry of Earth Sciences.

Sir/Madam,

Sealed quotations through two bid system are invited from interested and reputed Firms for e-filing of TDS returns in respect of staff salary (Form 24Q) and 3<sup>rd</sup> party payment (Contractor/vendor)(Form 26Q) of the Ministry of Earth Sciences for the coming financial year 2018-19. Initially the contract will be for one year which can be extended for 2 more financial years subject to services rendered considered satisfactory. The scope of work shall be as under:

#### **2. Scope of Work:- both in respect of 24Q and 26Q:**

- (i) Preparation of monthly statement of TDS deducted and deposited details;
- (ii) Filling of quarterly TDS returns of Salaried employee through TDS software;
- (iii) Filling of quarterly TDS return of other than salaried employee i.e. Contractor/Vendor through TDS Software;
- (iv) Liaisoning with Income Tax Authority;
- (v) Issuance of TDS Certificate Form 16 & Form 16-A in respect of employees who had paid tax and Salary certificate in respect of employees who paid no tax;
- (vi) Other assistance, if any in relating to e-filing of TDS.
- (vii) Rectification of any errors/discrepancy noted at any stage after completion of e-filing of every quarter is to be made by the Firm immediately at their own risk and cost. No additional amount shall be paid by this Ministry for carrying out rectifications in the I.T. returns.

Yours faithfully,  
Ministry of Earth Sciences

(12)

*[Signature]*  
09/04/18

3. The number of salaried employees in the Ministry is around 150 and payment of around 50 Contractor/Vendor (each month) is involved.

4. **Eligibility Criteria:**

(i) The Firm should have atleast 5 years experience in the field of Income Tax related matters (relevant documents may be attached).

ii. The average annual turnover of Firm should be atleast Rs. 2 lakh during the last 3 years.

iii. The firm should have required infrastructure and manpower in NCT of Delhi/NCR to undertake the above mentioned assignment.

iv. Experience of having successfully completed similar works during the last 3 years ending last day of month previous to the one in which tenders are invited, as per the following:

a. Three similar works costing not less than Rs.4,000/- in each work.

OR

b. Two similar completed works costing not less than Rs. 6,000/- in each work.

OR

c. One similar completed work costing not less than Rs. 8,000/-.

**NOTE:-** Similar work means such work relating to filling of IT returns in a Central Govt./State Govt. Department/office or in a PSU.

v. The Firm should not be blacklisted by any Govt. Department or PSU.

vi. The Firm should be registered with Service Tax Department and should possess the PAN card of I.T. Department.

**NOTE:-** The Firm should enclose the supporting documents about the above mentioned eligibility criteria, otherwise the bid will not be considered.

5. **Terms & Conditions:** The contracting Firm shall render the services as mentioned above in the scope of work. The contract will be for the work relating to the next financial year (2018-19).

6. **Collection of Data:** The firm shall depute their personnel to collect the data from time to time from this Ministry and no separate amount shall be paid for such visits.

7. **Two Bid System:** This is a Two Bid System Tender. The technical bid and financial bids are to be submitted in separate envelopes and these two envelopes should be superscribed as "Technical Bid" and "Financial Bid". The prescribed formats for Technical bid and Financial bid are enclosed at Annex. I & II. These two envelopes should be properly sealed and should be placed in a bigger envelop with the words "Tender for e-filing of TDS Returns" written on it. The EMD of Rs. 500/- is

also to be placed with the Technical Bid. **The technical bids will be opened first on 2/05/2018 at 03:30 P.M. in the Ministry at Prithvi Bhawan, Lodhi Road, New Delhi.** The Financial bid of only those firms will be opened which meets the minimum eligibility conditions in technical bids. The date & time for opening the Financial bids will be intimated separately to the bidders who qualify the technical bids. The tender will be awarded to the Firm which meets the eligibility criteria and quoted the lowest rate.

8. The interested Firms may submit/deposit their sealed quotation in the **Tender Box along with the Earnest Money Deposit (EMD) of Rs. 500/- by DD/Cheque/Bank Gurantee/FD receipt in favor of DDO, MoES payable at New Delhi. The bids should be addressed to The Drawing & Disbursing Officer, Ministry of Earth Sciences and the bids may be dropped in the Tender box placed at General Section, Room No 1, Ministry of Earth Sciences, Prithvi Bhavan (Opposite India Habitat Centre, Gate No. 2A), Lodhi Road, New Delhi by 02/05/2018 till 3.00 p.m. The technical bids will be opened on 2/05/2018 at 3.30 p.m**

9. The interested Firms who have submitted quotations may present themselves or through their authorized representative at the time of opening of quotations, if so desired. Over writing must be avoided and, if done, should be countersigned by the authorized person.

10. The successful bidder shall submit a performance security equal to 10% of the total value of contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank which should be drawn in favor of DDO, MoES and payable at New Delhi. The performance security shall remain valid for a period of sixty days (60) beyond the date of completion of all contractual obligations of the firm.

11. In case the lowest bidder backs out after he is selected for the award of contract, in addition to forfeiture of their EMD, the firm will also be blacklisted from participating in the tender process of Central Govt. Ministries.

12. In case the work of the firm is not found satisfactory, this Ministry reserved the right to terminate the contract forthwith without any notice and firm/contractor will not be entitled for any compensation in this regard.

13. In case any delay occurs in filling the Income Tax Returns without fault on the part of the Ministry, the firm/contractor shall be liable to bear the penalty levied by the Income Tax authorities and such amount shall be deducted from the payments due to the firm/contractor or from the Performance Security.

14. The firm/contractor shall deploy only qualified and competent personnel for

collecting information and preparing and filling of the returns etc. In case incompetent persons are deployed by the firm/contractor, this Ministry will reserve the right about not making the payment to the firm/contractor for such work.

15. The payment to the firm shall be made quarterly after completion of work of filling of quarterly returns subject to satisfactory performance of the firm/contractor during the relevant quarter.

16. The persons deployed by the firm are expected to behave in proper manner and they should maintain proper decorum while working in the Ministry.

17. The information collected from this Ministry about Income Tax Returns shall not be shared by the firm/contractor or their employees with any other person or firm except with I.T. Deptt, without prior consent of this Ministry.

18. The persons deployed by the firm/contractor to this Ministry shall not claim any right for registration as employee of this Ministry.

19. **Arbitration:** In the event of any dispute or difference to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party to the Arbitration. In such situations the arbitrators shall be appointed by the Secretary to the Government of India in charge of the Ministry of Earth Sciences. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary when so authorized by the Law Secretary, whose decision shall bind the parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

20. The court case, if any, relating to this contract can be filed in Delhi/New Delhi courts only.

21. This Ministry reserves the right to cancel any tender or all tenders received with reference to this Tender Notice without explaining any reason.

22. The tenders submitted by the firms shall remain valid for a period of 180 days from the last date for the submission of the tender.



6/4/2018  
(Manjula Daniel)

Under Secretary to the Govt. of India

Copy to:

- i. IT Cell, MoES with a request to upload the above said Tender enquiry on this Ministry's website for wider circulation.

Annex I

## **Performa for Submission of Technical Bid**

<b>S.No.</b>	<b>Component</b>	
1.	Name & Address of the firm(including Telephone Numbers) in Delhi/NCR.	
2.	Name & Address of the contact person.	
3.	Turnover for the last 3 years (Please attach a certificate from CA or Audited statement of last 3 years).	
4.	Past experience in the field of Income Tax related matters (attach proofs).	
5.	Details about required infrastructure and manpower to undertake the proposed work.	
6.	Please confirm whether your firm has been black-listed by any Govt. Department or PSU.	
7.	Details about registration with the Service Tax Department.	
8.	Details about PAN Card issued by Income Tax Department.	
9.	EMD's DD/Cheque Number, Date and name of the bank.	
10.	Any Other details which the firm may like to add.	

(Signature of Proprietor)

Seal of the firm/Agency

Annex II

**Performa for Submission of Financial Bid**

<b>S.No.</b>	<b>Work to be Undertaken</b>	<b>Amount Quoted</b>
1.	E-filing of TDS Returns in respect of Approx 150 Officials and in respect of 50 Vendors/Contractors etc and other related work as given in Para 2 of this tender document (per quarter amount)	
2.	Any other payment involved. Please specify such work and amount to be paid by this Ministry.	
3.	Taxes, if any applicable: (a) (b) (c)	
4.	Total Amount involved for the coming financial year(2018-19) for four quarters	

Note:- 1. The amount to be mentioned in Sl.No. 1 should be the total amount including all sorts of charges like NSDL amount per deductee (considering the 150 employees and 50 vendors).

(Signature of Proprietor)

Seal of the firm/Agency