

सूचना एवं प्रसारण मंत्रालय/Ministry of Information & Broadcasting  
लोक संपर्क और संचार ब्यूरो/Bureau of Outreach and Communication  
समान्य प्रशासन/GENERAL ADMINISTRATION SECTION  
कमरा संख्या/Room No. 369, सूचना भवन/Soochna Bhawan,

लोधी रोड/Lodhi Road,  
New Delhi-110003,Dated 01.11.2021

**TENDER NOTICE**

**Sub:-** Inviting tender for providing services in respect of filing TDS return under Income Tax and GST.

Bureau of Outreach and Communications (BOC) invites online bids from reputed, experienced and financially sound company/firm including partnership firms for providing services of E- filing of TDS return for salaries, non salaries, Filing of TDS return under GST for the year 2021-22 for Bureau of Outreach and Communication, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi for a period of two years from the date of award of tender as per the terms and conditions enclosed. .

2. The bids shall be accepted online in **two bid system only** consisting of Technical Bid and Financial Bid. The bidders who intend to participate in the tender should submit their bids online only via CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) and must be registered with the CPP Portal.
3. The bid should invariably be accompanied by Earnest Money Deposit (EMD) in the form of a Demand Draft/Pay Order of Rs. 50,000/- (Rupees Fifty Thousand only) in favour of "PAO, BOC, New Delhi" payable at New Delhi. EMD shall form part of the Technical Bid. Scanned copy of the Earnest Money Deposit (EMD) along with all requisite documents must be uploaded with Technical Bid and original DD/PO of Earnest Money Deposit (EMD) should be dropped in a sealed cover superscribed **"Tender for the hiring of Agency for filing TDS return under GST and filing of TDS return under income tax" in BOC** and should reach to **Section Officer (GA),Room No 369, BOC, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003** on or before as per online date on CPP portal.
4. It may be noted that online bids whose EMD is not received in original within the stipulated date and time as mentioned above shall not be entertained even if the same has been scanned and uploaded online. Please note that scanned copy of EMD should be uploaded with the Technical Bid and shall form part of the Technical Bid.
5. The tender document may also be downloaded from the website of BOC [www.BOC.nic.in](http://www.BOC.nic.in) and required to fill online through [www.eprocure.gov.in](http://www.eprocure.gov.in)
6. The bids shall be opened by a competent committee constituted by Pr.DG, BOC for the purpose. In case, any holiday is declared by the Govt of India on the day of opening of the bid, the bid will be opened on the next working day at the same time.
7. Pr.DG, BOC reserves the right to reject or select any bid without assigning any reason thereof.

(Nand Lal)  
Deputy Director(Admn.)  
Tel: 011-2436 9601

## **Annexure I**

### **TECHNICAL CRITERIA**

The agency which fulfills the following criteria may only apply:-

1. **Entity should be private/public ltd. Company/companies/firms including partnership firm.**
2. The company/firm should have PAN number (a self attested copy of PAN card and Income Tax return for the last two years must be furnished).
3. GST Registration number with GST Department (a self Attested copy of GST Registration number with a copy of latest receipt/challan shall be furnished).
4. The company/firm must have Registered Office in Delhi/NCR. The company/firm must submit documents towards proof to this effect along with name and address of banker(s).
5. The company/firm should have at least five years experience in the field of E-TDS Return in Central Government Ministries/Departments/PSUs.
6. The company/firm should have 10 contracts for providing e-filing jobs in central Government Ministries/ Departments/PSUs in previous financial year 2018-19.
7. Undertaking to this effect that the company/firm has not been black listed and has no legal/criminal case pending against the Agency.
8. The company/firm must enclose, along with the technical bid a BID Security (EMD) of an amount of Rs. 50,000/- in the form of account payee Demand Draft/FDR in favour of "**PAO, BOC, New Delhi**" payable at New Delhi.
9. **Turnover of the company/firm for the last two years having at least 50 lakhs p.a.**
10. Undertaking by the company/firm that data collected shall not be revealed to anyone without explicit permission from the competent authority in the Bureau of Outreach and Communication, ministry of Information & Broadcasting.

## **Annexure II**

### **Technical Bid: Qualifying criteria**

#### **Documents Needs to be submitted**

- a. Annexure II consisting of Part A, B, C and D which forms the Technical Bid shall be duly filled; information asked for must be furnished in the given format only and should be supported by necessary document wherever required. Annexure II (Part A, B, C, D) and documents should be uploaded by naming it “Technical Bid” in the cover for Technical Bid.
- b. Annexure II contains general information, information regarding work experience and performance and annual turnover. All the pages of Annexure II (Part A, B, C and D) should be filled and uploaded by bidders; each page should be signed and sealed by the authorized representative of the firm. Part D should be signed and sealed by Chartered Accountant as well as the authorized representative of the firm.
- c. Incomplete or conditional tender will be treated as unresponsive bid and therefore rejected. The bidder shall furnish (upload) with the bid all information as sought in this tender document in the absence of which the bid is liable to be rejected.
- d. If any information furnished by bidder is found to be incorrect or false at any point of time, the bid/contract will be liable to be terminated without any notice and the Earnest Money Deposit (EMD)/bank guarantee is liable to be forfeited.
- e. The bidder should have been in the business of E- filing of TDS return for salaries, non salaries, Filing of return of TDS under GST for at least five years. A certificate from the authorized signatory of the company is to be uploaded along with the Technical bid in this regard.
- f. The company/firm should be located in the NCT of Delhi and should have experience in E- filing of TDS return for salaries, non salaries, Filing of return of TDS under GST for at least ten different organizations, five of which must be a Govt organization during the past 2 years. Certified copies of Tender of atleast 10 different organizations The bidder should also upload certified copies of satisfactory performance certificate handled by them in the last 3 years .
- g. The company/firm should be registered with Income Tax Department, Department of VAT, NCT of Delhi and with GST. Certified copies of PAN card, GST registration certificate uploaded in the cover of Technical Bid as proof of each.
- h. The annual turnover of bidder firm during the last two years, ending 31<sup>st</sup> March of the previous financial year should be at least Rs. 50 lakhs. Documentary evidence to this effect i.e. CA certificate duly sealed and certified by a CA should be enclosed/ uploaded as per Annexure II Part D as proof of annual turnover.
- i. Earnest Money Deposit (EMD) of Rs. 50,000/- (Twenty Thousand only) in the form of a Demand Draft/Pay Order in favour of “PAO, BOC, New Delhi” and payable at New Delhi should be uploaded in the cover containing Technical Bid and original should be sent in a sealed cover superscribed “Tender

**for the hiring of Agency for filing TDS return under GST and filing of TDS return under income tax ‘in BOC’** and should reach the Section Officer (GA), Room No 369, BOC, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 on or before 23.11.2020. Failure to receive the same within the stipulated date and time will lead to disqualification of the bid. Technical bids received without EMD shall be disqualified and shall not be considered for Financial Bid opening.

j. Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of the maintenance contract. No interest will be paid on the EMD amount.

k. The EMD is liable to be forfeited, if the tenderer withdraws or impairs or derogates the bid in any respect or manner within the period of validity of the contract. Scanned copy of the EMD should be uploaded along with technical bid and the original should be sent by post before time.

l. No exemption will be ordinarily given to any company/firm with regard to deposit of Earnest Money Deposit (EMD). However, the company/firms which are exempted from submission of EMD shall be dealt as per General Financial Rules, 2017 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be uploaded along with the Technical bid in order to be eligible for such exemption.

**Financial Bid: Qualifying criteria, documents to be submitted and terms and conditions**

a. Annexure III forms the Financial Bid and should be uploaded in the cover containing the Financial Bid.

**b. Financial bids will be evaluated only if bid submitted through online portal of [www.eprocure.gov.in](http://www.eprocure.gov.in) of the firms that qualify the technical bid. Financial bids will be evaluated and tender will be finalized on the basis of the Tender charges for all the items taken together and not by item wise lowest rate quoted by the bidders.**

c. The rates quoted should clearly specify whether GST are applicable and, if so, at what rate (in numbers not in percentage). In case, this information is not indicated in the financial bid, it would be presumed that the rates quoted are inclusive of all types of taxes. The rates are to be quoted in the format for financial bid given in Annexure –III, submission in any other format will not be entertained. The rates should be quoted both in figures and words.

d. The rates quoted will remain in force for the full period of contract. Demand for revision of rates on any account shall not be entertained during the contract period.

e. The rate should be compulsorily be quoted for all the items otherwise the bid shall be treated as incomplete and unresponsive bid and therefore shall be rejected.

(Nand Lal)  
Deputy Director(Admn.)  
Tel: 011 2436 9601

## **TERMS AND CONDITIONS/SCOPE OF WORK**

1. The successful tenderer will have to deposit security Deposit @5% of the annual tender value in the form of FDR having validity beyond 60 days from the date of expiry of the contract to meet all the contractual obligations. The performance security may be made from the bank account of the firm in favour of **"PAO, BOC, New Delhi"** and hypothecated in the name of the Agency.
2. The Bid Security and performance security will be forfeited in the following conditions.
  - i) If at any stage any of the information/declaration given by the bidder is found false.
  - ii) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
  - iii) Incomplete or conditional tender shall not be considered and will be outrightly rejected summarily in very first instance. The competent authority of Bureau of Outreach and Communication, Ministry of information & broadcasting has right to reject any or all bids without assigning any reason.
  - iv) The selection will be made on the basis of evaluation of financial bid on lowest quote basis. However, this will not prejudice the right of the competent authority of the ministry to reject unrealistic/unreasonable service charges quoted by the Agency. In the event financial of two or more firms being found equal, the preference will be given to the Agency which has more number of contracts with the central government ministries/Departments. The decisions of the Department shall remain final and binding in this regard.
  - v) The security is refundable without any interest on termination of the contract after deducting any penalty/any liability of any kind imposed by Bureau of Outreach and Communication, Ministry of information & broadcasting.
  - vi) Payment shall be made after satisfactory filing of income tax return on quarterly basis and proof of receipt from NSDL. Proof of filing TDS return under GST is also needed.
  - vii) Filing to be done as per Income Tax norms and before the due date of each quarter and GST norms before due date of each month.
  - viii) All the printed forms 16 & 16A to be delivered before due date.
  - ix) Rate may be quoted in lump sum which includes GST + Tax etc.

### **Scope of Work.**

1. Collection of data from different sections.
2. Individual record wise verification of Amount paid and TDS deducted at the rate prescribed.
3. Individual record wise verification of GSTIN number as per format prescribed.
4. GSTIN wise Segregation of data to find out actual TDS value of IGST, CGST & SGST.
5. GSTIN wise grouping of records keeping in mind total values of amount paid and TDS deducted as per grouped values must be equal to total values of amount paid and TDS deducted without grouping the records.
6. Data entry of records on GST Portal and making list of records where GSTIN is wrong as per Portal and GSTIN is registered under composite scheme.
7. Collection of correct GSTIN against above wrong GSTIN then entered the same on the portal.
8. Revised data entry on GST Portal against wrong data filed with previous returns.
9. Reconciliation of total TDS values entered on the portal with total TDS booked by the PAO in suspense head for the selected month.
10. Once finalized data entry then create Challan on GST Portal.
11. Once Challan paid by the PAO then filed the return.
12. Ensure with all the vendors that they have accepted the return filed, if discrepancy found by them then incorporate the same with next return (Point No. 8).
13. Generate & download GSTR-7A.
14. Provide or mail the GSTR-7A to the concern vendor as and when required.

**Annexure III**

<b><u>S.No</u></b>	<b><u>Description</u></b>	<b><u>Lump sum amount</u> <u>includes GST + upload fees</u></b>
1.	TDS return under Income Tax, E-filing of TDS return under Income Tax, Data Entry, Tax calculation E-filing submission of quarterly return, Generation of Form 24Q for salaried Employees and form-26Q for non salaried Employees, Generation of FVU file, NSDL validation, Generation of Form 27A, Form 16 and Form 16 A. if required refilling may also be done.	
2.	Data Entry, Calculation of TDS under GST of each vendor, Generation of GSTR-7 filing of TDS return etc, clearance of suspense booked under GST, clearance of any discrepancy etc relating to TDS deposited under GST. Reconciliation with Pay & Accounts office regarding TDS under GST.	

Total number of Employees: 380 (may increase or decrease)

Total number of transactions to Vendors: 1, 37,000 approx (may increase or decrease)

Date:

(Signature & Name of authorized person)

Place:

Note:

1. Tender documents quoting Zero or unrealistic charges will not be considered.
2. Other than lump sum the tender out rightly rejected.

**Annexure II**

**TECHNICAL BID**

**Part A: GENERAL INFORMATION**

**(To be filled in by the bidder for the technical bid)**

1. Name of the company :
2. Head/Regd. Office Address:
  - (a) Postal
  - (b) Fax No.
  - (c) Telephone No. (s)
  - (d) Website Address
3. Former name of company (if any)
4. Delhi Office Address:
  - (a) Postal
  - (b) Fax No.
  - (c) Telephone No. (s)
  - (e) Mobile No:
  - (f) Working Hours
  - (d) E-Mail Address
5. Type of Organization: Individual/Partnership/Incorporated (Please tick)
6. (i) Year of establishment
  - (ii) Year in which services of filling TDS returned under Income Tax & GST were started:
  - (iii) years in which services for filling E-TDS return in Central Government Ministries/Departments/PSUs.
  - (iv) No. of contracts for providing E-filling jobs in Central Government Ministries/Departments/PSUs in 2018- 19.

Note: Certificate from authorized representative of company in letter head of company certifying at least 5 years of experience to be enclosed/uploaded as proof
7. PAN number:

Note: (Copy of PAN to be enclosed/uploaded as proof)
8. GST registration number:

Note: (Copy of certificate to be enclosed/uploaded as proof)

9. Details of EMD

Amount:

DD No and DD date

Name of issuing bank

10 . Whether terms and conditions of the tender document are acceptable? :

**Note: Original EMD to be submitted by hand/special messenger before the last date and scanned copy to be uploaded along with Technical Bid.**

**Signature of tenderer**

Date:

Name

Place:

Office Seal



**ANNEXURE II (Continued)**

**Part B: Details of all Annual Contracts Executed/Under Execution since 01.04.2018**

<b>S. No.</b>	<b>Name of Organization/Address</b>	<b>Contract Period From To</b>	<b>Value of Contract (in Rs)</b>
1			
2			
3			

**Part C: Details of Satisfactory Performance Certificates since 01.04.2018**

<b>Sl no</b>	<b>Name of organization</b>	<b>Contract period</b>	<b>Name of issuing authority</b>
1			
2			
3			

**Signature of tenderer**

Date:

Name

Place:

Office Seal

**ANNEXURE II (Continued)**

**Part D: PROFORMA FOR ANNUAL TURNOVER**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that total turnover of M/s-----during the last two financial years viz. 2018-19/2019-20 was as follows:

Year 2018-19 Rs.\_\_\_\_\_ and

Year 2019-20 Rs.\_\_\_\_\_

Copies of the balance sheets reflecting the amounts mentioned above are enclosed

Seal and Signature of the Chartered Accountant with Membership number

**Signature of tenderer**

Date:

Name

Place:

Office Seal

### Annexure III

#### Proforma for Financial Bid

#### **{ Annual contract for filing TDS return under GST and filing of TDS under Income Tax }**

I/we hereby declare and affirm that I/we have read and understood the terms and conditions of the contract as stipulated in the Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_.

<u>S.No</u>	<u>Description</u>	<u>Lump sum amount includes GST + upload fees</u>
1.	TDS return under Income Tax, E-filing of TDS return under Income Tax, Data Entry, Tax calculation E-filing submission of quarterly return, Generation of Form 24Q for salaried Employees and form-26Q for non salaried Employees, Generation of FVU file, NSDL validation, Generation of Form 27A, Form 16 and Form 16 A. if required refilling may also be done.	
2.	Data Entry, Calculation of TDS under GST of each vendor, Generation of GSTR-7 filing of TDS return etc, clearance of suspense booked under GST, clearance of any discrepancy etc relating to TDS deposited under GST. Reconciliation with Pay & Accounts office regarding TDS under GST.	

Accordingly, I/We hereby offer the following rate for Annual contract for submission of TDS returns under Income Tax and GST

I, on behalf of M/s. \_\_\_\_\_, hereby declare that all the terms and conditions as mentioned in the letter for calling Enquiry No. \_\_\_\_\_ dated \_\_\_\_\_ of Bureau of Outreach & Communication, are fully acceptable to us.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email-id: \_\_\_\_\_

**Annexure IV:**

**Details of bank account**

(Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) facility for receiving payments)

S.No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user Department responsible.

(Signature of Account Holder)

Date:

Name:

Place:

Designation:

Seal:

**Note: Please upload photocopy of cheque**

## **Annexure-V**

### **Guidelines for submission of online bids (e-tender) through CPP**

As per the directives of Ministry of Finance, Department of Expenditure, this tender document has been published on the Central Public Procurement (CPP) Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The Instructions given below are meant to assist the bidders in submission of e-tender through the CPP Portal. More useful information for submitting online bids on the CPP portal may be obtained at [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app).

#### **REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the CPP Portal (<https://eprocure.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment". Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.) with their profile. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
5. Bidder then logs in to the site through the secured log-in by entering their user ID, password and the password of the DSC/e-Token.

#### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document and they should be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.

### **SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the EMD and original should be sent by post/By Hand to reach BOC within the stipulated time.
4. Bidder should upload their Technical Bid (information furnished by the firm for evaluation of technical bids given in Annexure –II) and Financial Bids (information furnished by the firm for evaluation of financial bids given in Annexure-III) along with the other requisite document in pdf format.
5. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders; opening of bids etc. the bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket layer 128 bit encryption technology. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
8. The e-tender has been invited under two bids system (Technical Bid and Financial Bid.) The interested firms are advised to submit their bids-Technical Bid and Financial Bid “online” by visiting the CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). The bidders will submit their bids on the CPP Portal, in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the firm on the CPP Portal; are pre-requisite for e-tendering.
9. Bidder should prepare the Earnest Money Deposit (EMD) as per the instructions specified in the tender document. The original should be dropped in a sealed cover superscribed with

“Annual Contract of providing services for filing TDS return under Income Tax and GST in BOC “ in the tender box inside Room No 369 , BOC, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi on or before the last date of bid submission. The details of the Demand Draft, physically sent, should tally with the details available in the scanned copy and the date entered during bid submission time. Otherwise the uploaded bid will be rejected.

10. The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2017 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted along with the bid.
11. The firms are required to upload copies of the following documents along with the Technical Bid (information furnished by the firm for evaluation of technical bids) in pdf format, failing which their Bids shall be summarily /uprightly rejected and will not be further considered.
  - a. Scanned copy of Annexure – II (information furnished by the firm for evaluation of technical bids) including Part A,B,C,D, each page to be sealed and signed, Part D to be certified by CA also.
  - b. Scanned copy of certificate on letter head of firm from authorized representative of firm certifying 2 years of experience in the field.
  - c. Scanned and certified copies of AMC from atleast 2 different organizations, one of which must be Govt. issued in the last 2years.
  - d. Scanned copy of satisfactory performance certificate from atleast 2 different organizations, one of which must be Govt. issued in the last 2 years.
  - e. Scanned copy of Earnest Money Deposit (EMD)
  - f. Scanned copy of EMD exemption certificate( if applicable)
  - g. Scanned copy of PAN Card
  - h. Scanned copy of GST Certificate
  - i. Scanned copy of Annexure IV ( details of bank account of firm)
  - j. Scanned copy of cheque from account furnished in Annexure –IV
  - k. Scanned copy of Balance Sheet for the two years viz- 2018-19 and 2019-20.
12. Conditional and incomplete bids shall not be considered and will be treated as unresponsive bid and rejected out rightly at the very first instance. The BOC reserves the right to annul any or all bids without assigning any reason.

(Nand Lal)  
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