



प्रसार भारती
PRASAR BHARTI
(भारत का लोक सेवा प्रसारक)
(INDIA'S PUBLIC SERVICE BROADCASTER)
दूरदर्शन केन्द्र : अहमदाबाद
DOORDARSHAN KENDRA : AHMEDABAD
DRIVE IN ROAD, THALTEJ, AHMEDABAD 380054



GSTN : 24AAAJPO288R1ZL email: enggstoredkham@gmail.com , Phone : (079)-26859115

Dated : 29/11/2021

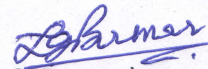
CORRIGENDUM No: 01

Kindly note that due to some technical reasons, the opening date of
Enquiry No: 1(2)/Accounts/AHM/2021-22 Dated : 10/11/2021 regarding **SUB: RATE**
CONTRACT FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FOR DOORDARSHAN KENDRA
AHMEDABAD
has been extended till 16/12/2021 .

New date of opening of Bid: 16/12/2021 at 15:30 Hrs.

Note:

- (i) Firms or their authorized representatives can attend the opening of bids after closing time i.e. **on 16.12.2021 at 15:00 hours.**
- (ii) Financial bids should be in sealed covers and should be sent to our office before the closing date i.e. **16.12.2021 at 15:00 hours.**
The tender is also available on <https://epublish.gov.in>


(I G. Parmar)
(SAO/DDO)

For Dy. Director General (Engg.)

BY SPEED POST



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ENQUIRY LETTER

Enquiry No. 1(2)/Accounts/AHM/2021-22

Date 10 11 2021

TO,

SUB: RATE CONTRACT FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FOR DOORDARSHAN KENDRA AHMEDABAD.

| | | |
|-----------------------------------|------------|----------------------|
| Due Date For Receipt of Quotation | 29.11.2021 | Time By : 15.00 Hrs. |
|-----------------------------------|------------|----------------------|

Sir,

Sealed quotations conforming to the specifications are invited for the following items:-

| Sr. No. | Description Of Item | Qty. | Specification |
|---------|---|----------|-----------------------|
| 1. | Engagement of Chartered Accountant for providing GST Return filling and related consultancy services. | JOB WORK | Please see Annexure-I |

The envelope, super scribed as under be sent as per the clause A of general terms and conditions.


| | |
|---------------|--|
| QUOTATION No. | |
| DUE DATE | |
| ITEM | |

Quotation may please be submitted, keeping in view, the terms and conditions overleaf, otherwise Quotation will be rejected.

Note:

- Firms or their authorized representatives can attend the opening of bids after closing time i.e. on 29.11.2021 at 15:00 hours.
- Financial bids should be in sealed covers.

The tender is also available on <https://epublish.gov.in>


(I G. Parmar)
(SAO/DDO)
For Dy. Director General (Engg.)

TERMS AND CONDITION

1. The bidder should have experience in GST Related All Works which should be supported by the certificate/work order. **Experience references may be clearly mentioned/enclosed in the bid.** Without which offer may be rejected.
2. The bidder should have their Firm's valid registration Numbers, GST Numbers & PAN numbers. It is to be clearly mentioned /enclosed in the bid.
3. It should be mentioned specifically whether the price quoted includes all taxes and duties. GST or other duties and levies where legally leviable and intended to be claimed should be distinctly shown separately in the tender.
4. GST / levis if any are to be clearly and separately mentioned
5. The bidder should quote unit rate for required GST related services during the whole year, as per Annexure - 1
6. The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous, and Quality Service.
7. The sealed quotation should reach on or before the specified date to the **DY. DIRECTOR GENERAL (E), PRASAR BHARTI , DOORDARSHAN KENDRA, DRIVE IN ROAD, THALTEJ, AHMEDABAD-380054**
8. **Doordarshan Kendra, Ahmedabad** takes no responsibility for delay, loss or non-receipt of quotations/ documents sent by post and reserves the right to accept or reject any part of the tender without assigning any reasons.
9. **Corrections, if any must be attested.** All rates shall be indicated both in words as well as in figures. Where there is a difference between rates quoted in words and figures, rate quoted in words will prevail.
10. Terms and Conditions for the contract should be **signed copy** for the supply of items, provided along with the quotation.
11. Payment would be made after successful completion of work/job on monthly basis . No advance or part payment would be made. Payment would be made by NEFT in the name of bidder.
12. **Delivery period:** - As per the time schedule of GST related work.
13. Validity of offer should be for a minimum period of **ONE YEAR** from the opening date of the bid.
14. The engaged Chartered accountant should have valid license for the said work.

CHECK LIST

Ensure that the following details & documents are enclosed with quotation without which quote is liable to be rejected

| | | |
|----|--|--|
| 1 | Quote | Quote in the prescribed format as per Annexure - I on firm's letterhead. Price quoted both in figures and words. Experience references are enclosed or mentioned in the bid. |
| 2 | Validity of offer | ONE YEAR from the Date of Issuance of order. |
| 3 | Payment terms | As per terms and condition clause No. 11 |
| 4 | Delivery period | As per terms and condition clause No.12. |
| 7 | Taxes & other levies | As per terms and condition clause No. 3 &4 |
| 8 | Registration / GST No./phone No. of firm | Enclose copy of required documents or clearly mentioned in the bid. As per terms and condition clause 2. |
| 9 | Terms & conditions | Signed copy of terms& condition is enclosed as per clause 10 of Terms& condition. |
| 10 | Address | Address for correspondence |
| 11 | E-mail | E-mail address for correspondence. |

ANNEXTURE : 1

SCOPE OF WORK

- A. To verify the details regarding GST liability and ITC available on input goods and services on Bolt-on Software.
- B. To verify the details regarding GST liability on RCM basis on Bolt-on Software.
- C. Preparing GST challans.
- D. To verify that data is properly pushed from Bolt-on software to GST portal.
- E. Filling of GSTR-1 and GSTR-3B on Monthly basis within due dates.
- F. Filing of returns for GST-TDS receivable so that such credit can be availed in cash ledger.
- G. Filling of annual returns as per the provisions of Section 44 of the CGST and SGST Act 2017.
- H. Filling of Annual reconciliation statement as per provisions of Section 35(5) of the CGST and SGST Act 2017.
- I. To verify the details regarding GST TDS liability as per the provisions of Section 51 of the CGST Act 2017 on Bolt-on software.
- J. Preparing GST TDS Challans.
- K. Filling of GSTR-7 on Monthly basis as per the provisions of Section 51 of the CGST and SGST Act 2017 on GST portal.
- L. To Carry out ITC Reconciliation work.
- M. Chartered Accountant himself have to visit our place regularly and as and when needed in case of urgency.
- N. The appointed CA firm shall work in strict confidence and shall ensure that related data or information in respect of the operation of our organization is dealt with in strict confidentiality and secrecy.
- O. The Appointed Firm shall ensure that data given to them by our organization and any information generated from the data provided shall not be used by the CA firm for any other purpose.
- P. Chartered Accountant Firm with at least 10 (Ten) years of standing as on 31 October 2021.

BILL OF MATERIALLocal Hiring Rates

| S No | Particulars | Unit | Amount |
|------|---|---------|--------|
| 1. | Engagement of Chartered Accountant for providing GST Return filling and related consultancy services. | Monthly | |
| | GST | 18% | |
| | Total | | |