

specimen covering letter

प्रसार भारती
भारत का लोक सेवा प्रसारक
दूरदर्शन केन्द्र
24, अशोक मार्ग, लखनऊ-226001

पत्रांक संख्या (टी.वी.)लख(जी.एस.टी.) 2024-25 918-10928 दिनांक: 21.जून, 2024
21/06/2024
सेवा में, उपरोक्त विषय

विषय: जी.एस.टी. तथा आयकर से सम्बन्धित कार्यों हेतु 01.07.2024 से 30.06.2025 तक चार्टर्ड एकाउन्टेन्ट फर्मों को अनुबन्धित करने हेतु।

महोदय,

उपर्युक्त विषयान्तर्गत विवरण के अनुसार दूरदर्शन केन्द्र, लखनऊ में चार्टर्ड एकाउन्टेन्ट फर्मों को अनुबन्धित किया जाना है।

यदि आप विभाग में अपनी सेवायें देने को इच्छुक है तो सम्बन्धित प्रपत्र को भरकर मांगी गई सूचना के साथ दिनांक: 09.07.2024 तक कार्यालय में प्रस्तुत करें।

संलग्नक: यथोपरि।

भषदीय,
J.K.
21/06-
(जितेन्द्र कुमार)
सहा० निदेशक (अभि०)/डी.डी.ओ.
कृते केन्द्राध्यक्ष

संशोधित

List of Chartered Accountant Firms

1. M/S Asija & Associates LLP, 1st Floor, 34/05 Gokhle Marg, Lucknow-226001 ✓
2. M/S SSGM & Associates. 207- 2nd Floor, Shalimar Square, BN Road Lalbag, Lucknow-226001 ✓
3. M/S Rajesh Bhalla & Co. 2/45 -Wazir Hasan Road Lucknow-226001 ✓
4. M/S Sachin & Associates, 1st Floor, Prem Bazar, Nishat Ganj, Lucknow-226006 ✓
5. M/S A. Chandra & Associates, B-1149, Indira Nagar, Lucknow-226016 ✓
6. M/S Jitendra Agarwal & Associates, 2/10 -Vijay Khand, Gomti Nagar, Lucknow-226010 ✓
7. M/S Komandoor & Co. LLP, Flat No.1-504, Divya Shakti Complex, 7-1-58, Dharam Karan Road ✓
Ameerpet, Hyderabad-500016
8. M/S C.V. Seth & Co., Vidhan Sabha Marg, Lucknow. ✓
9. M/S S.K. Chaudhary & Co.10C/195 - Vrindavan Yojana, Rae Bareli Road, Lucknow-226029 ✓
10. M/S Rishab & Associates, Vishwas Khand, Gomti Nagar, Lucknow. 226010 ✓
11. M/S Bhattacharya and Mehrotra, Meerabai Marg, Lucknow. ✓
12. M/S Ram Srivastava & Co. Indira Nagar, Lucknow.

उपरोक्त सभी फर्मों को पत्र जारी किया गया

कोशिल
21/06/2024

लेखाधिकारी
सी.डी.ओ.

PRASAR BHARATI
(INDIA 'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA
24, ASHOK MARG, LUCKNOW - 226001

NOTICE INVITING TENDER

Doordarshan Kendra, Lucknow invites limited tender from Lucknow based Chartered Accountant Firms fulfilling prescribed terms and conditions as per Annexure I & II for GST & Income Tax consultancy respectively.

S.N.	ITEM	DETAILS
1	Tender inviting Authority	The Deputy Director General (E) Doordarshan Kendra, Lucknow-226001
2	Tender Number & date	TV(LKO)/Acctts.(CA)2024
3	Availability of Tender Documents	
4	Description	Hiring of Consultancy Services of Chartered Accountant for Doordarshan Kendra Lucknow.
5	Estimated Cost of Tender	Rs.1,65,000.00 per annum.
6	Earnest Money Deposit(EMD)	2% of Tender value.
7	Bid Validity	180 days from the date of opening of financial bid
8	Last Date & Time of Limited Tender Submission	12 14:00hrs on 09th July- 2024
9	Address of submitting Quotation/BID	The Drawing & Disbursing Officer, Room No.304, Doordarshan Kendra, 24-Ashok Marg, Lucknow 226001
10	Bid Opening Date	15.00hrs. on 09th July- 2024

Following details should be mentioned on the body of outer envelope

1. Tender number: TV(LKO) Accounts. (CA)2024
2. Description: "Hiring of Consultancy Services of Chartered Accountant for GST & IT related works".
3. Date of Opening: 15.00hrs. on 09th July- 2024.

Work Scope GST

GST Matters
Providing Consultancy Services to State Nodal Officer GST Doordarshan Kendra, Lucknow for return period up to ----- on the terms and conditions shown below.:-
1. Scrutinizing the data of (Sale/Outward), (Purchase/Inward) and (GST TDS) in time to ensure correct tax liability before preparing/submitted/filing of GST return in r/o GSTR-1, GSTR-3b, and GSTR-7 for monthly Basis at your ends.
2. Preparing and Scrutinizing of GSTR-9 on the basis of monthly data and computations for available data in our office/CA office.
3. Scrutinizing & the GST data and Filing of annual return GSTR-9 and GSTR-9C and conducting annual audit under GST Act. at your end.
4. Scrutinize and to ensure submission of GST return well in time to avoid any penalty and financial loss to SNO Office.
5. Reconciliation of Sale/Outward Data from portal to invoices for monthly & annually basis make sure to avoid any financial losses.
6. Reconciliation of Purchase/Inward Data from portal GSTR-2A and GSTR-2B to Office Data & invoices for monthly/annually to make sure to avoid financial losses.
7. Amendments in GST Registration Certificates from time to time, whenever required.
8. Preparing Computation statement in every month before filing return ie., GSTR-1, GSTR3b & GSTR-7 i.
9. e., t for a proper calculation and timely payment of correct GST liability on a monthly and annually as per provision of GST Act to avoid levy of any penalty, Interest, etc.
10. Visiting SNO office in person for a general meeting/briefing GST matters quarterly or as and when required.
11. Representing Doordarshan Kendra, Lucknow office in person, before of the GST authorities and complying all the notices/letters/queries, (including GST department Audit) to the satisfaction of GST department. Providing any other related support and advice to Doordarshan Kendra, Lucknow in connection with the GST compliance, as and when required.
12. To maintain record GST filling and reconciliation of approximately 2000 Sale invoice and approximately 3000 purchase invoice.

Annexure-II

Work Scope IT

Scope of Income Tax
Providing Consultancy Services to the D.D.O. Doordarshan Kendra, Lucknow for return period up to ----- on the terms and conditions shown below.
1. Scrutinizing/filing the data and returns (24Q and 26Q) on quarterly basis and before uploading to ensure correct tax deduction, checking errors and advise accordingly of about (24Q) for 300 employees posted at this Kendra and (26Q)800approx. entries per year.
2. Final return of 24Q yearly timely to avoid any levy, penalty and interest etc.
3. Scrutinizing yearly return of 24Q and ensure before uploading that tax deducted throughout the year is tallying with the final return, checking PAN errors and other errors related with filing, if any.
4. Rectification of errors of previous years and current years in 24Q and 26Q returns.,
5. Settlement of Income Tax Notices issued to this office, as and when required
6. Compile & Inform to this office about tax liabilities raised by Income Tax Department well in time.
7. To advise and guide on timely updating DDO Office about every change, amendments, introduction of new laws and abolition of old laws.
8. Visiting DDO Office in person for general meeting as and when required.
9. Providing printed copy of form16 / 16A of all assesses of this office.

Eligibility

Essential Eligibility Criteria & Conditions to be fulfilled by the bidder along with

Submission of documents as a part of the Technical bid:

A. ELIGIBILITY OF THE BIDDER

1. Valid GST registration of the firm. Documents required to be submitted.
2. Valid PAN & Income Tax Returns for last three financial years i.e. (2020-21, 2021-22, 2022-23) are required to be submitted.
3. Firm Registration certificate, Partnership Deed, COP. etc. required to be submitted.
4. Declaration that the firm has not been Blacklisted or debarred in past by Prasar Bharati or any other Govt. organization/ PSU Autonomous bodies.
5. Firm should be sole proprietary or partnership or Pvt. Ltd. Firm.
6. The firm should have at least 5 years of experience in dealing with preparations and filing of tax returns and handling with GST matters. Experience Certificate is required to be attached with technical bid.
7. The firm must have their Head Quarter/ Branch Office in Lucknow and must have adequate number of Staff/ experts in working for IT/ GST related matters.
8. The successful firm has to ensure that all key members involved in GST and related works, remain completely engaged with DDK, Lucknow till successful filing of various GST related works monthly/quarterly/yearly.
 - a) All pages of Tender documents certificates must be signed with proper official stamp and date by the bidder or authorized power of attorney holders at the lower right side of corner.
 - b) Last date & Time of submission of tender bid: ¹²~~14~~:00 hrs. on 09.07.2024 & Time of Technical Bid Opening: 15:00 hrs. on 09.07.2024.
 - c) In case of tie-up for L1, priority in selection of the firm will be given to the firm already worked with AIR/DD, provided a certificate of successful completion is attached with technical bid, as a merit of achievements.

General Terms and Conditions

1. The bidding Firms must meet all the minimum eligibility conditions before applying for the bid. They have to enclose supporting documents/Photocopies along with bids, failing which their bids will be summarily rejected.
2. This bid has been invited under the two bid system i.e. Technical Bid and Financial Bid. Interested bidders are advised to submit two separate sealed envelopes-technical bids in sealed envelope No1 and financial bids in sealed envelope No-2. Thereafter both the sealed envelopes should be kept in a third bigger envelope on which details to be mentioned as described at page 1of this document.
3. Duly filled in bid documents should be free from ambiguity, Cuttings, if any, in the bid application must be initialed by authorized bid signing authority. Incomplete bids will not be accepted and are liable to be summarily rejected without any further information and references to the firm.
4. The firm should sign on each page of the quotation submitted.
5. The firm would follow all applicable laws/ legislations in force from time to time.
6. Firm should stridently work in accordance with scope of work mentioned in Annexure-I & II, as the case may be.
7. Payment to the Firm will be made on quarterly basis after satisfactory completion of services. In case of any discrepancy in service, bill payment will be withheld till resolution of all the issues. Applicable GST payment shall be admissible extra.
8. The DDG (E)/ HOO, DDK Lucknow reserves the right to add/delete any portion of the bid document by issuing corrigendum at any time before the deadline for submission of bid. Bid shall remain open for a period of 180 days after opening.
9. The DDG (E)/ HOO, Lucknow may terminate the whole contract or in part, if the firm fails to perform any obligations under the contract and agreement and the rest of work will be done from the market at the risk and cost to the Firm without prejudice to any other remedy for breach of contract.
10. Rates should be quoted only in the prescribed format **in the financial bid envelope only**. Separate rates for Annex-I and Annex-II must be provided. The Contract may be rewarded as whole for Annex-I & II or for only Annex-I or Annex-II.
11. The DDG (E)/ HOO, DDK Lucknow reserves the right to reject any bid without assigning any reason thereof.
12. This service contract will be valid for two year & may be extended for one more year by the Competent Authority as per requirement/ on grounds of satisfactory services. However, the DDG(E)/HOO reserves the right to terminate the contract any time without assigning any reason by giving one-month notice in advance.

13. Successful bidder will be required to sign a written agreement on stamp paper of requisite value (Cost of which will be borne by the firm) containing terms and conditions as stated thereof. The agreement will be signed by authorized representative of DDK, Lucknow and the successful bidder.
14. The DDG (E)/ HOO, Doordarshan Kendra, Lucknow has full power to relax the tender conditions at any stage, if considered necessary for finalizing the contract in the over-all interest of Prasar Bharati.
15. Bids (Technical and Financial) will be accepted in physical format only.
16. Work will be awarded on the basis of lowest evaluated bidder for the work scope as mentioned under Annexure-I & II.
17. In case of any complaint received attributable to misconduct/misbehavior of Contractor's Personnel, a penalty of Rs.2000.00 for each such incident shall be levied and deducted from the bill.
 - (a) Successful bidder will need to submit the 10% of contract value as a performance security in the form of Bank Guaranty/FD etc, with the name of **"Station Director, Doordarshan Kendra Lucknow"**, within 15 days failing which may cause disqualification for contract.
 - (b) Work will be rewarded in the month of July-2024 but calendar month of July-24 will be covered under the contract.
 - (c) Any left out pending work irrespective of its period will also be covered in this contract.
19. The successful firm has to ensure that all key members involved in GST/IT related works, remain completely engaged with DDK, Lucknow till successful filing of various GST/IT related work, monthly /quarterly/ yearly, as the case may be.
20. Bidders have to submit the checklist (Annexure VII) duly filled in, along with their Technical Bids. Bids without checklist are liable to be rejected.
21. In case of any dispute jurisdiction of court will be at Lucknow.

ANNEXURE-IV

DECLARATION REGARDING BLACKLISTING

FROM TAKING PART IN GOVT.TENDER BY DOT /GOVT.DEPT/PSUs

I/We Proprietor/ Partner(s) Director(s) of M/s----- hereby declare that the firm/company namely M/s----- has not been black listed or debarred in the past by Prasar Bharati or any other Government Organization from taking part in Government tenders.

Or

I/We Proprietor Partner(s) Director(s)of M/s.-----here by declare that the firm / Company namely M/s----- (Name of Government Department) from taking part in Government tenders for a period of w.ef.----- The period is over on and now the firm/company is entitled to take part in Government Tender.

In case the above information found false | /we are fully aware that the tender contract will be rejected/cancelled by this office. Also the firm will not be eligible for payment of bills submitted for any completed partially completed work.

Signature-----

Authorized Signatory

Capacity in which signed: -----

Name & Address of the Firm:

SEAL OF THE FIRM
SHOULD BE AFFIXED

Signature of Bidder with

Seal

Date:

ANNEXURE -V

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach the purchaser on or before the date of bid opening)

To

The Head of Office
Doordarshan Kendra
Lucknow- 226001

Subject: Authorizations for attending the bid opening for "Hiring of Consultancy Services of CA" on(Date)

Following person/ persons is/ are authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder)

Name of the Representative

Specimen Signature

1. _____

2. _____

(Signature of the Bidder)

Not more than 02 representatives per bidder will be permitted to attend the bid opening. Permission for entry to the venue of bid opening may be refused in case authorization as prescribed above is not received.

ANNEXURE -VI**DECLARATION REGARDING NO NEAR RELATIVE(S) WORKING IN PRASAR BHARATI**

I/We declare :-

1. That I or any of my partner am / is neither working in any capacity in anywhere in Prasar Bharati nor I am / is removed dismissed from services of Prasar Bharati.
2. That none of my near relatives are working in any capacity in Prasar Bharati nor am/is removed/dis is missed from services of Prasar Bharati.

Or

The Details of my near relatives working in Prasar Bharati are as under :

S.No.	Name and Address	Capacity in which working	Office in which working

3. That in case of change of partners or change in constitution of the firm, I s hall abide by the conditions of the contract and shall bring any change to the knowledge of the firm immediately.
4. I) That I We shall intimate the names of persons working in Prasar Bharati related to our employees who are working with me / us in any capacity or are subsequently employed by me / us.
II) That none of my employees are removed dismissed employee of any unit of Prasar Bharati.
5. That I / We am are aware that any breach of the condition would render the contract liable for termination along with cancellation of any other existing contracts held by the firm,
6. If at any time it is found that the information given in the above appendix is incorrect incomplete, the contract is liable to be terminated without assigning any reason and legal actions shall be initiated without any prejudice i.e. to debar the firm from entering into future contracts.

Place: _____

Signature: _____

Date: _____

Authorized Signatory

(Capacity in which he is signing) _____

PRASARBHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA : LUCKNOW

TenderNo.TV {LKO}Accnts.(CA)2024

Dated:

Technical Bid

Sr.No.	Technical Requirements (List of Documents to be enclosed in technical bid envelop)	Fulfill the criteria (Yes/ No)
1	Name of the Firm & Local Address	
2	GST Number & PAN of the firm.	
3	Income Tax Returns for the last three financial years (2020-21, 2021-22 & 2022-23)	
4	Firm Registration certificate Partnership deed, COP etc.	
5	Declaration regarding Blacklisting /Non-Blacklisting from taking part in Prasar Bharati or any other Govt. organization / PSU / Autonomous bodies in Annexure-IV	
6	Declaration regarding no near relative(s) working in Prasar Bharati in Annexure VI	
7	Declaration of Clause 6 of Annexure-II (5 years experience)	
8	Technical Bid in Envelope-1 and Financial Bid in Envelope-2	
9	All pages of tender document/certificate signed with proper official stamp and date.	

Dated Stamped Signature of authorized
signatory

contd....

**FINANCIAL BID
(TO BE SUBMITTED IN SEPARATE ENVELOPE)**

Professional Fess (Excluding GST)			
S.N.	Service Type	Rate in INR (in Fig.)	Rate in (INR)(in words)
1.	Charges for the services framed under Annexure-I		
2.	Charges for the services framed under Annexure-II		

Authorized Signature, with stamp