

No.15(1)/2016-Genl.III  
Government of India  
Ministry of Communication and Information Technology  
Department of Electronics & Information Technology  
Electronics Niketan  
6- CGO Complex, New Delhi -110003  
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Dated 25-04-2016  
Due Date: 09-05-2016

To

As per list enclosed/Website

Subject:- Invitation to bid/quotation for e-filing return of Income Tax etc in DeitY.

**NOTICE INVITING QUOTATIONS**

Sealed quotations are invited from the intermediaries ( Agencies/Firms/ Company duly authorized/ approved by the competent authority of Income Tax Department as prescribed under the Income Tax Act with latest notification) for undertaking the work of the Department of Electronics & Information Technology, CGO Complex New Delhi as detailed below:-

Sr. No.	Scope Of The Work	Qty	Rate	Amount with applicable tax
1.	Quarterly e- filing , Generation of Form - 24Q & 27A, FVU files and submission of Quarterly returns for Salaried employees.	Quarterly Basis		
2.	Data Entry, Quarterly e-filing , Generation of Form 26Q, 27A FVU Files and Submission of quarterly returns in respect of TDS deducted on Agency bills etc.	Quarterly Basis		

2. If interested, you are requested to send your quote (Price + Tax in Indian Rupees) addressed to the undersigned by 3.00 P.M. on 09-05-2016. Price bids will be opened at 3.30 P.M. on 09-05-2016 at Conference Hall, 2<sup>nd</sup> Floor, Electronics Niketan, 6, CGO Complex, Lodi Road, New Delhi-110003..

3. The instruction given on page no. 2 should be carefully noted/complied with in this connection.

4. The contract will be initially for 2 years extendable further for One year with the consent of both parties on the same rates, terms and conditions.



(B.D Sharma )  
Joint Director(General Administration)

**Terms & Conditions:**

1. Bids should be valid for a minimum period of 90 days after the due date.
2. The agency assigned the job will undertake any queries raised by the Income Tax Department during the course of processing of returns of any Quarter/Yearly statement and also rectify manual/technical errors, if any arises. Nothing extra will be paid on this account..
3. The agency shall remain responsible for the corrections if to be carried out, after the contract duration without any additional charges.
4. The rates quoted will be full & final till the completion of final quarterly returns etc. of one particular Financial year.
5. Rates shall be quoted both in figures and words in Indian Rupees. In case of discrepancy between rates mentioned in figures and words, the latter shall prevail.
6. The bid should be submitted in a sealed cover addressed by name & designation of officer signing this inquiry. The envelopes should bear our inquiry number invariably
7. Taxes as applicable, should be clearly indicated.
8. The Department reserves the right to accept or reject any bid/quotation or cancel bid proceedings without assigning any reason what so over.
9. Incomplete bid/quotations are liable to be rejected.
10. The bid should be unconditional & any discrepancy found in compiling with the above instructions shall be liable to be rejected without any notice/reason.
11. Turn over in the last two financial years (2014-15 & 2015-2016) should not be less than 3 lakhs for every year.
12. The bidder should have experience of working in Government Ministries/Departments. Proof should be submitted alongwith bid.
13. The bidder should have valid CST, VAT number and Company incorporation letter issued by appropriate authority. (Photocopy of certificate issued by appropriate authority in favour of the tenderer to be attached duly attested by a Gazetted Officer).
14. The bidder should be registered under Service Tax registration (Photocopy of certificate issued by appropriate authority in favour of the tenderer to be attached duly attested by a Gazetted Officer).
15. The bidder should have valid PAN Number issued by Income Tax Department (Photocopy of PAN Card issued by appropriate authority in favour of the tenderer to be attached duly attested by a Gazetted Officer).
16. The service provider should be ISO 9001:2000 Quality certified. Documentary proof should also be submitted in this regard.

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17. The bidder is duty bound to observe all the Laws, Rules, Regulations, Policies, Procedures and Guidelines of the Government of India as in force from time to time.

18. Bid Form as per annexure-I giving all details called for must be enclosed. Bids received without/ incomplete Bid Form are liable to be rejected.

19. The Bid must reach the undersigned on or before the due date, i.e. 09-05-2016 at 3.00 P.M. at above stated address. Bids received after the due date & time are liable to be rejected. Bids received will be opened on the same day, i.e. 09-05-2016 at 3.30 P.M. Parties participating in the bid are requested to be available for opening of bids. In the event of due date being a closed holiday or declared Holiday for Central Government offices, the due date for submission of the bids will be the following working day at the appointed time & venue.

20. Department reserves the right to accept or reject any bid or cancel tender proceedings without assigning any reason whatsoever

21. Bidder shall sign all pages of quotation and other documents forwarded with the quotation.

#### **22. EARNEST MONEY DEPOSIT (EMD)**

The bid must be accompanied by Earnest Money Deposit of **Rs.2,000/- (Rupees Two Thousand only)** in the form of Demand Draft/Pay Order/Bank Guarantee drawn on any Indian Nationalized Bank in favour of Pay & Accounts Officer, Department of Electronics & Information Technology, New Delhi. Bank Guarantee should be valid minimum for a period of 15 Months from due date (original) of the tender. **Quotations received without Earnest Money Deposit are liable to be rejected.**

ii) Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraw or amends, impairs or derogates from the tender in any respect within the period of validity of the tender

iii) The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiry of the period of the bid validity but not later than 30 days of the issue of the contract order. No interest will be payable by Department of Electronics and Information Technology on the Earnest Money Deposit.

#### **23. PAYMENT TERMS**

i) A pre-receipted bill in triplicate in the name of Department of Electronics & Information Technology, may be submitted to Department.

ii) Payment shall be made on quarterly basis after completion of the satisfactory work of e-tax filling related matter with income tax Department on receipt of satisfactory certificate from DDO, DeitY.

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**24. ARBITRATION:**

In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms hereinabove contained or any claim or liability of the party, the same shall be referred to the sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing upon the other party notifying its intention for appointment of Arbitrator. Should both parties fail to agree on by mutual consent, then Department will appoint the sole Arbitrator. The provisions of Arbitration and Conciliation Act, 1996 will apply. The arbitration proceedings will be held in New Delhi. The Arbitrator will give reasons for his award and the award passed by the Arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or reenactment thereof including the rules framed there under.

**25.FORCE MAJEURE**

During Force Majeure i.e. Acts of God, War, Floods, Riot, Earthquake, General Strike, Lock ants, Epidemics, Civil Commodities, the bidder shall provide their best possible service in given circumstances.



(B.D Sharma )  
Joint Director(General Administration)

BID FORM

1.	Tender No.	Due Date 09-05-2016
2	Name and Address of Bidding Firm	
3	Name and Designation of the person signing the bid	
4	Mobile/Land Line Telephone Number	
5	Earnest Money Deposit Details	
6	PAN Number copy enclosed	
7	CST/VAT Registration Certificate No copy enclosed	
8	Corporation Certificate issued by the Appropriate Authority	
9	Annual turnover of last two financial years (2014-15 & 2015-16 (copy of profit & loss account and balance sheet duly signed by Chartered Accountant enclosed)	
10	Year wise orders/certificate for similar work undertaken during last two years (2014-15 & 2015-16) Copies enclosed.	
11	Terms and Conditions mentioned in the Tender Document are ACCEPTABLE/ NOT-ACCEPTABLE	
12	Deviation in Terms and conditions/ specifications (if any)	
13	Capacity in which bid is signed by the Bidder (proprietor/ Partner/ Director)	

Signature of Bidder: \_\_\_\_\_

Name in Block Letters: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_