NOTICE FOR HIRING SERVICES FOR FILING OF TDS/TCS RETURNS ALONGWITH TERMS AND CONDITIONS

Sealed quotations are invited to quote their rates inclusive of all taxes for preparing of form no. 16 of all CTU staff (approximately 1700 staff), TDS returns, TCS return, GST return and TDS on GST return & certificate, from the firms of Chartered Accountants/CA empanelled with CAG or Chandigarh Administration having office at Chandigarh/Panchkula/Mohali with minimum experience of three years with Govt/semi Govt/Autonomous bodies. The successful bidder has to deposit the performance security amount of Rs.20000/- on successful allotment of the work. The prospective bidders can also visit the office of the CTU/Asstt Controller (F&A)-II during office hours or any working day Plot No 701, Industrial Area Phase-I, Chandigarh for any kind of information with regard to the quotation notice. The envelope contain should comprise of relevant documents, signed Terms and Conditions, Undertaking Company Profile and experience. Another Envelope of the Price Bid should contain rate offered sealed in separate cover.

1. The quotation in sealed covers super scribed "Quotation" for filing of preparing of form no. 16 of all CTU staff (approximately 1700 staff), TDS returns, TCS return, GST return and TDS on GST return & certificate should be sent only by registered post or submitted in the office of Divisional Manager CTU & Director Transport UT Chandigarh Plot No 701, Industrial Area Phase-I, Chandigarh by hand as to reach on or before 19-04- 2021 at 02.00 P.M. The sealed quotations shall be opened on the same day at 03.00 PM in the presence of the bidders who may wish to attend in the office room of the Assistant Controller (F&A) CTU Chandigarh. The quotations received after the stipulated date and time shall not be entertained/ opened.

2. The undersigned reserves every right to Cancel/withdraw/amend the advertisement or extend the due date at his sole discretion accept or reject any quotation without assigning any reason.

SCHEDULE AND SCOPE OF WORK

The successful bidder shall be responsible for legal & Statutory Compliances in respect of Accounts. Income Tax, Goods and Service Tax & all other taxes as applicable from time to time. The successful bidder shall also make accounts of the Department on periodical basis from time to time, (as may be required), for submission to Audit General or other authorities for any purpose. Compliances related to General Financial Rules (GFR) Financial Rules (FR) Treasury Rules (TR) and Supplementary Rules (SR) as per Government of India.

- TDS returns and certificate.
- TCS returns and certificate.
- GST returns and Certificate
- GST on TDS returns and certificate.
- Form no. 16 and monthly returns of income Tax deduction of all CTU staff.
- Balance sheet of CTU
- Return file of GST/TDS paid by the CTU Chandigarh and its claim.
- To advise regarding the court matters on filing up Returns/Saving Tax.

General terms and Conditions

1. The selected agency will be responsible for proper generation compilation and binding of form No 16.
2. The rates quoted by the firm/Co should be inclusive of filing of revised returns if any occurs due to demand/PAN/Challan mismatch/any other reasons. However, the Government fees of uploading of return will be paid by CTU.
3. The firm/Co is fully responsible for filing of the TDS/TCS returns on time. Any demand arises due to delay in filing of TDS/TCS /Service Tax returns will be borne by the firm/ successful bidder.
4. The firm/Co is responsible for attending notices/dates if any received from any authority in respect of TDS/TCS etc.
5. The firm/Co shall provide data (electronically or physical as the case may be) to the office of Divisional Manager, CTU & Director Transport, U.T., Chandigarh after filing of all the returns.
6. The rates will be valid for a period of two year from the date of LOA, which can be extended for one year on satisfactory performance.
7. Incomplete/Conditional bids/quotations will not be entertained.
8. Any conditional terms and conditions mentioned by the firm/Co in their covering letter or in the quotation will not be considered and the same will be rejected straightway.
9. The successful Bidder shall deposit performance security of Rs. 20000/-. (Rs. Twenty Thousand only.) in the shape of FDR/BG in the name of DT, UT Chandigarh which should be valid for 15 months.

9/11/2021

Director Transport
Union Territory
Chandigarh.

UNDERTAKING BY THE BIDDER

1. I, Shri _____ S/o Shri. _____

Working as _____ of the firm namely M/s _____ are duly authorised to apply for this tender.

2. I, the Undersigned have read and understood the detailed terms and condition (Clause 1 to 11) as well as Quotation Notice and undertake to abide by them

3. I Undertake that the firm/Company has not been blacklisted by the Department of Govt Of India or any State Govt Or any Union Territory or any Public Undertaking.

Signature of the Bidders

Name of the Bidders _____

Address _____

Tel No _____

Email Id _____

PAN/TAN No. _____

(OFFER/PRICE BID TO BE SEALED IN SEPARATE COVER)

OFFER/PRICE BID

I, The undersigned _____ on behalf of M/s _____ of which I am a partner /Proprietor/Director/Manager/ _____ (please tick mark) hereby submit my offer as under:

1. I am duly authorised to submit this offer/Price bid. The price bid is as follows:-

Sr. No	Particulars/ work description	Rate quoted inclusive of all taxed (in figures)	Rate quoted inclusive of all taxed (in words)
1.	TDS returns and certificate (monthly)		
2.	TCS returns and certificate (quarterly)		
3.	GST returns and certificate (monthly)		
4.	GST on TDS returns and certificate (monthly)		
5.	Form No. 16 and monthly returns of income Tax deduction of all CTU staff.(approx.1700)		
6.	Balance sheet of CTU (yearly)		
7.	Return file of GST, TDS paid by CTU Chandigarh and its claim. (yearly)		

Signature of the Bidder

Name of the Bidder

With rubber stamp

Address: _____

Tel No: _____

Email ID: _____

PAN/TAN No: _____

Note:

1. The Offer/Price Bid should be kept in a separate sealed cover super scribed **OFFER/ PRICE BID.**
2. There should not be any cutting or overwriting in the offer/price bid form, photocopy /typed form can also be used in case of damage or cutting etc.
3. In case of difference in the bid amount expressed in figures and words, the amount expressed in words will be considered.