

## QUOTATIONS

Sealed quotations are invited in two parts i.e. Technical Bid and Price Bid from the firms of Chartered Accountants/Advocates/Income Tax Practitioners/Government Approved TIN-Facilitation Centres for timely filing of TDS/TCS returns and issuance of Form No 16 to about 2000 employees of Chandigarh Transport Undertaking. The offer/price bid form and detailed terms and conditions of the tender can be obtained from the office of the undersigned on any working day between 09:00 Am to 05:00 PM or downloaded from the website i.e chdctu.gov.in and <http://Chandigarh.gov.in>. The important date and other details are as under:-

1. Date and time of receiving the tender: 30.01.2017 upto 02.00 PM
2. Date and time of opening the tender: 30.01.2017 at 03:00 PM

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

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Divisional Manager, CTU &  
Director Transport, UT,  
Chandigarh

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

Sealed quotations are invited in two parts i.e. Technical Bid and Price bid from the firms of Chartered Accountants/Advocates/Income Tax Practitioners/Government Approved TIN-Facilitation Centres for timely filing of TDS/TCS returns and issuance of form No 16 as per the Income Tax Act from time to time. The firm/co. should have minimum experience of three years in filing of TDS/TCS returns of Govt/Semi Govt/Autonomous bodies having strength of at-least 500 employees in the last five years proceeding the year 2016-17. The prospective bidders can also visit the office of the CTU during office hours on any working day by contacting Asstt. Controller(F&A)(H)/Asstt. Controller (F&A)-II, CTU, Plot No. 701, Industrial Area, Phase I, Chandigarh for any kind of information/clarification with regard to the quotation. The envelope containing the Technical Bid should comprise the signed terms and conditions, Undertaking, Company Profile and experience. Another envelope of the Price bid should contain rate offered and these two bids i.e Technical and Price bid should be sealed in separate cover.

- a) The bidders are required to quote their rates including all taxes.
- b) The bidders in sealed cover super scribed "Tender for filing of TDS/TCS returns for CTU, Chandigarh" should be sent only either by registered post or submitted in the office of Divisional Manager, CTU & Director Transport, UT, Plot No. 701, Industrial Area, Phase-I, Chandigarh by hand as to reach on or before 30.01.2017 at 02:00 PM. The Technical bid containing signed terms and conditions, Undertaking, Company Profile and experience 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 Divisional Manager, CTU & Director Transport, UT, Chandigarh. The offer/Price bid will only be opened of those bidders who technically qualify in the evaluation of their technical bids. The quotations received after the stipulated date and time shall not be entertained/opened.
- c) The offer/Price bid form and detailed terms and conditions of the quotation can be obtained from the office of the Divisional Manager, CTU & Director Transport, U.T, Chadigarh on any working day between 09:00 AM to 05:00 PM or from the website of this undertaking i.e chdctu.gov.in
- d) The undersigned reserves every right to a) cancel / withdraw / amend the advertisement or extend the due date at his sole discretion or b) accept or reject any quotation without assigning any reason.

**General terms and conditions :**

1. There are about 2000 employees working in Chandigarh Transport Undertaking and the firm so appointed will be required to carry out the due verification and reconciliation of all relevant record such as pay bills, monthly TDS and its deposit with the Income Tax Authorities.
2. The selected agency will be responsible for timely & accurate generation, compilation and binding of form No. 16(PART A & B in case of Salary, Part A in case of Non-salary).
3. The rates quoted by the firm/Co. should be inclusive of filing of revised returns if any occurred due to demand/PAN/Challan mismatch/any other reasons. However, The Government fees of uploading of return will be paid by CTU.
4. The firm/Co. is fully responsible for filing of the TDS/TCS returns on time. Any demand arising due to delay in filing of TDS/TCS/Service tax returns will be borne by the firm.
5. The firm/Co. is responsible for attending notices/dates if any received from any authority in respect of TDS/TCS.
6. The firm/Co. shall provide data (electronically or physical as the case may be) to the office of Divisional Manager, CTU & Director Transport, UT, Chandigarh after filing of all the returns.
7. The 50% payment of the successful bidder will be made proportionately in first three quarters of the Financial Year and the 50% balance payment shall be made upon satisfactory issuance of form 16 and nil demand on TRACES in respect of the departments. The payment will be made through bank/RTGS.
8. The rates will be valid for the Financial Year 2017-18 & 2018-19 which can be extended on year to year basis upon satisfactory performance.
9. Incomplete/Conditional bids/quotation will not be entertained.
10. Any conditional terms and conditions mentioned by the firm/Co. in their covering letter or in the quotation will not be considered and the quotation will be rejected straightway.
11. Arbitrator: All disputes and differences arising out of or concerning whatsoever shall be referred to the sole Arbitrator or an official appointed by Secretary Transport,

Chandigarh Administration acting as such at the time of the reference. Here will be no objection to such appointment, that the Arbitrator so appointed is a Govt. Servant or might have expressed views on all or any of the matters in disputes or differences. The award of such Arbitrator shall be final and binding on the parties involved. The Arbitrator has the power to extend the time for making the award on request from either of the parties.

12. Jurisdiction: Any dispute or difference or claim etc shall be subject to the exclusive jurisdiction of the courts situated at Chandigarh only. No other court shall have the jurisdiction to entertain or try any matter concerning this tender.

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Divisional Manager, CTU  
& Director Transport, UT,  
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 bid.
  
2. I , the undersigned have read and understood the detailed terms and conditions(Clause 1 to 8) 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

Name :

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:-

S.No.	Particulars	Lumpsum Amount for a Financial Year(In Rupees)	Lumpsum Amount for a Financial Year(In Words)
1.	Preparation/Filing of TDS/TCS returns & Preparation of Form 16(Salary)(Double Copy) & Form 16A(Non-Salary)(Double Copy)		

Signature of the Bidder  
Name of the Bidder  
With Rubber Stamp  
Address: \_\_\_\_\_  
Tel No. : \_\_\_\_\_  
Email Id: \_\_\_\_\_  
PAN/TAN No.: \_\_\_\_\_

- 1) The bid is applicable for F.Y 2017-18 & 2018-19.
- 2) The bid should be unconditional. Conditional bids shall be out-rightly rejected.
- 3) There should not be any cutting or overwriting in the offer/price bid form. Photocopy form can also be used in case of damage or cuttings etc.
- 4) In case of difference in the bid amount expressed in figures and words, the amount expressed in words will be considered.