

**OFFICE OF THE ACCOUNTANT GENERAL (A&E) UTTARAKHAND,  
MAHALEKHAKAR BHAWAN, KAULAGARH, DEHRADUN**

No. 100/GD/Hiring to CA/2020-21/1254

Date: 5-11-20

**TENDER NOTICE**

Sub: Annual contract for Digitization of regular, Quarterly & Annual e-filing Tax Returns for financial year 2021-22 and onwards for salaries and non-salaries and correction returns (if any) in respect of Accountant General (A&E) Uttarakhand, Dehradun.

The Accountant General (A&E) Uttarakhand, Mahalekhakar Bhawan, Kaulagarh, Dehradun intends to engage an agency for digitization of regular, quarterly & Annual e-filing Tax Returns for financial year 2021-22 and onwards for salaries (Form 24Q) and non-salaries (Contractor/vendor) (form-26Q) in respect of Accountant General (A&E) Uttarakhand, Dehradun. The scope of works is as follows:-

Sl. No.	Particulars
1.	Quarterly e-TDS Returns From 24Q Annual Information
2.	Quarterly e-TDS Returns From 26Q
3.	Salary return (24Q):- From 16 and part B
4.	Other than salary return (26Q):- From 16A
5.	TCS return (27EQ)
6.	GSTR-7 return
7.	24G Statement monthly
8.	Revised Statement if any (Approx.300-400 employees for salary and 10-20 for non -salary)
	Preparing & filing Correction return(s) in case of default notices issued by Income Tax Deptt./ GST Authorities

**Last date & Time for Submission 25.11.2020 upto 03:00 P.M.**

**Date/Time for opening of bids:- 26.11.2020, 04:00 P.M.**

The rates shall be quoted in the following format:-

Sl. No.	Particulars	Rates per items
1.	Quarterly e-TDS Returns From 24Q Annual Information	
2.	Quarterly e-TDS Returns From 26Q	
3.	Salary return (24Q):- From 16 and part B	
4.	Other than salary return (26Q):- From 16A	
5.	TCS return (27EQ)	
6.	GSTR-7 return	
7.	24G Statement monthly	
8.	Revised Statement if any	
	(Approx.300-400 employees for salary and 10-20 for non -salary)	
	Preparing & filing Correction return(s) in case of default notices issued by Income Tax Deptt.	Rate per correction including taxes, if any

At any time prior to the deadline for submission of bids, the Competent Authority may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, modify the tender notice by amendment. Such amendments shall form an integral part of the tender notice and it shall amount to an amendments of the relevant clause of the tender notice.

The prospective bidders are required to keep a watch on the website of the Accountant General (A&E) Uttarakhand, Dehradun ([www.agua.cag.gov.in](http://www.agua.cag.gov.in)) for any amendment to the tender notice or to the clarification to the queries raised by the bidder(s).

The Competent Authority reserves the right to reject the bids if they are submitted without taking into account these amendments/clarifications.

In order to allow the prospective bidders reasonable time in which to take the amendment into account in preparing the bids, the Competent Authority may at its discretion, extend the deadline for the submission of the bids.

The bids shall be submitted along with a crossed Demand Draft of a value of Rs.1000/- (Rupees One thousand only) towards the Earnest Money Deposit (EMD), drawn in favour of the Pay & Accounts Officer, Office of the Accountant General (A&E) Uttarakhand, Dehradun. The bids received without EMD or bids incomplete in any manner would be summarily rejected.

The EMD of the unsuccessful bidders would be returned after the finalization of the tender process. However, in the case of the successful bidder, the EMD would be returned only after the bidder deposits necessary Performance security.


After the acceptance of the bid, the successful bidder has to undertake the job specified in the Tender Notice under the overall supervision and guidance of the Competent Authority of this office DDO.

Since the job to be awarded involves adherence to the time-limits under the Income Tax Act and other Rules framed thereunder, the successful bidder is expected to adhere to these time-limits and complete the job assigned within the specified time schedule. In case of failure to adhere to the time schedule specified under the provisions of the relevant rules, the Competent Authority shall, without prejudice to its other remedies under the Contract, deduct from the contract price, as penalty, a sum equivalent to the amount of penalty paid to the credit of the Government on behalf of the deductor. In case of recurrence of default in filing of the returns or default in adhering to the time limits is seen, the Competent Authority may consider termination of the Contract pursuant to Clause 16 of the Terms and Conditions annexed to the tender notice.

The bids will be opened by a committee constitute for the purpose. The Competent Authority reserves the right to accept / reject any or all bids either in part or full without assigning any reasons thereof.

The bids shall be sent in sealed covers super scribed "Bid for Filing of Tax Returns" by post/speed post/registered post or By hand submitted at **the Deputy Accountant General (Admin.) cell. The bids shall be addressed to the Deputy Accountant General (Admin.) O/o Accountant General (A&E) Uttarakhand, Dehradun-248195**

The detailed terms and conditions are enclosed herewith.

  
**Dy. Accountant General/Admn.**

## TERMS AND CONDITIONS

1. All data relating to Income Tax (quarterly/annual return) shall be uploaded by the contractor carefully and on time. Soft and hard copies of the data sheet shall be provided to the DDO in time.
2. Timely filing of e-TDS return with the Income Tax Department by the contractor and providing the soft copy and hard copies to the DDO after filing the returns.
3. Any notice/clarification issued by the I.T. Dept. regarding TDS relating not only to the FY 2021-22 but also of earlier financial years shall be attended by the firm and shall settle the matter with the respective authorities on behalf of the DDO.
4. All data and matters relating to TDS/E-TDS during the period of contract shall be carefully handled by the contractor and the firm will take all responsibility in connection with e-TDS/Tax matters.
5. No advance payment or part payments would be made. The payments will be made on quarterly basis only after filling of the necessary returns and submission of proof to the Competent Authority in this office. The details of the bank account including NEFT shall be provided for the purpose of processing the final bill.
6. The offers should valid for at least 90 days from the date of opening of the bid including EMD.
7. The bidders should have experience of minimum three years of having successfully executed similar work in the Government Department/PSU, etc. (self-attested copies of certificate/work orders to be enclosed). The bidder should also furnish the letter/certificate of satisfactory performance from at least two Govt. department/office.
8. Contract period: The offered rates should be valid for a period of one year and would be extendable for such time and at such rates as are mutually agreed to, on the basis of work performance.
9. The rates shall be quoted strictly as per the specifications mentioned in the tender notice. The rates for the works/items shall be quoted and the bids for any one work/item only will be summarily rejected.
10. The successful bidder has to maintain confidentiality and not to disclose the personal data of the employee of the office to any outsider.
11. The applicable rates of taxes and duties, wherever chargeable shall be clearly indicated.

12. The bidders should be registered with relevant authorities (Registration with GST, PAN No. etc. Self-attested copy of registration to be enclosed).
13. An undertaking to the effect that the work would be completed within the time schedule specified in the tender notice shall be given along with the bid.
14. The acceptance of the bid would rest with the Competent Authority, who does not bind itself to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reason.
15. Quotations must be clearly written or typed. Any interpolation or over writing should be duly attested.
16. Termination for Default. The Competent Authority may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the successful bidder, terminate the Contract in whole or part:
  - (i) If the successful bidder fails to complete all or any of the work within the period specified in the tender notice, or within any extension thereof granted by the Competent Authority; or
  - (ii) If the successful bidder fails to perform any other obligation(s) under the Contract.
  - (iii) If the successful bidder, in the judgment of the Competent Authority has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
17. **Corrupt and fraudulent practices:** The Bidders/Contractors under this contract shall observe the highest standard of ethics during the procurement and execution of this contract. They shall not indulge in any "Corrupt practice" of offering, giving, receiving or soliciting anything of value to influence the action of a public official in the execution of the contract. They shall not adopt any 'Fraudulent practice' like misrepresentation of any fact(s) in order to influence the tender process or the execution of the contract to the detriment of the Department, which includes any collusive practice among the Bidders (prior to or after bid submission) so as to deprive the Department of the benefits of free and open competition.
18. The Competent Authority would reject a proposal for award of work if it is found that the Bidder recommended for award of the contract has engaged in corrupt or fraudulent practices in competing for the contract in question.
19. Dispute, if any, will be subject to jurisdiction of Uttarakhand court only.

  
(R.K. Verma)  
Dy. Accountant General/Admn.