

**No. Estt.1/eTDS/2022-23/564**  
**Office of the Pr. Chief Controller of Accounts**  
**Central Board of Indirect Taxes & Customs,**  
**1<sup>st</sup> floor, AGCR Building, I.P. Estate,**  
**New Delhi – 110002.**  
**Ph. 23702414**

No

Date: 24/02/2023

**NOTICE INVITING SEALED QUOTATIONS (NIQ)**

The competent authority, CBIC, New Delhi is pleased to invite sealed quotations from reputed Authorized Firms/Agencies for hiring professional services for filling e-TDS Return for the Office of Pr.CCA, CBIC, New Delhi and its PAO's office located at Delhi and NCR with following Scope of Work and terms & conditions as detailed below:-

**Scope of Work**

1. Compilation of required data on monthly basis in respect of O/o Pr.CCA, CBIC (HQ.), PAO, CGST, New Delhi, PAO, Customs, NCH, New Delhi, PAO, DGPM & DDM, New Delhi, PAO, CGST, Noida, PAO, CGST, Ghaziabad under the signature of DDO in connection with preparation of quarterly TDS e-filling.
2. Preparation of quarterly TDS Form no. 24Q and 26Q (regular) of above mentioned offices.
3. Uploading and filing of e-TDS on NSDL site within prescribed time limit of above mentioned offices.
4. Preparation and filing of correction/ revised statement against the defaults generated by TIN facilitation centre and against the notice statement against the INCOME TAX department during the period of engagement irrespective of the period to which correction statement/return belongs of above mentioned offices.
5. Attending to replies of the Income Tax department in respect of notices/communications by above mentioned offices in connection with the filling of e-TDS during the period of engagement irrespective of the period to which the correction statement/return belongs of above mentioned offices.
6. Preparation and filing of correction/rectification statements, whenever found necessary on the detection of any error in the data maintained of above mentioned offices.
7. Furnishing of the original e-filing acknowledgement to above mentioned offices.
8. Generation of Form 16-A on quarterly basis (for 26Q) and furnishing the same to above mentioned offices immediately after every quarter in such way that DDO has sufficient time to verify and distribute the same to vendor/Contractor within the due date earmarked for issue of Form No. 16-A.
9. The Number of records per Quarter for 24Q and 26Q may vary time to time of above mentioned offices.



## TERMS AND CONDITONS

1. Payment shall be released only on would be subject to satisfactory completion of work. successful completion of the job as specified in the scope of work of above offices. Income Tax wherever applicable will be deducted from your bill at the prescribed rate and certificate thereof will be issued.
2. The contract would initially be for one year (2023-24) and same may be extended further for one year at a time for a maximum of 2 years if services provided are found satisfactory.
3. The O/o Pr. CCA, CBIC reserves the right to accept and reject any or cancel any or all the tenders/quotations without assigning any reasons therefore.
4. In case of any dispute arising out of the execution of the terms & conditions of this short term quotation or part thereof, the decision of O/o Pr. CCA, CBIC shall be final and binding on both the parties.
5. The rates quoted by the firm/agency shall remain valid for the entire period of Financial Year i.e. upto 31.03.2024 for the subject work and the Department shall not be responsible for payment of any extra on account of escalation of costs during the said period.
5. Generation of Form 16-A and Form 16-B (for 24Q) without any additional charges and furnishing the same to above mentioned offices in such way that DDO has sufficient time to verify and distribute the same to employee within the due date earmarked for issue of Form No. 16-A and Form 16-B.
6. Bill for TDS E-filing should be submitted Quarterly to above mentioned offices for payment.
7. E-filing Charges fixed by NSDL and GST as applicable will also be paid.
8. All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the Court at Delhi.

The quotations are accordingly invited with the above scope of work and the acceptance of terms and conditions. The eligible agencies may send their quotations in sealed envelope duly mentioning 'Quotation for filling e-TDS Return for 2023- 2024 (One Year)' at the top of the envelope. The quotations must invariably contain separate envelop (s) superimposing Technical Bid & Financial Bid. Technical bids should contain documents as per Annexure-I & Financial Bid should be contain Annexure-II enclosed to this letter. The cost of filling e-TDS Return for Year 2023 to Year 2024 (One Year) may be specified in the prescribed proforma attached as per Annexure-II (Financial bid in separate proforma) to this letter **The quotation should reach in this office latest by 02:00 PM on or before dated 17.03.2023 (Next working day in case of Govt. Holiday) and the same will be opened on the same day at 02:30 PM by the Purchase Committee.** The rate should be quoted and GST should be indicated separately as per the prevailing GST Laws. Quotation received after stipulated date and time will not be accepted/entertained and summarily will be rejected, in case any dispute, the decision of the O/o Pr. CCA, CBIC shall be final and binding.



9. Your agency is requested to send the sealed proposal containing the aforesaid documentation either by Speed Post or by hand to be dropped in the designated tender box in Room No. A-105, first floor, DGACR Building, New Delhi-110002 **not later than 17.03.2023 (by 2.00 PM)**. Technical Bid shall be opened by Screen Committee on **17.03.2023 at 02:30 PM** at the above given place. On declaration of successful bidders (Technically) by the screen committee, the second Envelop containing Financial Bid shall be opened by Committee on the Schedule date. The tenderer can remain present himself/herself or his/her authorized representative at the time of opening the tender. Only authorized representative will be allowed to attend the meeting of the Tender Committee. They should also bring an undertaking on the letter head of the firm/organization that any decision/negotiation taken by their representative shall be acceptable to the firm. The quotations will be evaluated in terms of the extant rule of the GFR 2017 and the work will be awarded the L1 vendor after ensuring that all the conditions laid down by the Govt. of India have been complied with. On declaration of successful bidders by the Competent Authority, the Second Envelop containing Financial Bid shall be opened for which a separate date shall be notified.
10. Rate offered by the bidder shall be valid upto 60 (Sixty) days from the end date of bid/tender Quotation submission.
11. The contract shall be drawn for 1 year i.e. from 01.04.2023 to 31.03.2024. The successful bidder shall file e-TDS Return for year 2023-24 and the payment shall be made Quarter wise by respective offices after completion of work satisfactorily.
12. Your agency shall be required to deposit a performance Security guarantee for Rs. 3,000 in the form of FDR/DD in favour of Pay & Accounts Office (HQ.), CBEC, New Delhi payable at New Delhi within 15 days of awarding the contract. The said performance guarantee shall be valid for **14 months**.


This issues with the approval of Competent Authority, CBIC, New Delhi.

Yours faithfully,

(Madhu Rawat)  
Sr. Accounts officer  
Ph: 011-23702311  
Email ID: prccacbec1@gmail.com

Copy to:

- (1) Notice Board, 1<sup>st</sup> Floor, 'B' Wing, DGACR Building, O/o Pr. CCA, CBIC, I.P. Estate, New Delhi  
(2) Sr.AO, GST (IT) to upload in official website of [www.arpit.gov.in](http://www.arpit.gov.in)

  
Sr. Accounts Officer



[On the Letter Head of the Bidder]

**Format of Technical Bid****Check List (List of documents to be provided)**

S. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	Registration for Income Tax & GST	Attested copy of PAN card and GST Registration Certificate		
02.	Bidder's Details	Annexure-A (On the letterhead of bidder)		
03.	Declaration	Annexure-B (On the letterhead of bidder)		
04.	Bid Security Declaration Form	Annexure-C (On the letterhead of bidder)		
05.	Affidavit	Annexure-D		

[To be placed in separate envelope superimposing 'Technical Bid for hiring of professional service for filling e-TDS Return in the Office of Pr.CCA, CBIC, New Delhi and its PAO's office located at Delhi and NCR.



(Tender No. \_\_\_\_\_)

(On the original letter head of Bidder)

## Bidder's Details

1.	Name of the Firm/Company	
2.	Name and Designation of Authorized Signatory	
3.	Communication Address	
4.	Office Phone No. Mobile No.	
5.	Fax E-mail ID:	
6.	GST Registration Number: PAN Number:	
Particular Details of the Bidder Representative		
7.	Name of Contact Person	
	Designation	
	Phone No.	
	Mobile No.	
	E- mail ID	

## UNDERTAKING

I, the undersigned do hereby certify that I have gone through the terms & conditions mentioned in the bidding document and undertake to comply with them. It is also certified that the firm has not been banned/ blacklisted by any Ministry/ Department in the past.

Authorized Signatory (Signature in Full) \_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_

Company Rubber Stamp \_\_\_\_\_

GST NO. \_\_\_\_\_



**Annexure-B**

(Tender No. \_\_\_\_\_ )  
(On the original letterhead of the Bidder)

**DECLARATION**

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ Resident of \_\_\_\_\_ proprietor/Director/Authorized Signatory of the Company/Firm, mentioned above, is competent to sign this declaration and execute this tender document.

I/We hereby certify that I/We have read the entire quotation inviting letter of the tender documents (including all documents like Annexure(s), Schedule(s) etc) which form part of the contract agreement and I/We shall abide hereby the terms/conditions/clauses contained therein.

The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) in it's totally/entirely.

In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest deposit.

Date \_\_\_\_\_

Authorized Signatory (Signature in Full) \_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_

Company Rubber Stamp \_\_\_\_\_



**Format of Bid Security Declaration From Bidders in lieu of EMD**  
**(On Bidders Letter head)**

**Bid Security Declaration Form**

Tender No. \_\_\_\_\_ Date: \_\_\_\_\_

To,

Ms. Madhu Rawat,  
Sr. Accounts Officer,  
O/o Pr. CCA, CBIC, 1<sup>st</sup> Floor,  
DGACR Building, I.P. Estate,  
New Delhi, 110002

I/We, the undersigned do hereby declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/ We are in a breach of any obligation under the bid conditions, because I/We

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/We are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed:

In the Capacity of:

Name:

Duly authorized to sign the bid for an on behalf of:

Dated:



[On the Letter Head of the Bidder]

**AFFIDAVIT**

I, \_\_\_\_\_ the owner of \_\_\_\_\_, do hereby solemnly affirm that when the work is assigned, I will not-

- (i) Use any individually identifiable information furnished, acquired, retrieved or assembled by me.
- (ii) Disclose information/facts/findings/outcomes in public domain or otherwise

In case of any disclosure/divulgence of information to public or any person/agency/organization concerned indulging in this kind of activity, the O/o Pr. CCA, CBIC, New Delhi would be liable to initiate legal proceedings under Official Secret Act.

**(Authorized Signatory)**



Financial Bid (On company letter head)

To,

**Ms. Madhu Rawat,**  
 Sr. Accounts Officer(E-I)  
 O/o Pr. Chief Controller of Accounts  
 Central board of Indirect Taxes and Customs,  
 1st' Floor, I.P. Estate, DGACR Building,  
 New Delhi — 110002

**Subject: Financial bid for hiring of professional service for filing e-TDS Return in the Office of Pr.CCA, CBIC, New Delhi and its PAO's office located at Delhi and NCR-regarding**

With reference to Office of Principal Chief Controller of Accounts, CBIC, New Delhi Notice No. Estt.I/e-TDS/2022-23/\_\_\_dated\_\_\_ I/we hereby submit the Financial bid for hiring of professional service for filling e-TDS Return in the Office of Pr.CCA, CBIC, New Delhi and its PAO's office located at Delhi and NCR as per the Scope of work given in this tender document within the time specified and in accordance with the terms & conditions

Item Description	Charges Upto 100 records in file (in Rs.)	Charges for more than 100 records in file (in Rs.)
e-TDS Return filing /Uploading of data 24 G ( Monthly) in NSDL on monthly basis		
e-TDS Return filing /Uploading of data 24 Q (Quarterly) in NSDL on Quarterly basis		
e-TDS Return filing /Uploading of data 26 Q (Quarterly) in NSDL on Quarterly basis		
e-TDS Return filing /Uploading of data GSTR-7 ( Monthly) in NSDL on monthly basis		
Correction, if any, in 24G/24Q/26Q		

"All applicable taxes (clearly indicating type and rate of tax applied) should be provided in absolute Indian Rupees. The rate quoted must be reasonable and valid for the period of contract from the date of opening of Financial bid.

SIGNATURE WITH SEAL OF TENDERER

NAME IN BLOCK LETTERS: \_\_\_\_\_

Company Name with Full address \_\_\_\_\_

GST No. \_\_\_\_\_