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राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद्
NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
Sri Aurobindo Marg, New Delhi 110016
Bidding/TENDER DOCUMENT

**Tender for Engagement of Chartered Accountant/Firm for Filing of
TDS Return for the F.Y. 2022-23**

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**Invitation for bid/tender for Engagement Chartered Accountant/Firm for Filling of TDS
Returns of the NCERT for the year 2022-23**

Accounts Branch of NCERT intends to engage Chartered Accountant/Firm for filling of TDS Return (Quarterly & Annual Basis) for the year 2022-23, for a period of one year extendable further as per performance and with the approval of Competent Authority. Interested Chartered Accountant/Firm Consultants may send their particulars/bids to the Secretary, NCERT, Sri Aurobindo Marg, New Delhi.

1. A complete set of Bidding/Tender Documents may be obtained from:-
 - a. Chief Accounts Officer, Room No.8, 2nd Floor, Dr. Zakir Hussain Block, NCERT New Delhi- 110016 by paying the cost of bidding/tender document i.e. Rs. 500/- by cash/Pay Order/Demand Draft in favour of "Secretary, NCERT payable at New Delhi". The bidding/tender document shall be obtained between 10.00 a.m. to 4.00 p.m. only on all working days.
 - b. The Bidding documents can also be downloaded from the NCERT website www.ncert.nic.in. In case the Bidding/Tender Document is downloaded from the website, the cost of bidding/tender document shall be paid by Pay Order/Demand Draft which will be drawn in favour of "Secretary, NCERT payable at New Delhi" and to be submitted along with the Bid. **If cost of bidding/tender document is not attached with the bidding document (Technical bid), the bidding shall be treated as invalid bid.**
2. The last date for receipt of bid is **15th February 2022 at 1:00 PM.**
3. A Pre-bid meeting will be held on **7th February, 2022 at 11:00 AM.** in the Room of Chief Accounts Officer/IFA, NCERT in order to provide the bidders an opportunity to seek clarifications on all aspects of the Bidding Documents.
4. Opening of Technical Bid will be held on **18th February 2022 at 2:30 PM** in the room of Chief Accounts Officer/IFA, NCERT.
5. The Bidding Document may be sent by registered post or by speed post super-scribing

"Bidding document for Filing of TDS Returns" addressed to The Secretary, NCERT, Sri Aurobindo Marg, New Delhi 110016 before the time and date stipulated for receipt of Bids. If the Bidding Document is delivered by hand, it will be the responsibility of the bidders to ensure that the completed Bidding Document is dropped in the sealed tender box available with Chief Accounts Officer, Room No. 8, Second Floor, Dr. Zakir Hussain Block, NCERT. Mere handing over of the Bidding Document at the Reception Counter or at any other counter or room or person shall not be considered submission of Bid. Any delay, even postal delay, in receipt of Bids shall be considered late submission of Bid and such bids will be summarily rejected.

6. It may also specifically be noted that engagement of Chartered Accountant/Firm can also be terminated at any time without assigning any reason even before one year of his engagement as Tax Consultant.

Sd/-
Secretary
NCERT

INTRODUCTION

National Council of Educational Research & Training (NCERT) is an autonomous body under MHRD its office at Sri Aurobindo Marg, New Delhi 110016.

1. Procedure for Submission of Bid

- (i) The Tender set is divided into two parts i.e.
 - a. Part – I (Technical information) – this should be put into sealed Envelope No. 1 along with authorized signatory on each page.
 - b. Part – II (Price bid) – this should be put into sealed Envelope No. 2 along with authorized signatory on each page.

Both the Bids should be put into separate Envelope i.e. Envelope 1 & Envelope 2 respectively. These two envelopes should further be put into a big envelope marking “bid for the engagement of Chartered Accountant/Firm”.

- (ii) Documents should be submitted in the Envelope No. 1 as per eligibility criteria of Bidding / tender document.
- (iii) After opening of the Tender Part 1 i.e. Technical Bid and analysing requisite criteria of Technical Bid, the Bidder who gets qualified in it, only those bidders' Tender Part 2 (i.e. Price Bid as per Annexure A of Bidding/Tender document) will be opened with the approval of *Competent Authority*.
- (iv) Secretary, NCERT reserves right to accept/reject any Tender without assigning any reason.

2. Amendment of Bidding Documents

- (i) At any time prior to the deadline for submission of Bids, the NCERT may amend the Bidding Documents by issuing an addendum.
- (ii) The amendment will be notified in writing or by fax to all prospective bidders who have directly purchased the Bidding Documents from NCERT, and will also be displayed on NCERT's website. The amendment will be binding on all the bidders.
- (iii) In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their Bid, the NCERT may, at its discretion, extend the deadline for the submission of Bids.

3. Language of Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the NCERT, shall be written in English or Hindi language, provided that any printed literature furnished by the

Bidder may be in another language so long as it is accompanied by an accurate translation in English/Hindi of its pertinent passages.

4. Bid Prices

- (i) Bid Prices will not be adjusted for any conditional or unconditional circumstances.
- (ii) Prices quoted by the Bidder shall remain fixed during Bidder's performance of the contract and not be subject to variation on any account.
- (iii) A Bid submitted with any different adjustable price quotation will be treated as no - responsive and rejected.
- (iv) Bid Currencies Prices shall be quoted in Indian Rupees only. (INR)

5. Eligibility Criteria (Essential for Technical Bid)

- (i) The firm should have minimum 3 years of experience in relevant field of PSU/Govt. Department or any other large scale company preferably during 2018-21. The firm should provide the list of atleast two clients for which they have rendered services in the past.
- (ii) **The firm should have its office in Delhi/NCR**
- (iii) Photocopy of Pan Card, Photograph of owner/partner to be attached.
- (iv) Regn./Licence No. & Date and valid and its validity may be attached.
- (v) GST No may be attached.
- (vi) Name of the Bankers
- (vii) Present assignments in hand if any.

(All supporting documents should be attached duly signed and stamped otherwise no cognisance with regard to mere filling up the documents will be taken.)

6. Documents Establishing Bidder's Eligibility and Qualifications

The Bidder shall provide documentary evidence of his/her eligibility and qualifications to perform the contract (to NCERT's satisfaction) if his/her Bid is accepted, as per the Eligibility Criteria specified in the Bidding/tender document.

7. Deadline for Submission of Bids

- (i) Bids must be received by the Secretary. NCERT at the address specified not later than the time and date specified in the Bidding Data Sheet. In the event of the specified date for the submission of Bids being declared a holiday for the NCERT, the Bids will be received up to the appointed time on the next working day.
- (ii) The NCERT may, at its discretion, extend this deadline for submission of Bids by amending the Bid Documents.
- (ii) If the Bid is to be delivered by hand it shall be the responsibility of the Bidders to ensure that the completed Bidding Document is dropped in the sealed tender box available in Room No.8, Second Floor, Dr. Zakir Hussain Block, NCERT in the office of CAO/IFA, NCERT.

It may also be noted that any delay, even postal delay in the receipt of Bids would be

considered late submission of Bid and the Bid would be rejected. Mere handing over of the Bidding Documents at the Reception Counter or at any other counter or room or person shall not be considered as submission of Bid.

8. Job Description

Filling of TDS Return for the Financial Year 2022-23

- a) NCERT will provide the TAX DEDUCTED at SOURCE data under various section i.e 194C, 194J, 194Q, 192A, 206AB etc, alongwith the deposited Challan on Quarterly basis.
- a. The CA/Firm will require prepare and file the Quarterly returns in r/o of NCERT.
- b. The CA/firm will require to generate form 16A on quarterly basis from traces portal.
- c. The CA/firm will require to generate form 16 in r/o of salaried/pensioners of NCERT on Annual basis from traces portal.
- d. The CA/firm may file of revised return for mistake not attributable to the concerned agency as and when required.
- e. The CA/firm 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 the account.

9. Earnest Money Deposit (EMD)

The bid must be accompanied by Earnest Money Deposit of Rs. 5000/- (Rupees Five Thousand Only) in the form of Demand Draft/pay order drawn on any Indian Nationalized bank in favour of **Secretary, NCERT, New Delhi**

Quotation received without Earnest Money Deposit are liable to be rejected.

10. Award Criteria

The NCERT will engage the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest evaluated Bid.

11. Fraudulent and Corrupt Practices

NCERT requires the Bidders to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988, and undertakes not to approach any concerned official or bring to bear any influence of inducement upon any official with the intent to gaining any undue advantage in securing the contract.

12. Time for completion of work

The work should be completed within the time prescribed by Income Tax Department from time to time.

13. Terms of Payment

The payment will be made as under:

- a) A pre-receipted bill in triplicate in the name of Secretary, NCERT may be submitted to Department.
- b) 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, NCERT.

14. SUB CONTRACT, TRANSFER OR ASSIGN THE CONTRACT:

The firm should not entrust the work on sub-contract, transfer or assign the contract or any part thereof to any third party. In case this is not followed, it will be treated as breach of contract and the contract will be terminated at the risk and cost of the firm.

Secretary, NCERT, reserves the right to cancel/terminate the contract awarded if the performance is not found satisfactory without assigning any reason any time during the contract.

Annexure "A" for technical bid only (Eligibility Criteria for Technical bid as per clause no. 5 of Tender Document) to be filled by the applicant

1	2	3	4
Name the of Firm	Address of the office in Delhi	Regd./License no. and date and its validity upto	Pan card no. of the firm

5	6	7	8
GST No.	Name of the banker	Mention 3 years experience as per clause no. 5 (1)	Details of Present assignment in hand

All supporting documents should be attached duly signed and stamped along with the Annexure otherwise no cognigence with regard to mere filling up the documents will be taken.

Signature and stamp of authorized signatory

Annexure "B" for financial bid only

PROFESSIONAL FEES

Particulars	Basic Rate	GST	Total
Quarterly e-filing, Generation of Form 24Q & 27A, FVU files and submission of quarterly returns for salaried employees /pensioners of NCERT & generation of form 16 on Annual basis.			
Data Entry, Quarterly e-filing, Generation of Form 26Q & 27A, FVU files and submission of quarterly returns in r/o of TDS deducted on Agency bills etc & generation of form 16A on Quarterly basis.			
For correction etc. filling of revised returns for mistakes not attributable to the concerned Agency			

The rates quoted should be inclusive of all incidental expenditures like conveyance, photocopy charges, typing charges, generation of forms etc.

Name of firm
Name of owner/partners
Address of the firm

Sign and stamp of authorised signatory