

No. MoES/8/2/2012-Acctts.
Government of India
Ministry of Earth Sciences
(Cash & Accounts Section)

Prithvi Bhavan, Lodhi Road,
New Delhi- 110003
Dated: 25 August, 2014

TENDER ENQUIRY

TO,

As per attached list

Sub:- Quotation for outsourcing of assignment of e-filling of TDS returns with Income Tax Department through NSDL in respect of Ministry of Earth Sciences.

Sir/Madam,

Sealed quotations through two bid system are invited from interested and reputed firms for providing assistance in e-filling of TDS returns in respect of staff salary (Form 24Q) and 3rd party payment (Contractor/vendor)(Form 26Q) of the Ministry of Earth Sciences for the last three quarters of current financial year 2014-15. The scope of work shall be as under:

2. Scope of Work:

- i. Preparation of monthly statement of TDS deducted and deposited details;
- ii. Filling of quarterly TDS returns of Salaried employee through TDS software;
- iii. Filling of quarterly TDS return of other than salaried employee i.e. Contractor/Vendor through TDS Software.
- iv. Liaisoning with Income Tax Authority;
- v. Issuance of TDS Certificate;
- vi. Other assistance, if any in relating to e-filling of TDS.

The number of salaried employees in the Ministry is around 160 and payment of around 45 Contractor/Vendor (each month) is involved.

3. Eligibility Criteria:

- (i) The firm should have atleast 3 years experience in the field of Income Tax related matters.
- (ii) Their average annual turnover should be atleast Rs. 5 lakh during the last 3 years.
- (iii) The firm should have required infrastructure and manpower to undertake the above mentioned assignment.
- (iv) The firm should not be blacklisted by any Govt. Department or PSU.
- (v) The firm should be registered with Service Tax Department and should possess the PAN card of I.T. Department.

NOTE:- The Firm should enclose the supporting documents about the above mentioned eligibility criteria.

4. **Terms & Conditions:** The contracting firm shall render the services as mentioned above in the scope of work. The contract will be for the work relating to the remaining 3 quarters of current financial year (2014-15). However, in normal circumstances the contract can be terminated by giving one month's notice in writing by either party to the contract.

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25/8/2014

Collection of Data: The firm shall depute their personnel to collect the data from time to time from this Ministry and no separate amount shall be paid for such visits.

6. Two Bid System: This is a Two Bid System Tender. The technical bid and financial bids are to be submitted in separate envelopes and these two envelopes should be superscribed as "Technical Bid" and "Financial Bid". The prescribed formats for technical bid and financial bid are enclosed at Annex. I & II. These two envelopes should be properly sealed and should be placed in a bigger envelop with the words "Tender for e-filling of TDS Returns" written on it. The EMD of Rs. 1500/- is also to be placed with the Technical Bid. **The technical bids will be opened first on 15/09/2014 at 03:30 P.M. in the Ministry at Prithvi Bhawan, Lodhi Road, New Delhi.** The financial bid of only those firms will be opened which meets the minimum eligibility conditions in technical bids. The date & time for opening the financial bids will be intimated separately to the bidders who qualify the technical bids. The tender will be awarded to the firm which meets the eligibility criteria and quote the lowest rate.

7. The interested Firms may submit/deposit their sealed quotation in the **Tender Box along with the Earnest Money Deposit (EMD) of Rs. 1500/- by DD/Cheque in favor of DDO, MoES payable at New Delhi.** The bids should be addressed to The Drawing & Disbursing Officer, Ministry of Earth Sciences and the bids may be dropped in the tender box placed at General Section, Room No 1, Ministry of Earth Sciences, Prithvi Bhavan (Opposite India Habitat Centre, Gate No. 2A), Lodhi Road, New Delhi by **15/09/2014 till 3.00 p.m.**

8. The interested firms who have submitted quotations may present themselves or through their authorized representative at the time of opening of quotations, if so desired. Over writing must be avoided and if done should be countersigned by the authorized person.

9. The successful bidder shall submit a performance security equal to 5% of the total value of contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank which should be drawn in favor of DDO, MoES and payable at New Delhi. The performance security shall remain valid for a period of sixty days (60) beyond the date of completion of all contractual obligations of the firm.

10. In case the lowest bidder backs out after he is selected for the award of contract, in addition to forfeiture of their EMD, the firm will also be blacklisted from participating in the tender process of Central Govt. Ministries.

(Manjula Daniel)
25/8/2014

Under Secretary to the Govt. of India
Telephone: 24669558

Copy to:

- i) GA Section, Ministry of Earth Sciences.
- ii) IT Cell, MoES with a request to upload the above said the Tender enquiry on this Ministry's website for wider circulation. IT cell is also requested to upload the Tender Enquiry on the Central Public Procurement Portal of Govt. of India (eprocure.gov.in).

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Anand

Performa for Submission of Technical Bid

S.No.	Component	
1.	Name & Address of the firm(including Telephone Numbers)	
2.	Name & Address of the contact person	
3.	Turnover for the last 3 years	
4.	Past experience in the field of Income Tax related matters	
5.	Details about required infrastructure and manpower to undertake the proposed work	
6.	Please confirm whether your firm has been black-listed by any Govt. Department or PSU	
7.	Details about registration with the Service Tax Department	
8.	Details about PAN Card issued by Income Tax Department	
9.	Any Other details which the firm may like to add	

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25/3/2014

Performa for Submission of Financial Bid

S.No.	Work to be Undertaken	Amount Quoted in Rs. For 3 quarters of this financial year
1.	E-filling of TDS Returns in respect of Approx 160 Officials and in respect of Vendors/Contractors etc and other related work as given in Para 2 of this tender document	
2.	Any other payment involved. Please specify such work and amount to be paid by this Ministry.	
3.	Taxes, if any applicable: (a) (b) (c)	
4.	Total Amount involved for the 3 remaining quarters of current financial year	

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25/8/2019