

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

Prithvi Bhavan, Lodhi Road,  
New Delhi- 110009  
Dated: 5th February, 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,

Sealed quotations through single 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 3<sup>rd</sup> party payment (Contractor/vendor)(Form 26Q) of the Ministry of Earth Sciences initially for the year 2014-15 which can be extended further for a maximum period of 2 years based on their performance. The scope of work shall be as under:

**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.

2. The number of salaried employees in the Ministry is around 160 ( depending on each quarter) and around 45 Contractor/Vendor (each month).

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. 1 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 posses 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 initially for the period of one year commencing from the date of

award of contract which may be extended further for a maximum period of two years with same terms & conditions, subject to mutual consent of both the parties and subject to satisfactory performance of the Firm, providing the services. However, in normal circumstances the contract is terminable by giving one months notice in writing by either party to the contract.

5. 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. Award of Contract: This is a Single Bid Tender and the bids will be opened on 03/03/2014. 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 of Rs. 1000/- by DD/Cheque in favor of DDO, MoES payable at New Delhi, addressed to The Drawing & Disbursing Officer, Ministry of Earth Sciences 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 03/03/2014 till 3.00 p.m.**

8. The cover containing the tender must also be prominently marked with the words **“Quotations for outsourcing of assignment of e-filing of TDS returns with Income Tax Department in respect of Ministry of Earth Sciences.” The sealed quotations will be opened on same day at 3.30 p.m.** 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 of Rs. 5000/- in the form of an Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank. 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.

Sd/-  
(Kailash Chand)  
Under Secretary to the Govt. of India  
Telephone: 24669529

To:

As per the attached (Annexure).

Copy to:

- i) GA Section, Ministry of Earth Sciences – with a request to upload the above subjected tender enquiry calling sealed quotations in the Central Public Procurement Portal (eprocure.gov.in).
- ii) IT Cell, MoES with a request to upload the Tender enquiry in the Ministry website for wider circulation.