

**Scope of work:-**

<b>Sr. No.</b>	<b>Service to be provided</b>
1.	Filling of Salary & Non Salary Return (Per quarter) i.e. Form No. 24 & Form No. 26 & uploading charges, if any. Filling of GST/GST TDS Return.
2.	Filling of TCS Returns (per quarter) Uploading charges (if any)
3.	Revise Return against Income Tax Notice (if any)
4.	Downloading & preparation of Form No. 16 of Employees (Yearly basis)
5.	Downloading & preparation of Form No. 16A of Contractors (per quarter)
6.	Downloading & Preparation of Form No. 27 D (TCS) (Per quarter) and GSTR 07 GSTR 07A
7.	Preparation of reply against notice issued by Superintendent of GST/ Income Tax officer.
8.	Preparation of reply against notice issued by Assistant/Additional Commissioner GST/Income Tax officer.
9.	Preparation of appeal before Hon'ble GST Authority/ Income Tax Authority.
10.	To appear before any Departmental Authority as Counsel for the Estate Office in the matter related to GST/ Income Tax/ TDS.
11.	Filing advance ruling before GST/Income Tax Authority.
12.	Preparation of demand notice, if any, any financial advise to be sought by the Estate Officer. Computation of Service Tax/GST on the amount of lease money GR/rent, if any, and any other statement pertaining to properties of Estate Office on behalf of Estate Office. Vetting of any financial statement.

**Terms & Conditions:**

1. The Tax Consultant firm/(Chartered Accountant) should be registered with the Institute of Chartered Accountants of India having 5 years experience in the field with annual turnover Rs.15.00 Lacs for the last 3 years (each year). The firms must have Head Office/Branch Office within Chandigarh.
2. The bids (Technical & Financial) must reach in office of the Assistant Estate Officer U.T. Chandigarh at 3 p.m. on/before the 30.08.2019. The technical bid so received will be opened on the same day 3.30 p.m. in presence of the Committee constituted for this purpose. The financial bid will be opened at above date & time which will be intimated later. The bids received af.ter the given date and time shall not be entertained.
3. The bids must be in sealed cover. The envelope containing bid must be super scribed with the subject on the top of outer envelope. The name of the firm must be mentioned on the envelope.
4. It may be delivered either by post or by hand. The bids must be addressed to the Estate Officer U.T. Chandigarh, super scribing "Empanelment of Taxation Consultant"
5. In financial bid, the rate should be quoted in lump sum on per year basis and the rate should be inclusive of all taxes. Further, it should be mentioned in both words and figures.
6. The bid(s) can be rejected by the competent authority without assigning any reason.
7. The undersigned/committee reserves the right to verify the particulars furnished by the applicant. If any, information is found incorrect the bid is liable to be cancelled.
8. Conditional bids shall not be entertained.

9. In-case of date of receiving of bids/opening of bids, declares/happens to be public holiday bids shall be opened on next working day.
10. In case of dispute between firm & Estate Office U.T. Chandigarh the matter shall be referred to the sole Arbitrator i.e. the Administrative Secretary/Finance Secretary U.T. Chandigarh and the decision of the Arbitrator i.e. the Finance Secretary shall be final and binding on both the parties.
11. In case of any dispute, jurisdiction of courts of U.T., Chandigarh is applicable.
12. In case of failure to complete the work within the specified period or violation of any terms & conditions, the performance security shall be forfeited and competent authority may blacklist the firm as per provisions of instructions issued by the Chandigarh Administration.
13. The tender, which does not conform to the requirements of the eligibility qualifications shall be rejected summarily, and no reason whatsoever shall be given to that effect.
14. The earnest money shall be refunded to the firm on receipt of performance security.
15. Incomplete, conditional, telegraphic or tenders received late or **without earnest money i.e equal to 5% of the tender amount` under the provisions contained under GFR Rule 170** will not be entertained.
16. The firm shall furnish a performance security in the shape of FDR/Bank guarantee **equal to 10% of the tender amount valid for 60 days** as per **GFR Rule 171** beyond the contract period in favour of Estate Officer U.T. Chandigarh which is liable to be encashed, in case of breach of any of the terms & conditions of the agreement.
17. The **performance security** of the **successful tenderee** shall be refunded after the expiry of **sixty days** from the successful completion of the work.
18. In case of any force majeure, the selected firm will inform Estate Office U.T. Chandigarh in writing explaining the cause and seek the extension in executing the work.
19. The decision of the Estate Officer U.T. Chandigarh is final, in awarding the contract.
20. The firm which has been debarred/black listed by any Deptt./Autonomous body of the Central/State Govt./Union Territories and Municipal Corporation, Chandigarh are not eligible to apply. In case, this fact is established after allotment of the contract, then such contract will be terminated after due enquiry without any notice and in such an eventuality the performance security will stand forfeited.
21. Firms are required to submit an Affidavit duly attested by the Magistrate / Notary on the prescribed proforma (Annexure C).
22. The successful bidder is required to sign the agreement with the office.
23. Terms of payment:-

The payment shall be made on quarterly basis on submission of bills.

Assistant Estate Officer,  
UT, Chandigarh.

**ANNEXURE – ‘C’**

**AFFIDAVIT**

I/We \_\_\_\_\_ being a  
Partner / sole proprietor (strike out which is not applicable) of (Name & Address of  
Firm) \_\_\_\_\_ do hereby declare and  
solemnly affirm:

a) That the individual / firm / companies are not debarred or black-listed by  
any department of Union/State Governments / Chandigarh Administration or any  
autonomous bodies / Institutes.

b) That tenderer is duly competent to enter into contract/agreement as per  
applicable provisions of Law.

c) And that all the terms and conditions for rendering the job are acceptable  
to me / us. I/we will abide by them in letter and spirit.

Date:  
Place:

**DEPONENT**

**VERIFICATION**

I/We do hereby solemnly declare and affirm that the above declarations are true  
and correct to the best of my/our knowledge and belief. No part of it is false and nothing  
has been concealed therein.

Date:  
Place:

**DEPONENT**

**(Note: To be furnished on non-judicial stamp paper worth Rs.5/-duly attested by  
Magistrate or Notary Public)**

## TECHNICAL BID (PART "A")

- 1) Name of the firm \_\_\_\_\_  
(In capital letter)
- 2) Complete Postal Address: \_\_\_\_\_
  - a) Telephone No.: (Off) \_\_\_\_\_
  - b) Fax No.: \_\_\_\_\_ e-mail \_\_\_\_\_
- 3) Is the firm proprietary/Partnership/  
Public Ltd/Pvt. Ltd/Others (specify) \_\_\_\_\_
- 4) PAN Number: \_\_\_\_\_
- 5) Goods & Service Tax (GST) No. \_\_\_\_\_
- 6) EMD Details: \_\_\_\_\_
- 7) The Earnest money in the form of Demand Draft No . \_\_\_\_\_ Date \_\_\_\_\_  
Bank (Branch) \_\_\_\_\_ in favour of Estate Officer, UT, Chandigarh and payable  
at Chandigarh for Rs.5000/- (Rupees Five Thousand only) is enclosed.  
Yes / No
- 8) The affidavit regarding non black listing is enclosed. Yes / No
- 9) Copies of experience certificate of 5 years in the relevant  
field Yes/No
- 10) Copies of Balance sheets duly audited by the CA showing annual turnover of  
Rs. 15.00 lacs of the last three years.  
Yes / No

**Name and signature of the**

**Authorized person with stamp**

## **FINANCIAL BID 'B'**

1. Name of the firm: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Telephone No./Mobile No. \_\_\_\_\_

<b>Service to be provided</b>		<b>Rate</b>
<b>Part A</b>	<b>CONSULTANCY IN FILLING OF RETURNS</b>	
	Filling of all type of returns like Salaries/ Non Salaries Income Tax/TCS/GST/GST TDS including revise returns against notices, (if required) Issuance of Form No. 16, 16-A/ 27D/GSTR 07 GSTR 07A (Employees/Contractors)	
<b>Part B</b>	<b>CONSULTANCY IN PREPRATION OF REPLY AGAINST NOTICES</b>	
(i)	Preparation of reply against notice issued by Superintendent of GST/ Income Tax/TDS(if any)	
(iii)	Preparation of appeal before Hon'ble GST/Income Tax/TDS Authority for filing advance ruling.	
(iv)	Fees for appearing before any Departmental Authority i.e. GST/Income TAX / TDS (if any) as Counsel and Computation of any tax/GST/Interest Statement if any on the amount of lease money GR/rent.	
(v)	Preparation of demand notice, if any, any financial advise to be sought by the Estate Officer. Convey latest instructions/guidelines of GST/Income Tax to Estate Officer from time to time about any imposition of taxes/ increase in taxes to avoid any financial loss to the ex-chequer of Estate Officer. Computation of any tax/GST/Interest Statement if any on the amount of lease money GR/rent.	No fee will be paid
(a)	Total fee from Sr. No. (i) to (iv)	
(b)	Add tax, if any.	
	Total (a) + (b)	

**\* Rates should be quoted in lump sum on per year basis for Part A**

**\* The rate should be quoted separately for each part of Part B**

**Note:-**This form duly filled in should be put in an envelope marked financial bid 'B' and name of the contract.

**Name and signature of the Authorized person with stamp**