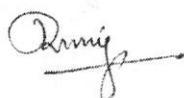


## **ADVERTISING TENDER NOTICE**

Sealed bids are invited from the Registered Tax Consultant/Chartered Accountant in two parts i.e. Technical bid and Financial bid in separate sealed cover. These two sealed cover should be contained in bigger sealed cover super scribing engaging Taxation Consultant/Chartered Accountant. The technical bid would contain EMD deposit for Rs. 5000/- in shape of DD in favour of "**The Estate Officer, U.T. Chandigarh**" along with the requisite documents with stamp/seal as mentioned in "Technical Bid Part-A". The financial bid of those firms, who qualify on the basis of technical bid criteria, would only be opened. The last date of receipt of advertising tender in the office of the Assistant Estate Officer will be 23.03.2026 at 3:00 pm. The Scope of Work, detailed terms & conditions & Performa for technical bid and financial bid are available on "<http://www.chandigarh.gov.in/>" and with the cashier of Estate Office. The Mobile Number of the cashier is 9814780628.

**Terms & Conditions:**

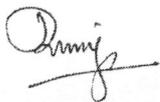
1. The Tax Consultant firm/(Chartered Accountant) should be registered with the Institute of Chartered Accountants of India having 5 years experience in the field with annual turnover of Rs.15.00 Lacs for the last 3 years (each year). The firms must have Head Office/Branch Office within Chandigarh.
2. The bids/limited tender must reach in office of the Assistant Estate Officer U.T. Chandigarh at 3 p.m. on/before \_\_\_\_\_ . 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 after 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.3
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 competent authority may black-list the firm as per provisions of instructions issued by the Chandigarh Administration.






13. The tender, which does not confirm to the requirements of the eligibility qualifications shall be rejected summarily, and no reason whatsoever shall be given to that effect.
14. The EMD of successful bidder will not be returned and be kept as security deposit to be returned after completion of contract.
15. Incomplete, conditional, telegraphic or tenders received late or **without earnest money i.e Rs. 5000/- under the provisions contained under GFR Rule 170** will not be entertained.
16. In case, any penalty is imposed on account of late filing of Returns i.e. Income Tax Returns, GST Returns or any other compliance related to Income Tax and GST etc. after getting the requisite documents/information from the O/o Estate Office, U.T. Chandigarh, then the same will be liable to be paid by the engaged Chartered Accountant.
17. 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.
18. The decision of the Estate Officer U.T. Chandigarh is final, in awarding the contract.
19. 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.
20. Firms are required to submit an Affidavit duly attested by the Magistrate / Notary on the prescribed Performa (Annexure C).
21. The successful bidder is required to sign the agreement with the Estate Office.
22. Terms of payment:-

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



**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)**

*Amir* *Arathu* *Arathu* 

## TECHNICAL BID (PART "A")

- 1) Name of the firm \_\_\_\_\_  
(In capital letter)
- 2) Complete Address: \_\_\_\_\_ Postal \_\_\_\_\_  
\_\_\_\_\_
- 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**

*Anuj* *Rathie* *[Signature]* 

**FINANCIAL BID 'B'**

1. Name \_\_\_\_\_ of \_\_\_\_\_ the  
 firm: \_\_\_\_\_

2. Address: \_\_\_\_\_  
 Telephone No./Mobile No. \_\_\_\_\_

Service to be provided		Rate
<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 advice 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 exchequer 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**

