

OFFICE OF THE RESIDENT COMMISSIONER  
ANDAMAN & NICOBAR ADMINISTRATION  
12-CHANAKYAPURI  
NEW DELHI-21

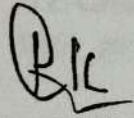
*Tel No.: 011-26871443/011-26878120; Fax: 011-26880237/011-26882116; E-mail id: drcandaman@yahoo.com*

F.No.10/GST/RC/2020-2021/PF-I/130

*New Delhi dated the 07<sup>th</sup> June, 2022*

**TENDER NOTICE**

Sealed tenders are invited from Chartered Accountant Firms/Authorized Tax Consultant to process e-TDS of Income Tax and GST filing on behalf of DDO records of this office for the financial year 2022-2023; 2023-2024; 2024-2025. The bid details can be collected from this office on working days from 10:00AM to 05:00PM or available at [www.andamantourism.gov.in](http://www.andamantourism.gov.in). The Last date of submission of tender Notice is 27-06-2022 at 03:00PM, which will be opened on the same day at 03:30PM.

  
(Kuldip Singh Thakur)  
Special Resident Commissioner

*5/6/22*

*27/6/22*

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**TERMS AND CONDITIONS**

Sealed tenders are invited from Chartered Accountant Firms/Authorized Tax Consultant to process e-TDS on Income Tax and GST filing on behalf of DDO records of Resident Commissioner, Andaman and Nicobar Administration, New Delhi for the financial years 2022-2023; 2023-2024; 2024-2025. The details of terms and condition can be obtained from this office on working days from 10.00AM to 05.00PM or available at [www.andamantourism.gov.in](http://www.andamantourism.gov.in).

Interested firms are required to send their bids in sealed envelopes with "Tenders for filing of Income tax & GST returns related work for financial years 2022-2025" written on the envelope on or before 27-06-2022 at 03:00PM alongwith all relevant documents, addressed to the Special Resident Commissioner, Andaman & Nicobar Administration, 12-Chanakyapuri, New Delhi. The same will be opened at 03:30PM in the presence of representatives of the concerned firms, if any.

1. Annexure-'A' forms the Financial bid.
2. Annexure-'B' forms the Terms & Conditions.



(Kuldip Singh Thakur)  
Special Resident Commissioner

*27/6/22*

*27/6/22*

**PROFORMA FOR FINANCIAL BID**

I / we hereby declare and affirm that I /we have read and understood the terms and conditions of the contract as stipulated in the Tender Notice No..... dated.....

Sl. No.	Description	Rate (in figures and words)
1.	Submission of quarterly and yearly return to Income Tax Department.	
2.	Submission of monthly / quarterly / yearly returns to Sales Tax / GST departments as per rules amended time to time.	
3.	Generate Form-16 (Part-A & B) in respect of employees and Form 16-A of Third parties – as per rules amended time to time (11 for each employee and Vendors).	
4.	Preparation of TDS returns on salary and third party payment (24Q, 26Q and generate 27A).	
5.	Filing of correction statement / revised returns, if required.	
6.	Addressing of all kind of notices from NSDL / Income Tax / Sale Tax Department arising from its service period	
7.	Any other work related to TDS of its service period.	
8.	Filing of GST returns / TDS on GST (GSTR-7) and other GST related works as amended from time to time.	
9.	Charges for filing GSTR-3B.	
10.	Charges for filing GSTR-1.	
11.	Departmental visits	

Total number of employees: 12 (may increase or decrease)

No. of transactions to vendors: 50 approx. / F.Y (may increase or decrease)

Accordingly, I / we hereby offer the following rates for submission of TDS returns under Income Tax and GST.

I, on behalf of M/s \_\_\_\_\_, hereby declare that all the terms and conditions as mentioned in the letter for calling Quotation Notice No..... dated ..... of Resident Commissioner, Andaman and Nicobar Administration, 12-Chanakyapuri, New Delhi are fully acceptable to us.

Signature : \_\_\_\_\_  
 Name : \_\_\_\_\_  
 Company/Firm : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Mobile No. : \_\_\_\_\_  
 Email-id : \_\_\_\_\_

**TERMS & CONDITIONS:**

- 1) Tenders alongwith satisfactory work completion certificate from minimum three (03) work organizations must be enclosed. The work experience should be within last three (03) years for a minimum of one year each.
- 2) Copy of certificate of practice and PAN Card / TIN-FC Branch code must be enclosed.
- 3) Chartered Accountant / Consultant will visit before the Income Tax Authority and Sales Tax / GST Authority, if any notice or summon is received from these offices and will submit suitable reply on behalf of Resident Commissioner, Andaman and Nicobar Administration, New Delhi.
- 4) The contract is for 03 years and same can be extended for another period of 02 years on yearly basis subject to satisfactory performance report by the agency and on mutual consent.
- 5) Service Charges / consultation charges or any other charges will not be paid separately for any of the services mentioned in scope of work.
- 6) An amount of Rs.5,000/- (Rupees Five Thousand Only) as EMD drawn in favour of Special Resident Commissioner, Andaman and Nicobar Administration, New Delhi may be enclosed with the quotation. Bids without EMD shall be rejected summarily at the time of opening of bids.
- 7) The firm should furnish a certified copy of ITCC (Income Tax Clearance Certificate).
- 8) Please indicate if you are currently registered with any Govt. organization and if registered, furnish all relevant details.
- 9) Rates may be quoted including of all Taxes, GST, etc.
- 10)The contract shall be governed by the laws of India and interpreted in accordance with such laws.
- 11)That, all the disputes in question arising out of this contract whether during the currency of the contract or thereafter shall be referred to the sole Arbitrator or any other person to be appointed by the Lt. Governor, A&N Administration and the decision of the Arbitrator shall be final, conclusive and binding on the parties to the contract. The jurisdiction will be Govt. of NCT, New Delhi.
- 12)The taxes as applicable will be deducted from the bills of the agency. The payment will be made on quarterly basis.
- 13)The agency should have valid PAN and GSTIN.
- 14)In order to facilitate for speedy settlement of payment, the firms should furnish the following details as given below. A cancelled cheque of the agency / bidder may be enclosed with the bid.
  - a. Name of the Firm
  - b. Name of the Bank
  - c. IFSC code of Bank
  - d. MICR Code of Bank
  - e. Name / Type of the Account
  - f. Account Number
  - g. E-mail address of the party
- 15)Since the job to be awarded involves adherence to the time-limits under the Income Tax Act and other Rules framed thereunder for filing of monthly and quarterly returns, the successful bidder is expected to adhere to these time-limits and complete the job assigned within the specified time provisions of the relevant rules, the Competent Authority shall, without prejudice to its equivalent to the amount of penalty paid to the credit of the Government on behalf of the deductor. In case of default in filing of the returns of default in adhering to the time limits is seen, the Competent Authority may consider termination of the contract and late fees, if any charged by the Income Tax Department or GST department shall be levied from the dues payable to the agency.

*Contd...*

- 16) The successful bidder shall submit receipts and acknowledgements generated upon filing of returns online successfully within the time limits to this office immediately via email or through surface mail for monitoring and for record.
- 17) The Competent Authority reserves the right to accept/reject any or all bids either in part or in full without assigning any reason thereof.
- 18) The log-in credentials of Income tax website (Traces, etc.) and GST website of this office used for filing of monthly and quarterly returns should not be shared to anyone and confidentiality be maintained. Any changes made in the log-in credentials by the agency prompted by the system during the course of filing of returns, the same shall be made intimated to this office forthwith for record.

**DISQUALIFICATION:**

The Chartered Accountant Firm / Authorized Tax Consultant is not eligible for empanelment if the firm or any partner of the firm is discharge of his / her work has been debarred / disqualified by any regulatory Authority / Court.

Firms interested are required to send their bids in **sealed envelopes** with "**Tenders for Income tax & GST related works for financial years 2022-2025**" written on the envelope on or before **27-06-2022 at 03:00PM** alongwith all relevant documents, addressed to the Special Resident Commissioner, Andaman & Nicobar Administration, 12-Chanakyapuri, New Delhi. The same will be opened at **03:30PM** in the presence of representatives of the concerned firms, if any.

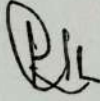
Name : .....

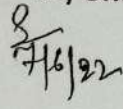
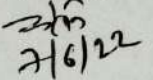
Name of the firm : .....

Date & Place: .....

Stamp : .....

Lowest rate will be considered for selection of tender subject to the fulfillment of all the terms and conditions.

  
Special Resident Commissioner  
Andaman and Nicobar Administration,  
12, Chanakyapuri,  
New Delhi

  
27/6/22  
  
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