



MAHILA VIKAS SAMABAYA NIGAM

(Govt. of Odisha Undertaking)

A-1 Block, Ground Floor, Toshali Bhawan, Satya Nagar
Bhubaneswar- 751007

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Ref. 2027 /MVSN

Dt. 11/09/17.

QUOTATION CALL NOTICE

Sealed Quotations are invited from interested Chartered Accountant Firms authorised by NSDL for uploading the quarterly Income Tax Returns for ^{the} each financial year with NSDL. The Quotation completed in all respect shall be deposited in the office of Managing Director, Mahila Vikas Samabaya Nigam, Toshali Bhawan, A-1 Block, Ground floor, Satya Nagar, Bhubaneswar-751007 on or before Dt.07.10.17 by 4 P.M. through Register Post/ Speed Post only. The application form of the Quotation containing General Bid information and terms & conditions can be downloaded from the website- www.wcdodisha.gov.in from 11.09.17 to 07.10.17. The authority reserves the right to modify/cancel the Quotation at any point of time.


MANAGING DIRECTOR
MAHILA VIKAS SAMABAYA NIGAM

Quotation Document for Selection of Chartered Accountant Firms authorised by NSDL for uploading the quarterly Income Tax Returns for each financial year with NSDL.

Scope of Work

The Chartered Accountant Firm is expected to help the office in calculation and deduction of Income Tax from the salaried of employees. The firm would also help in filling quarterly return with Income Tax authorities online. Any discrepancy is to be highlighted by the approved firm or its representative. The office also takes the service of some outside agencies/firms, which comes under the ambit of TDS as per Income Tax Act, whose quarterly returns are also to be filled by such approved CA firm. The approved firm will help in filling quarterly returns with Income Tax authorities. The firm would also help in resolving any issues/discrepancies in filling return with the Income Tax authorities.

Terms & Conditions

1. The Service User is Mahila Vikas Samabaya Nigam, Toshali Bhawan, A-1 Block, Ground floor, Satya Nagar, Bhubaneswar-751007. The Service Provider will ensure visiting the office of Service User as and when required by the Service User.
2. The approved firm will visit or depute its official to visit this office as and when required for calculation of Income Tax of salaried employees. The firm will also help this office in calculation of Income Tax of 3rd parties if required.
3. The successful bidder will file quarterly returns which are mandatory by the Income Tax authorities on the basis of data provided by this office.
4. The successful bidder will be responsible for filling of revised returns if so required by the Income Tax authorities due to any discrepancy.
5. The successful bidder will also be responsible for all mandatory compliances with Income Tax authorities.
6. The successful bidder will make available FORM-16 and FORM-16(A) in digital form to the service provider on completion of each quarter.

Sd/-

ADMINISTRATIVE OFFICER

7. The approved contract will be valid for a period of three years from the date of approval. On successful performance the Quotation will be renewed on each year.
8. The firm must attached a copy of PAN/Goods & Services Tax number with the Quotation failing which the Quotation will be rejected straightaway.
9. The Quotation will be opened on **10.10.2017 at 11 A.M.** in the O/O Mahila Vikas Samabaya Nigam, Toshali Bhawan, A-1 Block, Ground floor, Satya Nagar, Bhubaneswar-751007.
10. The successful bidder will be held personally responsible for any manpower supplied at this office about his/her character antecedents and its integrity.
11. The payment will be made on quarterly basis on submission of bill in duplicate. All mandatory deduction GST/TDS will be done. The payment will be made through e-transfer.
12. The firm must be a Bhubaneswar based firm or having its registered office within the Municipal limit of Bhubaneswar.
13. The firm must exchange its telephone number with the office so that the proprietor/partner of the firm or the Director of the company can be contacted any time.
14. The firm/company must have experience of at least 3 years in this field. Proofs of having worked in Govt. office must be attached along with Quotation.
15. A copy of Registration/Certificate of incorporation must be attached with quotation document.
16. A copy of this quotation document must be attached with the quotation duly ink signed and stamped as the token of having agreed to the terms and conditions stipulated by this office.
17. The office will not in any case be held responsible for salary and other disputes of the firm/company with its employee deputed from time to time at this office for work as mentioned above.

Sd/-
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18. A copy of the certificate issued by the Institute of Chartered Accountants of India in the name of Owner/Proprietor/Director must be attached with the quotation document.
19. The competent authority also reserves the right to reject any or all part of the quotation with or without assigning any reason(s) thereof.
20. The competent authority also reserves the right to terminate the quotation at any time during the validity of quotation, if at any time it is established the services of the firm/company are not satisfactory.
21. The firm/company will maintain privacy and security of the DATA of employees of this office.
22. This includes their PAN Numbers and Salary Data. The firm/company will also maintain privacy of record as per Official Secrets Act.
23. The firm must not be blacklisted by any Govt. or Private organization. A certificate to this effect must be attached with the quotation document.
24. The firm/company must declare in writing that none of its partner/director is the spouse of any official/officer working in MVSN.
25. The approved firm/company may at time(s) be required to visit NSDL office, Income Tax office or such other allied offices on behalf of the service User. The firm/company will invariably visit at such offices at no extra cost.
26. The approved firm/company will submit all the required returns within stipulated time limits as per the requirement of Income Tax Act.
27. The firm/company will not sub-let the contract in any case. Any such action will lead to termination of contract.
28. The proprietor/director or any other representative of the firm/company will maintain such behavior so as not to harm the dignity of women employees/ women visiting this premises. Any such misbehavior would invite serious action by the service user which may lead to termination of the contract.
29. The decision of the competent authority will be final and binding on both the parties.

Sd/-

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INFORMATION SHEET

(Quotation for uploading quarterly returns with NSDL)

(Quotation No :)

01	Name of the Organization/Firm	
02	Name(s) of Proprietors/Directors	
03	Registered Address	
04	Telephone No.	
05	Fax No.	
06	Mobile No.	
07	Email Id (If any)	

Place:

Date:

Seal & Signature of the Bidder

Documents to be enclosed:

- i. **PAN Card**
- ii. **Valid Trade License**
- iii. **GST Registration Certificate**
- iv. **Signed Declaration**
- v. **Past 3 Years experience regarding uploading of Income Tax Quarterly return with NSDL.**

FINANCIAL BID

Sl.No.	Specification of Works	Rate/Unit(In Rs.)
1	Filling of Quarterly TDS Return for Salary in 24Q	
2	Filling of Quarterly TDS Return for Non-Salary in 26Q	
3	NSDL uploading Charges	
4	Filling of Revised Return	
5	Taxes if any (Please specify)	
	Total	

Place:

Date:

Seal & Signature of the Bidder

DECLARATION

(To be enclosed in separate sealed cover)

1. I
Son/Daughter/Authorised Signatory the agency/Firm mentioned above is competent to sign this declaration and execute this quotation document.
2. I have carefully read and understood all the terms and conditions of the quotation and undertake to abide by them.
3. I/We, proprietor/partner of the agency/firm is/are not Black Listed by any Govt. or private organization.
4. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am/are well aware of the fact that furnishing of any false/misleading information/ fabricated documents would lead to rejection of my quotation at any stage.

Date:

Seal & Signature of the Bidder

Place: