



(India's Public Service Broadcaster)

**The Additional Director
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All India Radio, Broadcasting
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No : Mum.7(4)/2019-20/AC/

Dated : 19/03/2019

TENDER NOTICE

The Additional Director General(P), All India Radio, Mumbai on behalf of Prasar Bharati, the public service broadcaster invites quotations from Registered Chartered Accountant Firms (CA) only from municipal limit of Mumbai for e-filing of 24Q and 26Q quarterly income tax returns and issue of Form No.16 and Form No.16-A for the financial years 2019-20.

The quotation should be with wax sealed addressed to the undersigned by name so as to reach on or before 9th APRIL 2019 at 03.00 PM. Quotations which are not sealed will be rejected. The cover containing the quotation should be super scribed as under:

"Quotation for e-filing of 24Q and 26Q quarterly IT returns (REGULAR or CORRECTION)"

The Tenders will be opened by this office on **9th APRIL 2019 at 3.30 P.M.** in presence of representatives of the participating Tenderers who may be willing to be present at the time of opening of Tenders.

Scope of work is given in the Annexure -I

The terms and conditions are given in the Annexure-II.

The rates for the said work may be quoted in the format given in Annexure-III.

Eligibility Criteria:


- (i) The firm should be located within the municipal limits of Mumbai
- (ii) The firm should have at least 3 years experience in the field of Income Tax related matters.
- (iii) Their average annual turnover should be atleast Rs. 5 lakh during the last 3 years.
- (iv) The firm should have required infrastructure and manpower to undertake the above mentioned assignment.
- (v) The firm should not be blacklisted by any Govt. Department or PSU.
- (vi) The firm should be registered with GST Department and should possess the GSTIN Number and PAN card of IT Department.

(S.K. Sinku)

Sr.Administrative Officer
For Dy.Director General(E)

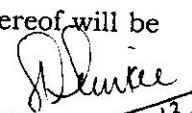
Scope of work

- a) Compilation of required data on monthly basis from AIR, Mumbai under the signature of Sr. Administrative Officer/Drawing and Disbursing Officer in connection with preparation of quarterly TDS returns.
- b) Preparation of quarterly TDS returns Form No.24Q and 26Q (Regular) in the electronic format as per the format provided by the Income Tax Department from time to time.
- c) Preparation of Form No.27-A and obtaining the Sr.Administrative Officer/Drawing and Disbursing officer's signature on the same for submission to the Income Tax Department/TIN Facilitation Centre while e-filing.
- d) Uploading and E-filing of the TDS return with the TIN Facilitation Centre or as per the Income tax rules at force after verifying PAN number of each assesses within the due dates announced by Income Tax Department from time to time.
- e) Preparation and filing of correction/revised statements against the defaults generated by TIN facilitation centre and against the notices received from Income Tax Department during the period of engagement irrespective of the period to which the correction statement /return belongs
- f) Attending to replies to the income tax department in respect of notices/communications received by All India Radio, Mumbai in connection with the filing of e-TDS returns during the period of engagement irrespective of the period to which the notices belong to
- g) Preparation and filing of correction statements, whenever found necessary by All India Radio, Mumbai on detection of any errors in the data maintained by this office;
- h) Furnishing the original e-filing acknowledgement to All India Radio, Mumbai.
- i) Sharing a soft copy(in readable format like PDF, word or Excel/hard copy of the return filed with All India Radio, Mumbai)
- j) Generation of hard copy of Form No.16 (for 24Q) for all salaried employees for whom tax is deducted at source and furnishing the same to AIR, Mumbai immediately after 31st March in such a way that SAO/DDO has sufficient time to verify and distribute the same to the concerned employee within the due date earmarked for issue of Form No.16.
- k) Generation of hard copy of Form No.16-A on quarterly basis (for 26Q) and furnishing the same to AIR, Mumbai immediately after every quarter in such a way that SAO/DDO has sufficient time to verify and distribute the same to the Vender/contractors/casual artists within the due date earmarked for issue of Form No.16-A
- l) They will also extend necessary help/assistance in solving the problems that may arise out of any order passed/queries raised by the Income Tax Department based on e-return filed.
- m) The number of records per quarter for 24Q and 26Q may vary from time to time


 (S.K. Sinku)
 Sr.Administrative Officer
 For Dy.Director General(E)

GENERAL TERMS AND CONDITIONS

1. The tender shall be accompanied by earnest money of Rs.2,000/- in the form of Demand Draft/ pay order/Banker's cheque in favour of the Station Director, AIR, Mumbai. The EMD shall be refunded to all the tenderer, after finalization of tender. The EMD shall be forfeited if any tenderer withdraws his offer before finalization of the tender or fails to submit work order acceptance within 15 days from the date of work order. Tenders received without earnest money will be invalid and will be out rightly rejected.
2. Ten per cent (10%) of the quoted amount should deposited by the firm before award of the work as performance guarantee and the same will be refunded after termination of the AMC.
3. This office reserves the right to reject any/all tender (s) without assigning any reasons whatsoever.
4. The contractor will be liable to meet the expenditure on payment of penalty due to delay in filing of the returns under section 234E on its/his part.
5. This office reserves the right to terminate the contract in case of change in the Government procedures or unsatisfactory services;
6. In case of any kind of lapse in filing of IT Returns in time & successfully, the contract is liable to be rescinded without notice and liable for further action against the Agency concerned. The decision of the competent authority of this office will be final.
7. The rates quoted as per Quarter will be exclusive of all applicable taxes, if any (applicable Taxes will be quoted/shown separately) and will be full & final. Rates should be quoted both in figures and words with final amount arrived at.
8. Bidder shall submit the primary information/documents, as applicable with their quotations i.e. Name of the TIN-FC associated with the Contractor, TIN-FC Code, GSTIN Number , PAN number, and Mandate form for e-payment.
9. Payment shall be released only on successful completion of the job as specified in the work schedule to the satisfaction of this Office. Income tax wherever applicable will be deducted from your bills at the prescribed rate and certificate thereof will be issued.


(S.K. Sankar) 12/13
Sr. Administrative Officer
For Dy. Director General(E)

An'nexure-III

QUOTATION - PROFORMA

s. No.	Description of work	Rates (In Rs.)
1	FOR SALALRY (24Q) Preparation and filing of quarterly e- TDS returns and other related work (4 Quarters) (approximated recorded entries for per quarters 400 Nos.	Per quarter (Rs.....) (in figures) (Rs.....) (in words)
2	FOR OTHER THAN SALARY (26Q) Preparation and filing of quarterly e- TDS'returns and other related work (4 Quarters) (approximated recorded entries for per quarters 450 Nos)	Per quarter (Rs.....) (in figures) (Rs.....) (in words)
3	Rectification of returns 24Q & 26Q (wherever necessary)	per quarter (Rs.....) (in figures) (Rs.....) (in words)

Signature of the Tenderer with seal