

**Calling Tenders for Work relating to GST ITC
reconciliation for the financial year 2018-19 for Doordarshan
Commercial Service, Doordarshan Directorate New
Delhi and its 19 attached local units/ offices located in
the “State of Delhi” From Registered CAs / CA firms.**

Tender No. DCS/admin/N-8(1)/Tender Recon./2020-21

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|--|-------------------------|-----------------------|
| Date of issue of Tender: | Date: 12.07.2020 | |
| Last date for submission of Tender: | Date: 02.08.2020 | Time: 11:00 AM |
| Date of opening of Tender: | Date: 02.08.2020 | Time: 03:00 PM |

Address for submission of Tender:

**Dy. Director General (Commercial)
Doordarshan Commercial Service
Doordarshan Directorate,
Tower - A, Ground Floor
Doordarshan Bhawan
Copernicus Marg,
New Delhi - 110001**



File No. DCS/admin/N-8(1)/Tender Recon./2020-21

Date:- 12-07-2020

Important Dates

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Tender Document

Sub: GST ITC reconciliation for the financial year 2018-19

DCS needs professional services for GST Input Tax Credit reconciliation and matching for its 19 DDOs for the Delhi State between data as appearing in GSTR 2A and data as sent by DDOs for the financial year 2018-19.

The necessary details are as under: -

- 1. Scope of work: -** There are approximately 12000 invoices that are to be reconciled in r/o 19 DDOs for the Delhi state. GST Input Tax Credit reconciliation and matching for its 19 DDOs for the Delhi State between data as appearing in GSTR 2A and data as sent by DDOs for the financial year 2018-19.
- 2. Date & guidelines for submission of Bids: -** Interested agencies are required to submit their quotations as per Annexure- I in sealed envelopes.
- 3. Eligibility criteria: -**
 - a) The Entity should be a registered CA/CA Firms having valid COP. The entity should have valid PAN issued by Income Tax Department.
 - b) CA/ firms should have one full- fledged functional office in the Delhi/NCR region.
 - c) The entity should not have been blacklisted for supply of any items or services to Doordarshan (Prasar Bharati) or any other Government department/agency in India. A self- declaration to be provided on forwarding letter of the quotation.

- d) The Entity's firm should not be owned or controlled by any Employee (or any of his/her relative) of Doordarshan, Prasar Bharati. A self- declaration to be provided on forwarding letter of the quotation.
- 4. Evaluation of Bids:** - The financial Bids of those agencies will be considered that fulfill the eligibility criteria and have provided required documents.
- 5. The assigned work is to be completed within a period of 3 weeks (21 days) from the date of Award of Contract. The CA firm should furnish a certificate to the effect that the reconciliation work as per scope of this tender has been done as per Codal Provisions of GST.**
- 6. Terms of payment:** - No advance payment will be considered. Payment for work will be made to the agency after satisfactory completion of work.
- 7. Earnest money:** - The bidders must submit earnest money of Rs. 1000/- in the form of a demand draft/pay order issued by any Government scheduled/ commercial bank in India in favour of Prasar Bharati (BCI), Doordarshan Commercial Service, New Delhi.
- 8. Validity of price Bid:** - Validity of price bid will be 45 days from the date of opening of Tender.
- 9. Other terms and condition:**
- i) **Performance Bank Guarantee:** The successful tenderer will be required to submit account payee performance bank guarantee of 10% of the value of the entire contract. The same will be receivable in the form of Demand Draft, Fixed Deposit Receipt (FDR) from a commercial bank, bank guarantee from a commercial bank or online payment in an acceptable form in favour of Prasar Bharati (BCI) Doordarshan Commercial Service New Delhi. Performance Bank Guarantee should remain valid for a period of 6 months beyond the date of completion of all contractual obligations.
 - ii) **Penalty:** - Doordarshan Directorate, DCS New Delhi shall recover liquidated damages/losses in the event of imposition of penalty/ interest imposed by GST authority and if the same is attributable to the consultant. Also in the event of Non-Completion of the contract or inadequate performance loss will be recovered from the performance guarantee/ consultation charges payable to the consultant.
 - iii) **Termination by default:** - DG:DD reserves the right to terminate the contract without assigning reason or due to unsatisfactory services.

- 10. Arbitration:** - Venue of arbitration will be New Delhi and will be governed by provisions of the Indian Arbitration and Reconciliation Act.
- 11. Jurisdiction:** - The contract shall be governed by all government rules, on purchase of goods/services, issued from time to time and in force are applicable to this contract tender.
- 12.** The bids (financial) should be submitted in sealed cover duly accompanied with forwarding letter on Company's letter containing eligibility documents/undertakings etc to **Doordarshan Commercial Service, Ground floor Tower - A, Doordarshan Bhawan, Copernicus Marg, New Delhi-110001**. Doordarshan Commercial Service will not be responsible for any courier/postal delays/non-receipts.

Note:

- 1. The successful firm has to ensure that all the key team members deployed personnel on the project matches the job profile with the Scope of Work.**
- 2. The firm shall submit necessary documentary proof showing that they meet the eligibility criteria along with their bid. All documents submitted should be self-attested by the Authorized Signatory of the firm.**
- 3. Without EMD tender will be ignored.**
- 4. The Earnest Money of unsuccessful bidders will be returned on finalization of the Tender. The Earnest Money of the successful bidder will be returned on receipt of Security Deposit/ Performance guarantee.**
- 5. If a Tenderer, whose tender, has been accepted, fails to furnish Security Deposit/ Performance guarantee within 30 days the EMD will be forfeited.**

P R A S A R B H A R A T I
(India's Public Service Broadcaster)
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Annexure - I

Sub: - Quotation for GST ITC reconciliation for the financial year 2018-19

Ref: DCS/admin/N-8(1)/Tender Recon./2020-21

| Sr. No. | Particulars | Professional fees per DDO (including all expenses and taxes) | Total fee for 19 DDOs (including all expenses and taxes) |
|---------|---|--|--|
| 1 | GST ITC reconciliation of DDOs under Delhi State for the year 2018-19 | | |
| | | | |

Note: - 19 DDOs are located within Delhi at places such as Pitampura, CGO Complex, Kingsway Camp, Mandi House, Khel Gaon etc.

Complete address of the Tenderer/Bidder

Place:_____

Signature:_____

Date:_____

Name and Designation:_____

Company's Seal:_____