



सत्यम् त्रियम् सुन्दरम्

PRASAR BHARTI
INDIA'S PUBLIC SERVICE BROADCASTER
DOORDARSHAN KENDRA : JALANDHAR

No.37(10)2021-22/A.III/JLD/713

Dated :- 09.02.2022

1. Website: prasarbharati.gov.in/pbtenders/

Subject: - Quotation for Filling GST Return on monthly basis, other GST Related work & GST Annual Audit.

Dear Sir,

Please furnish your quotation for GST Return on monthly basis, other GST Related work & GST Annual Audit, including monthly data entries at Doordarshan Kendra Jalandhar as per detail given below :-

S.No	Descriptions of Work	Rate	GST	Amount
1.	Filling of Monthly/Quarterly inward/outward GST returns, reconciliation of monthly GST returns F.Y 2022-23 etc, as per scope of work			
2.	Filling and reconciliation of annual GST Annual Returns F.Y 2021-22 and submit the copy of complete details for office record as per scope of work.			
3.	Filing of Quarterly/ Revised Income Tax Returns relating to Salary /Non Salary Staff /Associates of Doordarshan Kendra Jalandhar F.Y2022-23 as per scope of Work.			

A. General Terms & Conditions:

- The Quotations should be sent by Registered/speed post in sealed envelope to the office of **Sh Satish Chand, Administrative Officer, Doordarshan Kendra, Bhagwan Mahavir Marg, Jalandhar 144001** on or before **07.03.2022** at 1300 Hrs as per format Annexure-A. The covers should be super scribed with the following details:
 - Material for which quotation is invited.
 - Reference to letter of enquiry.
 - Due Date of Opening of Quotations.
- The tenderer must go through scope of work & prevailing market condition before offering its services.
- The department will not be responsible for postal delays .Quotation received after the due date and time will be summarily rejected.
- Please quote only, if the required services can be made available as and when required basis from the date of accepting your quotation.

5. The work will be allocated to L1 basis CA Firm.
6. **The tender should quote his rate as per Annexure- A (The Format of quotation to be submitted on Firms Letter Pad)**
7. This office GSTIN: 03AAAJP0288R2ZO.
8. Terms of Payment: Full payment will be made by this office after completion of work.
9. Payment will not be made in advance.
10. **The quotations will be opened in the o/o the undersigned on 07.03.2022 at 1500 Hrs.** (If holiday, on the next working day) in the presence of such tenderer or their representative as may choose to attend.
11. The quotation submitted will remain valid for the period of one year from the date of awarding work and extendable by the competent authority.
12. The quotation should be submitted along with the copy of valid GST registration certificate if any.

Scope of Work

B. Monthly/Quarter GST Return

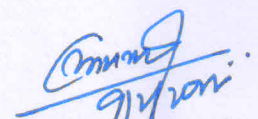
- a) Collection, analysis & compilation of information received from all DDOs / State Nodal Officers for the purpose of filling of all monthly as well as annual GST returns in the requisite prescribed format under the GST regime from time to time, including data entries **F.Y 2022-23.**
- b) Advice necessary checks to be implemented to ensure authenticity of data being received.
- c) Generating/Filling all requisite periodical (monthly as well as annually) returns under the GST regime covering assistance in outwards/inwards information of matching/un-matching transaction and reconciliation of returns on monthly and quarterly basis **F.Y 2022-23.**
- d) Generating of Challans for payment of GST on behalf of all State Nodal Officers.
- e) Ensure proper records as prescribed under GST Acts and rules amended time to time are being maintained by the respective DDO units and State Nodal Officers.
- f) On-site assistance to Doordarshan Kendra Jalandhar on a month to month basis to ensure that the GST laws are complied with. The tenderer shall ensure for handholding for a period of the work order/ agreement to ensure that proper taxes are paid, credits in full are availed of and reporting & compliances envisaged in the GST laws are complied with .
- g) Addressing notice from GST authority, If a notice/ query is served to Doordarshan by GST authority then it will be the duty of the CA firm to resolve the issue without charging any extra remuneration. Render advices and provide clarification/rectification on GST related issues & reply the notices received from GST department from time to time, rectify the shortfalls mentioned in the notice well in time.
- h) Guide/ advice for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime and preservation of related records in digital form.

C. Annual GST Return:

- a) **Annual GST audit:** To Conduct the Annual GST audit **F.Y 2021-22** & filing of Annual GST return in compliance of latest orders from GST department, before the due date. To suggest & rectify the shortfall arises in GST audit and submit the copy of complete details for office record. Addressing of notice from GST authority relating to GST annual audit etc.
- b) The CA firm has to adhere all instruction issued from this office, time to time in addition to above, regarding GST obligation under GST regime etc.

D. Filing of Quarterly/ Revised Income Tax Returns relating to Salary /Non Salary Staff /Associates of Doordarshan Kendra Jalandhar.

- a. This work shall include. Filing of Quarterly Income tax Returns and correction of unmatched data related to PAN and income tax amount in return, if any filling Reply of Income Tax notices as well as annual returns etc, in the requisite format prescribed under the Income Tax regime from time to time. The Quarterly Income tax Returns return to be filed after the quarter ending in time. The Quarterly Income Tax returns for the period of one year from the date of issue work order **F.Y 2022-23** (extendable for a further period as may be decided by the competent authority of the same terms and conditions subject to satisfactory performance).
- b. Advise necessary checks to be exercised to ensure authenticity of data being received at the centralised platform.
- c. Suggest suitable changes required under Income Tax regime for minimizing the tax liability under Income Tax laws, etc.
- d. On-site assistance to Doordarshan Kendra Jalandhar on a month to month basis to ensure that the Quarterly Income tax Returns are complied with. The tenderer shall ensure for handholding for a period of the work order/ agreement to ensure that proper taxes are paid, credits in full are availed of and reporting & compliances envisaged in the Income tax laws are complied with **in toto**.
- e. Guide/ advice for developing necessary tools for review, monitoring, reporting and compliance with reports required in Income Tax regime and preservation of related records in digital form.
- f. Advise on proper records as prescribed under Income Tax Acts and rules made there under to be maintained by Doordarshan Kendra Jalandhar. Render advices and provide clarifications to Doordarshan Kendra Jalandhar on Income Tax related issues.
- g. Provide guidance regarding valuation, classification and tax rate of transfer/ permanent disposal of assets, job works, goods used both for exempt and taxable services, etc to ensure availing of maximum eligible tax benefits under the Income Tax regime. Highlight areas of potential non-compliance for immediate regulation.
- h. If a notice/ query is served to Doordarshan by Income Tax authority then it will be the duty of the CA firm to resolve the issue without charging any extra remuneration.


(Satish Chand)

Administrative Officer,
For Deputy. Director General(E)/HOO
0181-2341311

ANNEXURE-A

The Quotation Should be submitted in the following Format **on Firms letter Head** as per following format:

S.No	Descriptions of Work	Rate	GST	Amount
1.	Filling of Monthly/Quarterly inward/outward GST returns, reconciliation of monthly GST returns F.Y 2022-23 etc, as per scope of work			
2.	Filling and reconciliation of annual GST Annual Returns F.Y 2021-22 and submit the copy of complete details for office record as per scope of work.			
3.	Filing of Quarterly/ Revised Income Tax Returns relating to Salary /Non Salary Staff /Associates of Doordarshan Kendra Jalandhar F.Y 2022-23 as per scope of Work.			