

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA
24, ASHOK MARG, LUCKNOW - 226001

NOTICE INVITING TENDER

Doordarshan Kendra, Lucknow invites Limited tender from registered firms holding a valid experience certificate as per NIT with satisfactory performance in similar services for GST & Income Tax consultancy.

S.No	Item	Details
1	Tender Inviting Authority	Deputy Director General (E) Doordarshan Kendra, Lucknow-226001
2	Tender Number &date	TV(LKO)/Acctts.(CA)2021
3	Availability of Tender Documents	https://prasarbharati.gov.in
4	Description	Hiring of Consultancy Services of Chartered Accountant at Doordarshan Kendra, Lucknow.
5	Estimated Cost of Tender	Rs75,000/-per annum
6	Earnest Money Deposit(EMD)	Exempted as per order No.PB/K1(011)(33)/2015-IFD(Pt.IV) dated 25.11.2020 of PB Secretariate subjected to submission of duly signed Bid Securing Declaration Form, as per Annexure IX.
7	Bid Validity	180 days from the date of opening of financial bid
8	Last Date &Time of online Bid Submission	17:00hrs on 12 th July, 2021
9	Address of submitting Quotation/BID	Sr. Administrative Officer/D.D.O., Room No.304, Doordarshan Kendra, 24-Ashok Marg, Lucknow-226001
10	Bid Opening Date	13 th July 2021

Following details should be mentioned on the body of outer

Envelop: 1. Tender number : TV(LKO)/Acctts.(CA)2021

2. Description: Hiring of Consultancy Services of Chartered Accountant at Doordarshan Kendra, Lucknow. The bid should reach the office prior to the date and time of submission of the tender.

3. Date of Opening of Tender

- a) All pages of Tender documents/certificates must be signed with proper official stamp and date by the Bidder / or authorized power of Attorney holders at the lower right hand corner.
- b) Bidders are advised to visit <https://prasarbharati.gov.in/Tender> regularly for corrigendum notice (If any).
- c) Last date & Time of Online submission of Tender Bid: 17:00 hrs on 12.07.2021
- d) Date & Time of Technical Bid Opening: 15:00 hrs on 13.07.2021

(A. R. Siddiqui)
Sr. ADMINISTRATIVE OFFICER
FOR DDG / HOO
21/6/21

Scope Of Work GST Matters

Providing Consultancy Services to Doordarshan Kendra, Lucknow for return period up to March 2022 on the terms and conditions shown below. Consultancy Services shall include but shall not be limited to:-

1. Scrutinizing the data and returns (GSTR-I, GSTR-7 & GSTR- 3B) on monthly basis before uploading on BOLTON to ensure correct tax liability, checking errors and advice correct availment of ITC by kendra.
2. Scrutinizing the data on portal when propelled from BOLTON every month for each return under GSTR-I, GSTR-7 & GSTR- 3B, ie., to guide and assist for preparation of filing of correct monthly GST returns and ensure proper and regular filing of returns.
3. Preparing Computation statement every month before filing returns ie., GSTR-I, GSTR-7 & GSTR-3Bie., to guide and assist for a proper calculation and timely payment of correct GST liability on a monthly basis as per provision of GST Act to avoid levy of any penalty, interest, etc.
4. To opine and guide along with timely updating the SNO office about every changes, amendments, introduction or deletion of rules under GST Act which may arise and also arrange compliance of the same.
5. Visiting SNO office in person for a general meeting/briefing quarterly or as and when required.
6. Provide guidance to maintain ledger of all goods /services as per G.S.T. Rules.

7. Periodical reconciliation of GST Returns with the Books of Accounts of DDK, Lucknow including that of availing ITC of the transactions auto-populated through GST Portal in to our GSTIN and providing legal advice under the act for recovery of revenue loss, as may be required.

8. Preparing form9 on the basis of monthly data and computations already available with CA office and getting the data verified from this SNO office.

9. Filing of annual return GSTR-9&9C and conducting annual audit under GST Act

10. Amendments in GST Registration Certificates from time to time, whenever required.

11. Representing this Doordarshan Kendra, Lucknow office in person, in front of the GST authorities and complying all the notices/letters/queries, (except GST department Audit) to the satisfaction of GST department. **Providing** any other related support and advices to this Doordarshan Kendra, Lucknow in connection with the GST compliance, as and when required.

Income Tax Matters

1. Scrutinizing /filing the data and returns (24Q and 26Q) on quarterly basis and before uploading to ensure correct tax deduction, checking errors and advise accordingly of about (24Q)300 employees posted at this kendra and (26Q)800 approx. entries per year.

2. Final return of 24Q on yearly basis timely to avoid any levy, penalty and interest etc.

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| 3. Scrutinizing yearly return of 24Q and ensure before uploading that tax deducted throughout the year is tallying with the final return, checking PAN errors and other errors related with filing,if any. |
| 4. Rectification of errors of previous years and current years in 24Q and 26Q returns . |
| 5. Settlement of Income Tax Notices issued to this office, as and when required |
| 6. Inform office about tax liabilities raised by Income Tax Department. |
| 7. To advise and guide along with time timely updating DDO Office about every change, amendments, introduction of new laws and abolition of old laws . |
| 8. Visiting DDO Office in person for general meeting as and when required. |
| 9. Providing printed copy of form16 / 16A of all assesses. |

Eligibility

Essential Eligibility Criteria & Conditions to be fulfilled by the bidder along with the submission of documents and is part of the Technical bid:

A. ELIGIBILITY OF THE BIDDER

1. Valid GST registration of the firm (excluding composite dealer). Document is required to be submitted.
2. Valid PAN & Income Tax Returns for last three financial years i.e. (2017-18, 2018-19 & 2019-20) are required to be submitted.
3. Firm Registration certificate, Partnership deed, COP, etc required to be submitted.
4. Declaration that the firm has not been Blacklisted or debarred in past by Prasar Bharati or any other Govt. organization / PSU/ Autonomous bodies.
5. Firm should be sole proprietary or partnership or Pvt. Ltd. Firm.
6. The firm should have at least 3 years of experience in dealing with preparations and filing of tax returns. Experience Certificate is required to be attached with technical bid.
7. The firm should have office in Lucknow and having adequate number of persons working.
8. The successful firm has to ensure that all key members involved in GST and related works, remain completely engaged with DDK, Lucknow till successful filing of various GST related work monthly /quarterly/yearly.

(A. R. Siddiqui)
Sr Administrative Officer/DDO
For DDO/HOO

Annexure-III

General Terms & Conditions

1. Documents submitted should be self-attested and firm shall submit documentary proof wherever necessary.
2. Firm shall ensure that it fulfills the eligibility criteria and other essential conditions.
3. Quotations submitted should be free from ambiguity, change or inter lineation. Incomplete quotations will not be accepted and is liable to be rejected without any further information and references to the firm.
4. The firm should sign on each page of quotation submitted.
5. The firm would follow all relevant laws / legislations as applicable from time to time.
6. Firm Should Strictly work according to scope and work mentioned in Annexure-1.
7. Payment of bills will be made on quarterly basis after receipt of bill, if complete in all aspects.
8. Over writing and cutting, if any, should be duly signed.
9. Bid shall remain open for a period of 120 days after opening of tender.
10. D.D.K., Lucknow may without prejudice to any other remedy for breach of contract. terminate the whole contract or in part, if the firm fails to perform any obligations under the contract and agreement.
11. Rates should be quoted in the prescribed Performa duly signed & verified by the firm.
12. DDK Lucknow reserves the right to reject any tender document without assigning any reason.
13. This service contract will be valid for the A.Y.2022-23, however, this office reserve the right to terminate the contract without assigning any reason by giving one month notice in advance.
14. Successful bidder will be required to sign a legal contract on stamp paper of requisite value (Cost of which will be borne by the firm) containing terms and conditions as stated thereof. The agreement will be signed by authorized representative of DDK, Lucknow and successful bidder after mutual consent.
15. Head of Office Doordarshan Kendra, Lucknow has full power to relax the tender conditions at any stage, if considered necessary for the finalizing the Contract in the over-all interest of Prasar Bharati.
16. In case of any litigation jurisdiction of court will be at Lucknow.

(A.R. Siddiqui)
Sr Administrative Officer
For DDK LHO

**DECLARATION REGARDING BLACKLISTING/NONBLACKLISTING
FROM TAKING PART IN GOVT. TENDER BY DOT/GOVT. DEPT/PSUs**

I/We Proprietor/Partner(s)/Director(s) of M/s _____ here by declare that the firm/company namely M/s _____ has not been black listed or debarred in the past by Prasar Bharati or any other Government Organization from taking part in Government tenders.

Or

I/We Proprietor/Partner(s)/Director(s) of M/s _____ here by declare that the firm / Company/ namely M/s _____ was blacklisted or debarred by _____ (Name of Government Department) from taking part in Government tenders for a period of _____ w.e.f _____ . The period is over on _____ and now the firm/company is entitled to take part in Government Tender.

In case the above information found false I /we are fully aware that the tender/contract will be rejected/cancelled by this office. Also, the firm will not be eligible for payment of bills submitted for any completed / partially completed work.

Signature: _____

Authorized Signatory

Capacity in which signed: _____

Name & Address of the Firm:

**SEAL OF THE FIRM
SHOULD BE AFFIXED**

Date:

Signature of Bidder with Seal

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach the purchaser on or before date of bid opening)

To,

The Head of Office
Doordarshan Kendra
Lucknow- 226001

Subject: Authorizations for attending bid opening on _____(date)in the
"Hiring of Consultancy Services of CA"

Following person/ persons is /are authorized to attend the bid opening for the tender mentioned above
on behalf of _____(Bidder)

Name of the Representative

Specimen Signature

1. _____

2. _____

(Signature of the Bidder)

Not more than 02 representatives per bidder will be permitted to attend the bid opening. Permission for entry to the venue of bid opening may be refused in case authorization as prescribed above is not received.

DECLARATION REGARDING NO NEAR RELATIVE(S) WORKING IN PRASAR BHARATI

I/We declare:-

1. That I or any of my partner am/is neither working in any capacity in anywhere in Prasara Bharati nor I am / is removed/dismissed from services of Prasara Bharati.
2. That none of my near relatives are working in any capacity in Prasara Bharati nor am/is removed/dismissed from services of Prasara Bharati.

Or

The Details of my near relatives working in Prasara Bharati are as under :

S.No.	Name and Address	Capacity in which working	Office in which working

3. That in case of change of partners or change in constitution of the firm, I shall abide by the conditions of the contract and shall bring any change to the knowledge of the firm immediately.
4. I) That I/We shall intimate the names of persons working in Prasara Bharati related to our employees who are working with me / us in any capacity or are subsequently employed by me/us.
II) That none of my employees are removed/dismissed employee of any unit of Prasara Bharati.
5. That I /We am/are aware that any breach of the condition would render the contract liable for termination along with cancellation of any other existing contracts held by the firm.
6. If at any time it is found that the information given in the above appendix is incorrect/incomplete, the contract is liable to be terminated without assigning any reason and legal actions shall be initiated without any prejudice i.e. to debar the firm from entering into future contracts.

Place: _____

Signature: _____

Date: _____

Authorized Signatory

(Capacity in which he is signing) _____

PRASARBHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA : LUCKNOW

TenderNo.TV(LKO)Acctts.(CA)2021

Dated:

Technical Bid

Sr.No.	Technical Requirements (List of Documents to be enclosed in technical bid envelop)	Fulfill the criteria (Yes/ No)
1	Name of the Firm	
2	GST Number(excluding composite dealer) &PAN of the firm.	
3	Income Tax Returns for the last three financial years (2017-18,2018-19& 2019-20)	
4	Firm Registration certificate Partnership deal , COP, etc is required to be submitted.	
5	Declaration regarding Blacklisting /Non-Blacklisting from taking part in Prasar Bharati or any other Govt. organization / PSU / Autonomous bodies in Annexure-IV	
6	Declaration regarding no near relative(s)working in Prasar Bharati in Annexure VI	

Dated Stamped Signature of authorized
signatory

FINANCIAL BID

Particulars Of Work GST	Professional Fees (Excluding GST)*	
	Rate in INR (In Fig.)	Rate in (INR) (In words)
Providing Consultancy Services to Doordarshan Kendra, Lucknow for return period upto March 2022 on the terms and conditions attached. Consultancy Services shall include but shall not be limited to:-		
1. Scrutinizing the data and returns(GSTR-I, GSTR-7 & GSTR- 3B) on monthly basis before uploading on BOLTON to ensure correct tax liability, checking errors and advice correct availment of ITC by this office.	(Each return)	(Each return)
2. Scrutinizing the data on portal when propelled from BOLTON every month for each return under GSTR-I, GSTR-7 & GSTR- 3B, ie., to guide and assist for preparation of filing of correct monthly GST returns and ensure proper and regular filing of returns.		
3. Preparing Computation statement every month before filing returns ie.,GSTR-I, GSTR-7 &GSTR-3B ie., to guide and assist for a proper calculation and timely payment of correct GST liability on a monthly basis as per provision of GST Act to avoid levy of any penalty, interest, etc .		
4. To opine and guide along with timely updating the Doordarshan Kendra, Lucknow office about every changes, amendments, introduction or deletion of rules under GST Act which may arise and also arrange compliance of the same.		
5. Visiting Doordarshan Kendra, Lucknow office in person for a general meeting/briefing quarterly or as and when required.		
6.Periodical reconciliation of GST Returns with the Books of Accounts of Doordarshan Kendra, Lucknow including that of availing ITC of the transactions auto-populated through GST Portal in to our GSTIN and providing legal advice under the act for recovery of revenue loss, as may be required.	(Each quarter)	(Each quarter)
7. Preparing form9 on the basis of monthly data and computations already available with CA office and getting the data verified from this Doordarshan Kendra, Lucknow office.	(Each return)	(Each return)
8. Filing of annual return GSTR-9 & 9C and conducting annual audit under GST Act		
9.Amendments in GST Registration Certificates from time to time, whenever required.	(Each amendment)	(Each amendment)
10. Representing this Doordarshan Kendra, Lucknow office in person, in front of the GST authorities and complying all the notices/letters/queries, (except GST department Audit) to the satisfaction of GST department. Providing any other related support and advices to this SNO in connection with the GST compliance, as and when required.	(Each notice/day)	(Each notice/day)
INCOME TAX		
1. Scrutinizing /filing the data and returns (24Q and 26Q) on quarterly basis and before uploading to ensure correct tax deduction, checking errors and advise accordingly of about 300 employees posted at this kendra.	(Each return)	(Each return)
2. Final return of 24Q on yearly basis timely to avoid any levy, penalty and interest etc.		

3. Rectification of errors of previous years and current years in 24Q and 26Q returns 4. Settlement of Income Tax Notices issued to this office, as and when required 5. Providing printed copy of form16 / 16A of all assesses.	(number/case wise)	(number/ case wise)
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Dated Stamped Signature of
authorized signatory

ANNEXURE-2 (FORM-2)
BID SECURING DECLARATION FORM

Date:

Tender No.: _____

To,

Dy Director General (E)
Doordarshan Kendra
24, Ashok Marg
Lucknow- 226001

We, the undersigned, declare that:

We understand that according to your conditions. Bids must be supported by a Bid-Securing Declaration.

I/We accept that I /We may be disqualified from bidding for any contract with you for the period of time that may determine the **Procurement** Policy Office under Section 35 of the Public Procurement Act, if I am/we are in breach of any obligation under the bid conditions.

Because I/We

have modified or withdrawn my/our Bid after the deadline for submission of bids during the period of bid validity specified by the Bidder in the Bid Submission Sheet:

have refused to accept a correction of an error appearing on the face of the Bid; or having been notified of the acceptance our Bid by the (insert name of public body) during the period of bid validity. (i) have failed or refused to execute the Contract if required. Or (ii) have failed or refused to furnish the Performance Security in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be void (a) in case I/We am/are the successful bidder, upon our receipt of copies of the contract signed by you and the Performance Security issued to you by me/us. or

(b) If I am/we are not the successful Bidder. Upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/own Bid.

Date on _____ day of _____

Sign and Seal

Name of authorized Official