

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

NOTICE INVITING TENDER

Doordarshan Kendra, Lucknow invites Limited tender from Lucknow based Chartered Accountant Firms fulfilling prescribed terms and conditions as per Annexure III 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 Accountantat for Doordarshan Kendra. Lucknow.
5	Estimated Cost of Tender	Rs. 1,80,000 /-per annum
6	Earnest Money Deposit(EMD)	Exempted as per order No.PB / KI (011)(33) /2015-IFD(Pt.IV) dated 25.11.2020 of PB Secretariate subjectedto 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	14:00hrs on 31 st Aug, 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	
		15.00 on 31 st Aug. 2021

Following details should be mentioned on the body of outer Envelope :

1. Tender number: TV(LKO) Accounts.(CA)2021
2. Description: Hiring or 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 offline submission of Tender Bid:14:00 hrs on 31.08.2021
&Time of Technical Bid Opening: 15:00 hrs on 31.08.2021

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-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 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 form 9 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.

Contd....2

3. <u>Scrutinizing</u> 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 ODO 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 form 16 / 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. Documents 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 must have local running office in Lucknow and having adequate number of persons expert in working CAs and office staff
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.

General Terms and Conditions

1. The bidding Firms must meet all the minimum eligibility conditions before applying for the bid. They have to enclose supporting documents/Photocopies along with bids failing which their bids will be summarily rejected.
2. This bid has been invited under the two bid system i.e. Technical bid and financial bid. Interested bidders are advised to submit two separate sealed envelopes technical bids in sealed envelope No1 and financial bids in sealed envelope No-2 . Thereafter both the sealed envelopes should be kept in third bigger envelope.
3. Duly filled in bid documents should be free from ambiguity, Cuttings, if any, in the bid application must be initialed by authorized bid signing authority. Incomplete bids will not be accepted and are liable to be summarily 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 applicable laws/ legislations in force from time to time.
6. Firm Should strictly work in accordance with scope of work mentioned in Annexure-1.
7. Payment to the Firm will be made on quarterly basis after satisfactory completion of work/services. In case of any discrepancy in service, bill payment will be withheld till resolution of all the issues. Applicable GST payment shall be admissible extra. Taxes as per I.Tax Act shall also be deducted from the payment.
8. DDK Lucknow reserves the right to add/delete any portion of the bid document by issuing corrigendum at any time before the deadline for submission of Bid. Bid shall remain open for a period of 180 days after opening.
9. 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 and the rest of work will be done from the market at the risk and cost to the Firm.
10. Rates should be quoted only in the prescribed format for financial bid provided with the bid document only.
11. DDK Lucknow reserves the right to reject any tender document without assigning any reason thereof.
12. This service contract will be valid for one year. However, this office reserve the right to terminate the contract without assigning any reason by giving one month notice in advance.
13. Successful bidder will be required to sign a written Agreement 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 the successful bidder.
14. Head of Office, Doordarshan Kendra, Lucknow has full power to relax the tender conditions at any stage, if considered necessary for finalizing the Contract in the over-all interest of Prasar Bharati.
15. Bids (Technical and Financial) will be accepted in physical format only.
16. Work will be awarded on the basis of lowest evaluated bidder calculation on overall lowest rates. Sum of total A+B as Annexure-VIII.
17. Un opened Financial bids will be returned to the bidders on submission of requisition.
18. In case any complaint is received attributable to misconduct/misbehavior of contractor's personnel, a penalty of Rs 2000=00 for each such incident shall be levied and deducted from the bill.
19. 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 .
20. Bidders have to submit the checklist (Annexure VII) duly filled in, along with their Technical Bids. Bids without checklist are liable to be rejected.
21. Incase of any dispute jurisdiction of court will be at Lucknow.

**DECLARATION REGARDING BLACKLISTING /NO BLACKLISTING OF
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 inthe 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 onand now the firm/company is entitled to takepart 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
SHOULDBEAFFIXED**

Date:

Signature of Bidder with
Seal

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

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

To.

The Head of Office
Doordarshan Kendra
Lucknow- 226001

Subject: Authorizations for attending the bid opening for "**Hiring of Consultancy Services of CA**" on(Date)

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 Prasar Bharati nor I am / is removed/dismissed from services of Prasar Bharati.
2. That none of my near relatives are working in any capacity in Prasar Bharati nor am/is removed/d is missed from services of Prasar Bharati.

Or

The Details of my near relatives working in Prasar 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 s hall 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 Prasar 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 Prasar 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) _____

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

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

Dated:

Check List

S.No.	Technical Requirements (List of Documents to be enclosed with technical bid envelope)	Fulfill the criteria (Yes/ No)
1	Name of the Firm & Local Address	
2	GST Number & 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 deed, 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	
7	Declaration of Clause 6 of Annexure II (3 years experience)	
8	Bid Securing Declaration Form in Annexure IX	
9	Technical Bid in Envelope-1 and Financial Bid in Envelope-2.	
10	All pages of tender document /certificate signed with proper official stamp and date.	

Dated Stamped Signature of authorized
signatory

FINANCIAL BID
(TO BE SUBMITTED IN SEPARATE ENVELOPE)

PARTICULARS OF WORK - GST		
	Professional Fees (Excluding GST)* Consolidated No.1 to 10 (A)	
	Rate in INR (In Fig.)	Rate in (INR) (In words)
<p>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:-</p> <ol style="list-style-type: none"> 1. scrutinizing <u>the data and returns(GSTR-1, GSTR-7 & GSTR- 38) on monthly basis before</u> uploading on BOLTON to ensure correct tax liability, checking errors and advice correct availment of ITC by this office. 2. Scrutinizing the data on portal when propelled from BOLTON every month for each return under GSTR-1, GSTR-7 & GSTR- 38, ie., to guide and assist for preparation of filing of correctmonthly GST returns and ensure proper and regular filing of returns. 3. Preparing Computation statement every month before filing returns i.e., GSTR-1, GSTR-7 &GSTR-38 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 quarter! or as and when required 		
<ol style="list-style-type: none"> 6. Periodical reconciliation of GST Returns with the Books of Accounts of Doordarshan Kendra, Lucknow includ1ng 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 		
<ol style="list-style-type: none"> 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. 8. Filing of annual return GSTR-9 & 9C and conducting annual audit under GST Act 		
<ol style="list-style-type: none"> 9. Amendments in GST Registration Certificates from time to time whenever required 		
<ol style="list-style-type: none"> 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. 		

PARTICULARS OF WORK- INCOME TAX		
	Professional Fees (Excluding GST)* Consolidated No.1 to 5 (B)	
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		
2. Final return of 24Q on yearly basis timey I 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.		

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

Date :

Tender No.

To,

The Dy. Director General
Doordarshan Kendra
24-Ashok Marg, Lucknow
Lucknow – 226001

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 bid condition.

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 of 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 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