

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
O/o. ADDITIONAL DIRECTOR GENERAL (E) (WZ)
ALL INDIA RADIO & DOORDARSHAN
AOA BUILDING, 3RD FLOOR, DOORDARSHAN KENDRA,
WORLI, MUMBAI – 400 030.

No. ADG (E-WZ)/Admin & IT Section/ Enquiry for Tax Accounting Consultancy 20/06/2024

Subject: Enquiry for Tax Accounting & Consultancy work to be provided at O/o ADG(E)WZ, Akashvani and Doordarshan, Doordarshan Complex, Mumbai for the **Financial year 2024-25.**

This office is interested in getting done the following works and invites your quotations as per terms & conditions on the reverse.

Sr. No.	Description of Works	Qty.
1.	<p>The Office has a strength of 150 employees, and on average, 100 (IT TDS) non-employee deductees per month for whom TDS needs to be deducted.</p> <p>1. Monthly Salary TDS Feeding: Feed TDS related to salaries for around 200 staff monthly after tax calculation. Provide an estimated tax deduction statement to every staff member before the last quarter. Submit TDS to Income Tax Authorities quarterly and generate Form-16 annually before due dates.</p> <p>2. Tax Liability Computation: Compute tax liability for each employee for the financial year based on their tax declarations and forecast the TDS amount to be deducted in the coming months in accordance with the IT Act.</p> <p>3. Verification of Declarations: Verify income tax declarations with submitted proofs. Provide employee-wise details of discrepancies for quick resolution.</p> <p>4. Data Feeding and Verification: Feed accumulated data on a monthly basis after checking 500 to 600 vouchers. Cross-verify the posted data with paid challans and TIN & NSDL. Correct discrepancies like missing/incorrect PAN numbers by contacting concerned firms.</p> <p>5. TDS & TCS Returns Filing: File TDS & TCS returns (24Q, 26Q, 27Q, 27EQ) for all quarters within the prescribed time frame of the Income Tax Act/Rules.</p> <p>5. Issuance of TDS Certificates: Issue Form-16A quarterly and Form-16 Part-A & Part-B with Form 12B & 12BA annually within the prescribed time frame.</p> <p>6. Quarterly Submission and Form Generation: Submit TDS to the Income Tax Department quarterly and generate Form-16A for all relevant vouchers.</p> <p>7. Query Resolution: Address and settle any queries raised by Income Tax Authorities for the current and previous financial years.</p>	Job as per description

Taxes should be quoted separately

GST & Income Tax Registration number as applicable must be mentioned on Quotation. The quotation should be sent to the undersigned by Post / Hand in a **sealed envelope** mentioning Quotation against "**BID ADG(E)(WZ)/Admin/AMCCONTRACT/2024-25/TAX ACCOUNTING SERVICE**" at the earliest and not later than **28/06/2024**.

The Sealed quotation is to be sent to Shri S. P. Chekke, Assistant Director (E), O/o Additional Director General (E) WZ, Akashvani and Doordarshan, 2nd Floor AOA Building, Doordarshan Complex, P. B. Road, Worli, Mumbai-400030.



सहायक निदेशक (अ) (प्रशासन)
 अपर महा निदेशक (अ) (प्रशासन) का कार्यालय
 आकाशवाणी व दूरदर्शन
 वरली, मुंबई-400030

TERMS AND CONDITIONS:

1. Nature of Work: The work is purely temporary, and engagement will be as and when required in online and offline (Hybrid Mode).
2. Right to Reject: This office reserves the right to withdraw the Contract without assigning any reason. This Procurement is governed by Prasar Bharati Procurement Policy https://prasarbharati.gov.in/wp-content/uploads/2022/06/PBPP-2022_dated15_06_2022.pdf and disputes if any are subject to the jurisdiction of Courts of Mumbai.
3. Statutory Requirements: The contractor must have Shop and Establishment Registration, GST Assessee Registration No., PAN No., and other registrations like ESIC, EPF, etc., if applicable. Photocopies of these, duly attested, must be submitted with the quotation as per the annexure.
4. Labour Rates: The contractor must follow relevant existing labour rates of the State Govt./Govt. of India if any employees are engaged by the contractor for carrying out the work. The contractor shall be responsible for all legal and other compliances in respect of the employees so engaged.
5. Regular Payment: The contractor must regularly pay the personnel deputed to this office. Personnel must meet performance, work quality, and behaviour standards. Unsuitable personnel, if notified by the office, must be replaced immediately.
6. Data Security: The contractor shall adhere to the highest standards of data security while handling the data and information shared by virtue of this work and shall take all measures to prevent pilferage and misuse.
7. Character and Antecedents: The agency must provide an undertaking regarding the character and antecedents of their team members, along with their latest photographs duly attested by the agency.
8. Payment Terms: Payment will be made quarterly after receipt of the bill. No advance payments will be made. All the payments shall be released on receipt of satisfactory work certificate and after due verification.
9. Income Tax: Income tax, if applicable, will be deducted at source as per rules.
10. GST: If Applicable, GST will be charged as per the Reverse Charge Mechanism of GST.
11. Work Contract Tax: Work contract tax @ 2% of contract value, if the value of contracts awarded during the financial year exceeds Rs. 2,00,000/-, will be deducted from the successful contractor's bills.
12. Security Deposit: The successful bidder must deposit an amount equal to 10% of the contract value as an interest-free security deposit within 15 days of receipt of the order. The amount should be payable through A/c payee D.D./B.D. in favour of PRASAR BHARATI, CHIEF ENGINEER (WZ), AIR & DD, MUMBAI. The security deposit will be refunded to the agency within sixty days beyond the date of completion of all contractual obligations.
13. Eligibility Criteria of Bidder Documents required in support of eligibility criteria

Practicing Chartered Accountant / Cost Accountant / Company Secretary/ CA Firm, Cost Accountant Firm, CS Firm practicing Direct Taxation specifically in TDS having a minimum 3 year practice on the date of the bidding.	Copy/ Proof of Professional Competence/ Registration Certificate to be provided.
Work Experience	Copy of work order/ appointment etc complying the eligibility criteria of experience of work of a similar nature.
Bidder must have head office or working branch office at Mumbai with necessary staff and office setup capable to deliver the works expected and in constant coordination with this Office.	Documentary evidence for head office/ Working branch office at Mumbai is to be submitted.
Statutory Requirements: Shop and Establishment Registration, GST Assessee Registration No., PAN No., and other registrations like ESIC, EPF, etc., if applicable. Photocopies of these, duly attested, must be submitted with the quotation as per the annexure.	Proof to be submitted along with the details and Declaration of acceptance of Tender Terms and Conditions as per the Annexure along with the Quotation on letter head.

S. P. CHEKKE

ASSISTANT DIRECTOR (DDO)


सहायक निदेशक (अधि.) (प्रशासन)

अपर महा निदेशक (प्रशा.) प.क्षे. का कार्यालय

आकाशवाणी एवं दूरदर्शन

वली, मुंबई-400030

Annexure of Declaration

Details of the Bidding Firm/ Professional:

1. Name of the firm
2. Incorporation Date of the firm
3. Registered/Postal Address
4. Email Address
5. Professional Registration:
6. PAN No.
7. GSTIN
8. Contact No.
9. Bank Details Bank Name Branch Address Account No. Type of Account (Current/Saving)
IFSC Code No.
10. Contact details of the representative Name of the Authorized Signatory Stamp & Sign.
11. Particulars of the Firm/Organization / Proofs to be submitted

Bidder's Signature and Stamp

FORMAT FOR SEALED QUOTATIONS TO BE PROVIDED ON LETTER HEAD

Sr. No.	Description of Works to be carried out during the period of the Contract in FY 2024-25.	Qty.	Amount
1.	<p>The Office has a strength of 150 employees, and on average, 100 (IT TDS) non-employee deductees per month for whom TDS needs to be deducted.</p> <p>1. Monthly Salary TDS Feeding: Feed TDS related to salaries for around 200 staff monthly after tax calculation. Provide an estimated tax deduction statement to every staff member before the last quarter. Submit TDS to Income Tax Authorities quarterly and generate Form-16 annually before due dates.</p> <p>2. Tax Liability Computation: Compute tax liability for each employee for the financial year based on their tax declarations and forecast the TDS amount to be deducted in the coming months in accordance with the IT Act.</p> <p>3. Verification of Declarations: Verify income tax declarations with submitted proofs. Provide employee-wise details of discrepancies for quick resolution.</p> <p>4. Data Feeding and Verification: Feed accumulated data on a monthly basis after checking 500 to 600 vouchers. Cross-verify the posted data with paid challans and TIN & NSDL. Correct discrepancies like missing/incorrect PAN numbers by contacting concerned firms.</p> <p>5. TDS & TCS Returns Filing: File TDS & TCS returns (24Q, 26Q, 27Q, 27EQ) for all quarters within the prescribed time frame of the Income Tax Act/Rules.</p> <p>5. Issuance of TDS Certificates: Issue Form-16A quarterly and Form-16 Part-A & Part-B with Form 12B & 12BA annually within the prescribed time frame.</p> <p>6. Quarterly Submission and Form Generation: Submit TDS to the Income Tax Department quarterly and generate Form-16A for all relevant vouchers.</p> <p>7. Query Resolution: Address and settle any queries raised by Income Tax Authorities for the current and previous financial years.</p>	Job as per description	
2.	GST		
	Grand total		

Grand total in words

Declaration of acceptance of Tender Terms and Conditions

The details provided above are true to the best of my/our knowledge. Our firm has not been blacklisted, terminated, or debarred by any Government Ministry, Department, PSU, Autonomous Body, or Statutory Body for non-performance, malpractice, corruption, or any other reason. Any record of dissatisfaction or displeasure from any of these entities will render us undesirable.

All the terms and conditions of the Tender are hereby understood and accepted.

Bidder's Signature and Stamp