



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

INLAND WATERWAYS AUTHORITY OF INDIA

(पतन पोत परिवहन मंत्रालय, भारत सरकार)

(M/O. Shipping, Govt. of India)



क्षेत्रीय कार्यालय:

गायघाट, पोस्ट - गुलजारबाग, पटना - 800007

फोन : 0612.2310026

फैक्स : 0612-2310029

Regional Office:

Gaighat, P. O. - Gulzarbagh,

Patna - 800007

Phone/Tele fax : 0612-2310026/29

E-mail: iwaiptn@rediffmail.com

NOTICE INVITING QUOTATION

Dated: 15.06.2022

Sub.: NIQ for Hiring of Tax Consultant for filling of E-TDS, GST, TDS GST, ESI & EPF return for FY 2022-23 (AY 2023-24) and allied works at IWAI, RO, Patna.

Sealed quotations are invited on behalf of the Director, Inland Waterways Authority of India (IWAI), Patna from the Registered Agency/ Firm for the work of **"Filling of services for TDS, GST, TDS GST, ESI & EPF returns including generation of TDS certificates from TRACES and other allied works and advise in others incidental matters thereto from time to time for IWAI, Patna for Financial Year 2022-2023 (Assessment Year 2023-24)"**.

1. Quotation should be applied in two bid system.
 - i) The first envelope marked as **Envelop-I "Technical Bid"** should contain copy of following documents **self attested** by the Authorised person:
 - a) The firm should have practicing Chartered Accountant. **Copy of firm registration certificate. (Chartered Accountant Firm).**
 - b) Firm must have the working experience of filling e-TDS & GST return for Govt. Agencies/PSU for minimum 5 (five) years. **Copy of work order and successful completion of similar job must be enclosed.**
 - c) The firm has local office in Patna within the range of 8-10km from IWAI, Gaighat. **The copy of address proof (Aadhar Card, Electricity/telephone/municipal corporation bill etc.) must be enclosed.**
 - d) **Copy of ITR & financial statement of previous 3 financial years .**
 - e) **Copy of PAN Card.**
 - f) **Copy of GST Registration if applicable as per law.**
 - g) **Copy of Cancelled Cheque.**
 - ii) The second envelope marked as **Envelop-II "Financial Bid"** should contain copy of filled BOQ (**Annex-I**) with sign and seal by the firm.
2. The financial bid (Envelop - II) will be opened of those firms who will be technically qualified.
3. The work shall be awarded to the lowest bidder (**L-1**). The successful bidder will have to execute an agreement on Non Judicial stamp paper of Rs. 100/- within 15 days of issue of work order.



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4. Terms & Conditions

- i) IWAI reserves the right to reject any or all the quotation(s) without assigning any reason thereof and to call for any other detail or information from any of the bidder.
 - ii) Interested bidder or their authorized representative may attend at the time of opening of the Quotation.
 - iii) The firm shall collect the requisite data with copy of deposit challan on monthly/quarterly basis.
 - iv) The representative (CA) of the firm will also attend office during inspection/audit of ESIC/PF/CAG/GST. No extra fees shall be payable for this work.
 - v) No advance payment will be made by IWAI, Patna
 - vi) Payment will be made to the Firm's Bank Account after submitting copy of filed acknowledgment along with Bill/Tax invoice. Bill should be submitted within 10 days of every month/quarter.
 - vii) Quotation received after last date will not be considered for evaluation.
 - viii) Unconditional acceptance of complete NIQ document duly signed and sealed by the authorized person should be submitted along with the technical bid.
 - ix) Based on satisfactory performance and willingness of the firm, the work may be extended for another 1 year.
 - x) The work can be terminated by IWAI at any time during the period without assigning any reasons thereof.
5. Penalty clause: In case of delay in filing of e-TDS, GST, GST TDS returns, penalty/interest if any, levied by Income Tax Dept./GST Dept./Concerned Authority will be borne by the firm.
6. Default in filing returns: - If any default in filing returns raised due to mismatch of challan/any error; the responsibility of rectification shall rest with the firm.
7. Quotation may be sent to this Office by hand/by post in time. **(Before 15:00 IST 23.06.2022).**
8. Last date of receipt of Quotation: 23.06.2022 up to 15:00 IST.
9. Date & time of opening of Quotation: 23.06.2022 at 15:30 IST.
10. For any clarification the firm may contact IWAI, R.O., Gaighat, Patna on Email: iwaiptn@rediffmail.com .

(Director)

Copy : Office Copy/Master Copy/ Notice Boards



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ANNEXURE-I

To,

The Director,

Inland Waterways Authority of India,
Gaighat, Bihar, Patna -800007

Sub.: Quotation for Filling of services for TDS, GST, TDS GST, ESI & EPF returns and the Annual Return including generation of TDS certificates from TRACES and other allied works of IWAI, Patna for Financial Year 2022-2023 (Assessment Year 2023-24).

BILL OF SERVICES

Services for TDS, GST, TDS GST, ESI & EPF returns and advice on others incidental matters thereto at IWAI, Patna

Sl. No.	Particulars of Item	Unit	Unit Rate (In Rs.) Excluding GST	Amount (In Rs.)
1	Quarterly TDS Return of Salary & Non Salary including preparation of Form - 16& 16A.(24&26Q)	Qtr.		
2	Monthly GST return	Monthly		
3	Monthly GST TDS return	Monthly		
4	Provident fund & ESIC Challan return.(16 no.s employees)	Monthly		
5	Annual GST return	Annual		
		Total		

Note: -GST extra as applicable.

Rupees.....only.

Date:

Signature with Seal

Place:

Name of

Party:

Address: