

Subject:- Bid invitation notice for out sourcing the service of Chartered Accountant/ Lawyer (year to year basis).

Sealed bids are hereby invited from the Chartered Accountant/ Lawyers (Proprietorship/Partnership) for 3 years(on year to year basis) for filing of E-TDS/TCS returns & other income tax related matters of Government Medical College & Hospital, Chandigarh. The details of Tender along with terms and conditions is available on GMCH Website i.e. www.gmch.gov.in.

The bid must be submitted in the office of Assistant Controller (Finance & Accounts), Room No. 211, 1st Floor, Block 'D', GMCH, Sector-32, Chandigarh latest by **3:00 P.M. on 18.05.2021**. The bids will be opened on the same day i.e. **18.05.2021 at 04:00 PM** in the presence of bidder or their authorized representatives who so ever wish to witness bid opening process.

**Tender for engagement of Chartered Accountant/Lawyer
for filling the TCS and TDS return of Income Tax for 3
years (on yearly basis).**

The bids in physical form is invited from the CA/Lawyer for filling of income tax return salary, non salary and defending of cases before income tax authorities. The brief detail of Scope of Work is as under:-

A. SCOPE OF WORK

1. Collection of Data and TDS details from this office and updating of same from time to time immediately by the due dates.
2. Tax calculation, data entry work, E-filing of quarterly returns with acknowledgement from NSDL by the end of 1st week of every quarter or as per time frame as notified by Income Tax department.
3. Generation of Forms 24Q, 26Q, and 27A, generation of FVU file, NSDL validation.
4. Generation of Form 16 and Form 16A with regard to salaries, non salaries and as well as private agencies.
5. Rectification of any error/discrepancy noted at any stage after completion of E-filing of return of every quarter immediately at their own risk and cost, and settlement of notices received from income tax department.
6. Hired CA/Lawyers is suppose to appear before the Income Tax Authorities as and when required.
7. Any other work assigned by the Competent authority with respect to Income Tax issues.

Rates to be quoted in following format

Sr. No.	Type of return	Per year Lump Sum Quoted Rates in Rs.(excluding Taxes, uploading fees)
i.	Filling of salary return including revised return if any (per quarter i.e. Form No 24) + uploading charges (approximately 2400 employees). (For all Quarters)	
ii.	Filling of non salary return including revised return if any(per quarter i.e. Form No 26) + uploading charges.	
iii.	Filling of TCS Return including revised return if any (per quarter) + uploading charges	
iv.	Downloading & Preparation of Form No 16 – Part A & B Annually (Employees) yearly basis including revised	
v.	Downloading & Preparation of Form No 16A – Quarterly (Contractor) per quarter including	

vi.	revised form if any (8 Vendors) Downloadng& Preparation of Form 27-D TCS per quarter including revised	
vii.	Render advises on Income Tax matters as asked from Time to time.	
viii	Will update the GMCH regarding Changes / amendment / updatation income tax provisions.	

The CA/Lawyers should have a registered office in Tri-city and would be required to attend the office at Government Medical College as and when required. Generally no outstation travel will be involved and the services may be rendered from office of consultant as per the level of intervention involved.

B. TIME PERIOD OF ENGAGEMENT

The selected CA/Lawyers will be required to provide the above mentioned services as specified in Scope of Work initially for the financial year 2021-22, which may further be extended for other two years on year to year basis on the basis of satisfactory performance of work.

C. PRE QUALIFICATION CRITERIA

The bids will be considered of those bidders who satisfy the following eligibility criteria and submit documentary evidence along with bidsdocuments:-

- The CA/Lawyers should be registered with the institute of Chartered Accountant of India (ICAI)/Bar Association Chandigarh.
- Having copy of valid pan card and GST registration.
- The CA/Lawyers should have been in operation for last 3 financial years after its registration and should have at least 3 years experience in Govt. departments / Socieites / Boards / Corporation for dealing Income Tax matters.
- The average gross professional fee received/earned by the firm in the last 3 financial years must be equal to or more than Rs 30 lacks (Rs. Thirty Lacs) per annum.In support bidders are required to submit documentary evidence.
- The proprietor or partners of the consultancy firm or lawyer or any CA or associated with the firm should not have been debarred or cautioned by institute of Chargered Accountant of India/Central or State Public Sector Enterprise/Government (Central/State)/Bar association during the last two years. An affidavit as per annexure is required to be submitted.

D. DETAIL TERMS & CONDITIONS

1. Tenderer should submit their tender in two parts i.e. i) Technical bid, ii) Financial Bid. Each part should be submitted in separate sealed envelope as explained below:-
 - i) Earnest Money Rs. 10,000/- along with requisite documents to establish their eligibility in physical form as mentioned in the pre qualification criteria.
 - ii) Financial Bid i.e. Per year Lump Sum Quoted Rates in Rs. (excluding Taxes, uploading fees)

NOTE:- NO PRICE VARIATION WOULD BE ALLOWED DURING THE CONTRACT PERIOD INCLUDING EXTENDED PERIOD.

The above bid (1 envelope) should reach to the Assistant Controller (F&A) Room No 211, First Floor, Block D, GMCH, Sector 32, Chandigarh latest by 3:00 PM on 18.05.21. The received Technical bids will be opened on 18.05.2021 at 4:00 PM. i.e. Bids thereafter received will be rejected out rightly. GMCH will not responsible for delay anyway.

2. The approved Chartered Accountant/Lawyer will visit or depute its competent official to visit this office as and when required for calculation and preparation of data and other requirements to calculate TDS.No TA/DA will be given separately.
3. The successful bidder shall file periodical returns which are mandatory as per income tax Act on the basis of data provided by this office.
4. The successful bidder will be responsible for filing of revised returns if so required by the concerned tax authorities due to any discrepancy.
5. The successful bidder will also be responsible for all mandatory compliances under income tax act.
6. The payment will be made on quarterly basis on submission of bill in duplicate. All mandatory deductions will be made. The payment will be made via PFMS.
7. The Chartered Accountant/Lawyer must having its registered office within the municipal limits of Tri city i.e. Chandigarh, Mohali, and Panchkula.
8. The Chartered Accountant/Lawyer must exchange its telephone numbers with this office so that he could be contacted any time.
9. A copy of this tender document must be attached with the tender duly inked, signed and stamped as the token of having agreed to the terms and conditions stipulated by this office.

10. Government Medical College Hospital will not in any case be held responsible for salary and other disputes of the Chartered Accountant/Lawyer with its employees deputed from time to time at this office for work as mentioned above.
11. A copy of the certificate issued by the Institute of Chartered Accountants of India/Bar Association Chandigarh in the name of owner/proprietor/director must be attached with the document.
12. The Director Principal reserves the right to reject any or all tender(s) with or without assigning any reason(s) thereof.
13. The Director Principal, GMCH reserves the right to terminate the bid at any time during the validity of tender, if at any time it is established that the services of the Chartered Accountant/Lawyer are not satisfactory.
14. The Chartered Accountant/Lawyer will also maintain privacy of record as per official Secrets act.
15. The Chartered Accountant/Lawyer must not be blacklisted by any Government or Private Organization. An affidavit duly attested by Executive Magistrate/Notary public to this effect must be attached with the bid document.
16. The approved Chartered Accountant/Lawyer may at time be required to visit concerned Tax Office or such other allied offices or behalf of the GMCH. The Chartered Accountant/Lawyer will invariably visit at such offices at no extra cost.
17. The approved Chartered Accountant/Lawyer will submit all the required returns within stipulated time limits as per the requirement of income tax act.
18. The Chartered Accountant/Lawyer shall have to submit EMD in the shape of FDR having validity of Six Month of amounting to Rs. 10,000/- in favour of Director Principal, GMCH 32, Chandigarh
19. The decision of the Director Principal will be final and binding upon the bidder.
20. The Chartered Accountant/Lawyer will not sub-let the contract in any case. Any such action will lead to termination of contract and forfeiture of Performance Security Deposit. Successful tenderer has to submit performance security @5% of yearly bid value in the shape of FDR in the name of Director Principal, GMCH 32, Chandigarh.
21. Govt. Medical College is at liberty to cancel the contract without giving any notice.

22. The price quoted by the CA/Lawyers should be valid for the entire contract period.

E. PAYMENT TERMS:

The payment against the services provided by the firm is subject to the following terms and conditions.

- Payment shall be made at agreed rates on quarterly basis.
- No price variation would be allowed during the contract period including extended period.

F. PENALTY

In Case the CA/Lawyers fails to submit returns in time he shall be liable to pay penalty whatsoever imposed by the Income Tax Department for delay period if the reason of delay is attributable to CA.

G. LEGAL DISPUTES

All legal disputes will be settled within Chandigarh Jurisdiction.