

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE SECY-CUM-COMMISSIONER (LABOUR)
CARE TAKING BRANCH, LABOUR DEPARTMENT
5-SHAM NATH MARG, NEW DELHI-110054

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Ph. No.

F.6(477)/LAB/CT/18-19/2778

Date: 24/03/21

Sub: Annual contract for Preparation of filing of quarterly e-TDS returns for financial Year 2021-22 and onwards for salaries and non-salaries and correction of returns (if any) in respect of Labour Department, GNCT of Delhi.

Labour Department, Govt. Of NCT of Delhi intends to engage an agency for preparation and filing of e-TDS returns for Financial Year 2021-22 and onwards for salaries (Form-24Q) and non-salaries (Contractor/Vendor) (Form-26Q) in respect of Labour Department Delhi. The Scope of work is as follows:-

S.No.	Particulars
01	Preparation and filing of quarterly returns, Generation of Form16/16A for the Financial Year 2021-22 & providing all necessary assistance and guidance as and when required relating to the said work (Approx.226 Employees for salary)
02.	Correction of returns (if any) along with filing of monthly GST-TDS work.
02.	Preparing & filing correction returns in case of default notices issued by Income Tax Deptt.

Last Date & Time for Submission : 30th March 2021 at 03:00 PM.

Date/Time for opening of bids : 30th March 2021 on 05:00 PM.

The rates shall be quoted in the following format:-

S.No	Particulars	Rates
01	Preparation and filing of quarterly returns, Generation of Form16/16A for the Financial Year 2021-22 & providing all necessary assistance and guidance as and when required relating to the said work.(Approx. 226 Employees for salary)	Rates per annum plus taxes, if any
02.	Correction of returns (if any) along with filing of monthly GST-TDS work.	Rate per correction return including taxes, if any
03.	Preparing & filing correction return(s) in case of default notices issued by Income Tax Deptt.	Rate per correction return including taxes, if any

At any time prior to the deadline for submission of bids, the Competent Authority may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, modify the bid by amendment. Such amendments shall form an integral part of the bid and it shall amount to an amendment of the relevant clause of the Quotation.


After the acceptance of the bid the successful bidder has to undertake the job specified in the quotations under the overall supervision and guidance of the Competent Authority of Labour Department, GNCTD.

Since the job to be awarded involves adheres to the time-limits under the Income Tax Act and other Rules framed thereunder, the successful bidder is expected to adhere to these time-limits and complete the job assigned within the specified time provisions of the relevant rules, the Competent Authority shall, without prejudice to its equivalent to the amount of penalty paid to the credit of the Government on behalf of the deductor (COMPAT in this case). In case of default in filing of the returns of default in adhering to the time limits is seen, the Competent Authority may consider termination of the contract pursuant to Clause of the Terms and Conditions annexed to the quotations invited.

The bids will be opened in the presence of the representatives of the bidders, if any. Requests for postponement will not be entertained. The Competent Authority reserves the right to accept/reject any or all bids either in part or in full without assigning any reason thereof.

The bids shall be sent in sealed cover superscribed "Bid for filing of Tax Returns" by Post/Speed Post/Registered Post or dropped in the tender drop box at the Care Taking Branch, 3rd floor, C Block, Office of the Labour Commissioner, Labour Department, 5-Sham Nath, Marg, New Delhi-54. The bids shall be addressed to the "Deputy Labour Commissioner (Care Taking), Labour Department, GNCT of Delhi, 5-Sham Nath Marg, Delhi-1100054.

The detailed Terms & Conditions are enclosed herewith.


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TERMS & CONDITIONS

1. All data relating to Income Tax (quarterly/annual return) shall be uploaded by the contractor carefully and on time. Soft and hard copies of the data sheet shall be provided to the DDO, COMPAT in time.
2. Timely filing of e-TDS return will the Income Tax Department by the contractor and providing the soft and hard copies to the DDO, COMPAT, after filing the returns.
3. Any notice/clarification issued by the I.T Department regarding TDS relating not only to the Financial Year 2021-22 but also of earlier financial years shall be attended by the firm and shall settle the matter with the respective authorities on behalf of the DDO, COMPAT.
4. All the data and matters relating to TDS/e-TDS of COMPAT during the period of contract shall be carefully handled by the contractor and the firm will take all responsibility in connection with e-TDS/Tax matters of COMPAT
5. No advance payment or part payment would be made. The payments will be made on quarterly basis only after filing often necessary returns and submission of proof to the Competent Authority in this Tribunal. The details of the bank account including NEFT shall be provided for the purpose of processing the final bill.
6. The offer should be valid for at least 90 days from the date of opening of the bid.
7. If required, COMPAT may ask any bidder(s) to give any additional documents(s)/proof to prove its competence in the field.
8. The bidder should have valid Pan card and minimum three years experience of having successfully executed similar work in the Government Department/PSU etc. Self-attested copies of work orders and Pan card be also enclosed.
9. Contract Period: The offered rates should be valid for a period of one year and would be extendable for further two years on the same terms & conditions.
10. The rates shall be quoted strictly as per the specifications mentioned in the quotation/bid notice. The rates for the work/items shall be quoted and the bids for any one work/item only will be summarily rejected.
11. The applicable rates of taxes and duties, wherever chargeable shall be clearly indicated.
12. The work would be completed within the time schedule specified by the income Tax Authority.
13. The Acceptance of the bid would rest with the Competent Authority, who does not bind itself to accept the owest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reason.
14. Quotations must be clearly written or typed. Any interpolation or ever writing should be duly attested.
15. Termination for default. The Competent Authority may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the successful bidder, terminate the Contract in whole or part:

- i. If the successful bidder fails to complete all or any of the work within the period specified by the Income Tax Authority or within any extension thereof granted by the Competent Authority: or
 - ii. If the successful bidder fails to perform any other obligations(s) under the contract.
 - iii. If the successful bidder, in the judgement of the Competent Authority has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
16. Corrupt and fraudulent practices: The Bidders/Contractors under this contract shall observe the highest standard of ethics during the procurement and execution of this contract. They shall not indulge in any 'Corrupt practice' of offering, giving, receiving or soliciting anything of value to influence the action of a public official in the execution of the contract. They shall not adopt any 'Fraudulent practice' like misrepresentation of any fact(s) in order to influence the tender process or the execution of the contract to the detriment of the Department, which includes any collusive practice among the Bidders (prior to or after bid submission) so as to deprive the Department of the benefits of free and open competition.
17. The Competent Authority would reject a proposal for award of work if it is found that the Bidder recommended for award of the contract has engaged in corrupt or fraudulent practices in competing for the contract in question.
18. Dispute, if any, will be subject to jurisdiction of NCT of Delhi.


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