



राष्ट्रीय डिज़ाइन संस्थान
National Institute of Design
मध्यप्रदेश Madhya Pradesh

F. No. NIDMP/1-30/Tax Consultant RC/2021-2222

Dated 24.03.2022

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Notice Inviting Quotation for Annual Rate Contract for Consultancy services for e-filing of GST/ IT TDS/Professional Tax, Filing of IT return and other Taxation related matters for the year 2022-23 and onward.

On the above cited subject, the Institute invites quotations from interested Chartered Accountant Firms for offering consultancy services under annual rate contract for e-filing of GST/GST TDS/IT/IT TDS/Professional Tax returns, filing of Income tax return and other related taxation services for the financial year 2022-23 and onwards on the terms and conditions mentioned below: -

Terms & conditions:

1. The following documents should mandatorily be submitted with the Bid:-
 - (i) The copy of registration certificate with ICAI
 - (ii) The copy of GST registration of the Firm
 - (iii) The copy of PAN registration of the Firm
 - (iv) The copy of at least one award letter for similar work/services from any of the Government Organization/Institute during last two years i.e. 01.01.2020 to 31.12.2021
 - (v) The contact details of the firm like name, contact number, mobile no. and email of the partners/proprietor
2. The financial quote should be submitted on letter head of the firm and as per attached Annexure-I only. The quoted prices should be inclusive of all taxes.
3. The Financial quote along with the documents as mentioned on sl. No. 1 should be packed in a sealed envelop and submitted through speed post or courier at the address given below:-

The Chief Administrative Officer,
National Institute of Design, Madhya Pradesh
Village Acharpura, post Arwaliya,
Eintkhedi, Bhopal 462038

4. Last date of submission of Bids shall be 18.04.2022. The Bids received after last day of submission shall not be entertained.
5. The Financial quote shall be evaluated based on total rates offered for the services required at Sl no. 1 to 5 only. The bidder quoted lowest quote for these service shall be awarded the work order subject to the compliance of other terms of the tender.
6. Delivery of Services: Services to be affected as advised by **NID, MP**.
7. Payment shall be released on quarterly basis on receipt of pre-receipted bill submitted in triplicate in favour of Director, National Institute of Design, MP on quarterly basis. The copy of filed returns, during the relevant quarter, shall be invariably attached with the quarterly bill.
8. Payment will be made within reasonable time say within 30 days from the date of receipt of bill after satisfactory services. Since the mode of payment will be e-payment system, hence bank account no., name of bank with address and IFSC Code of bank must be recorded on the body of bill supported with GST, TAN, Service Tax & PAN details/ Copies.
9. The assignment at Sl. No. 01 to 12 of Annexure-I shall be awarded as and when the need arises, and the firm will raise the bill as per allotted and completed work only.
10. TDS & other taxes will be deducted from the bill as per rules.
11. The selected firm will be required to deposit Rs. 5,000/- as security money in the form of Demand Draft/FDR in f/o National Institute of Design, MP which will be refunded after satisfactory completion of the contract period. If at any stage, services of the firm are not found satisfactory, the award letter shall be liable to be terminated and security Deposit shall be forfeited.
12. The initial award of work will be for one year; however, it can be mutually extended after the expiry for a period of one year for two more years (one year at a time) based on the quality of services on the same terms & conditions and rates.
13. The firm shall submit its written consent/confirmation before take-up the awarded work.
14. All disputes subject to Bhopal Jurisdiction only.

(Chief Administrative Officer)

FINANCIAL OFFER
(To be submitted on Official letter head of the firm)

Sl. No.	Works details	Professional fee to be charged for financial year (incl. GST.) in ₹
1	E-filing of Quarterly Return of Income tax TDS (payment towards Salary), Compilation of data, Generation of Form 24Q, Issuance of soft copy of Form-16 A & B, on prescribed date in r/o salaried employees of Institute. (Approx. 35 to 50 employees).	
2	Filing of Income Tax return for the Institute including calculations, preparation of all attachment, finalization of refund (if any) and revised return, if required.	
3	E-filing of Quarterly/Monthly Return of Professional Tax	
4	E-filing of Quarterly Return of Income tax TDS (payment towards Contractors), Compilation of data, Generation of Form 26 Q, Issuance of Soft copy of Form-16 on prescribed date in r/o Companies/ Contractors of the Institute (Approx. 1000 entries in a year).	
5	E-filing of Monthly/Quarterly/Yearly return of GST and GST TDS for the institute and its suppliers' companies/contractors/organizations as per GOI instructions including claiming of Input Tax credit, wherever applicable, and issue of GST Certificate/Proforma, if any, and claims of input credit with its calculations for the Institute.	
6#	Advice on GST matters, as may be referred by the Institute (Rate may be quoted for per advice basis)	
7#	Preparation of reply of Notices and Settlement of such notices received from Income Tax Department/GST or other taxation authorities under the relevant tax laws, if need so arises. (Rate may be quoted for per case basis)	

8#	Provide print out of Form 16 and Form 16A & B, need so arises. (Rate may be quoted for per case basis)	
9#	Preparation and submission of Form 15 CA and 15 CB or any other similar form required for official purposes (Rate may be quoted for per case basis)	
10#	To provide assistance to the Institute in farming of replies of queries raised by the Govt. bodies of Central/State/ or other organization on Taxation matters, if the need so arises. (Rate may be quoted for per case basis)	
11#	Professional fee for filling online TDS correction (removal of default raise by GST/IT department) for various quarters, if the need so arises. (Rate may be quoted for per case basis)	
12#	To carry out Tax Audit of the Institute and submission of Tax audit report along with required certification, if the need so arises. (Rate may be quoted for per case basis)	

The services at Sl no. 6 to 12 are occasional in nature and may be requested as per requirement of the Institute.

Note:- The quoted fee should be inclusive of Professional Fee, Travelling, Other Expenses etc. No claim for any other expenses shall be accepted beyond the fee offered to be charged under the contract.

Date:

Place:-

Signature of the Bidder with Seal & Address

