

**OFFICE OF THE PRINCIPAL COMMISSIONER OF CENTRAL TAX**  
**GST DELHI NORTH, NEW DELHI**

C.No.-II-108/PC/GST(N)/I.T.& GST/2021-22

1887, 1888, 1889

Dated: 22/02/2021

**TENDER INVITATION**

Central Tax Delhi North (HQ), Central Revenue Building, I.P. Estate, New Delhi is inviting tenders for e-filing of income tax returns, GST returns and other work related to income tax / GST for the financial year 2021-22 in respect of Headquarter office located at C.R. Building, New Delhi from firms who have an experience of more than 10 years with respect to the details of work mentioned below:-

**Details of work to be done is as follows:**

1. Timely collection of Data from HQs.
2. Quarterly e-filing of Income Tax returns for Salary and Non-Salary.
3. Calculation of Income Tax for FY 2021-22.
4. Generation of Form-16 and Form-16A for FY 2021-22
5. Generation of FVU file.
6. To attend to all queries of HQs related to Income Tax.
7. Providing information to HQs regarding the changes in the IT Act, benefits of home loan, Section 80C, etc and Tax Slabs for FY 2021-22.
8. E-filing correction of TDS of previous years.
9. E-filing of monthly GST-TDS returns for HQ.

**The above work is subject to the following conditions:**

1. The data related to Income Tax & GST-TDS this work will have to be collected by the firm timely from HQ.
2. Matching of data with the PAO will be the responsibility of the firm.
3. The data collected will have to be sent to the HQ for checking and the return may be filed only on confirmation from Hqrs.
4. Form 16 and 16-A will have to be submitted to the HQ Office within the stipulated time (to be decided by ACAO, Pay Cell, HQ) in relation to Salary and Non-Salary.
5. The receipt of e-filing of quarterly returns for the financial year 2021-22 will have to be submitted within one week with HQ in respect of Salary and Non-Salary.
6. An undertaking to be provided to the effect that (i) no charges will be claimed for corrections of TDS of previous years and (ii) the corrections will be carried out within a period of two months pertaining to the level of CA otherwise deduction of Rs. 200/- per case would be made from the final payment.

Apart from these conditions, the right to decide on other conditions (if any) will be reserved with Central Tax, GST Delhi North Commissionerate.

4/2/2021  
22/1/2021

**Sealed bids may be submitted by the firms, fulfilling all the terms and conditions as mentioned in Annexure-A & Annexure-B. The letter should be addressed to the Joint Commissioner (Pay Cell), GST Delhi North, C. R. building, I.P. Estate, New Delhi-110002 and should reach at the earliest but not later than 5:00 PM on 08.03.2021.**

**The bids will be opened on 09.03.2021 at 3:00 PM in the presence of Tender Opening Committee and in the presence of the parties or their authorized representative, if any, who wish to participate in the bids opening process in Room No. 241, CR Building, IP Estate, New Delhi.**

This office would not be responsible for any delay or loss of the tender documents through mail or otherwise.

The Principal Commissioner of Central Tax, GST Delhi North Commissionerate, C R Building, IP Estate, New Delhi reserves the right to reject all/part or any of the bids without assigning any reasons thereof. No correspondence in this regard will be entertained.

Firms interested are requested to send their **Technical / Financial bids** for the said work clearly indicating the charges and also their experience in respect of work done for Government departments in past/present in properly **sealed envelopes** with “ **Income Tax related work for F.Y. 2021-22**” written on the envelope

This office reserves the right to accept or reject any tender(s) without prior intimation.

*Agarwal*  
*22/02/21*

**Joint Commissioner  
Central Tax, GST Delhi North**

Copy to:

1. Notice Board.
2. The Superintendent (Computer), Central Tax, Delhi North for uploading on website.
3. The Superintendent (HQ), Central Tax, Delhi North to arrange display on Notice Board.

*o/c*

*At D. J. S. T.*  
*22/1/2021*

**Assistant Chief Accounts Officer  
Central Tax, GST Delhi North**

अधीक्षक (वेतन शाखा)/Superintendent (Pay Cell)  
के.मा.ए.से.क. दिल्ली उत्तर/C.G.S.T. Delhi North

**TERMS & CONDITIONS / TECHNICAL BIDS**

1. The applicant must be a registered Chartered Accountant firm (attach copy of certificate issued by ICAI).
2. The applicant must have experience in the field of E-TDS return in Central government Departments.
3. The applicant should have 05 contracts for providing e-filing jobs in Central Government / Ministries (attach copy of work orders).
4. The applicant should have valid PAN and GST number.
5. The applicant should have full fledged operational office in Delhi and services/assistance should be rendered from Delhi based office only.
6. An **undertaking** that the agency has not been blacklisted and has no legal/criminal case pending against the agency/firm.
7. Violation of any of the above bid will be rejected out-rightly or only the qualified bidder in Technical bid will be eligible for Financial bid.

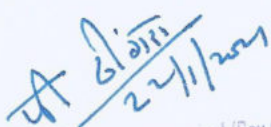
**GENERAL TERMS & CONDITIONS**

1. The contract can be terminated by this department at any time without giving any notice or without assigning any reason, if the work is found unsatisfactory. In this connection, the decision of the Principal Commissioner of Central Tax, GST North Commissionerate, C R Building, I P Estate, New Delhi shall be final and binding on the firm.
2. The successful contractor/firm will be required to do the work at approved rates during the year and as such extended period as may be mutually agreed upon, if considered necessary.
3. Overwriting/Corrections or incomplete (blank) quoting of rate would result in rejection of quotation and shall not be considered under any circumstances.
4. At any stage if the firm is found not adhering to the terms & conditions governing the contract, the same would be terminated without any notice.
5. No advance payment will be made. The approved firm should submit the bill in triplicate bearing valid tax registration number/PAN number.
6. The sealed envelope containing the quotation should be super-scribed "**Bid for Filing of e-TDS Return to Income Tax Department in Electronic Form during the Financial Year 2021-22**".
7. The contract is for a period of one year but the same may be extended at the sole discretion of the Competent Authority i.e. Principal Commissioner of Central Tax, GST Delhi North Commissionerate, C. R. Building, I P Estate, New Delhi.
8. In case of any dispute, the decision of the Principal Commissioner of Central Tax, GST Delhi North Commissionerate, C R Building, I P Estate, New Delhi shall be final.

**Further clarification if any, may be obtained from Assistant Chief Accounts Officer, Room No. 241, Central Tax, GST Delhi North, C R Building, I P Estate, New Delhi.**

  
 अधिकारी (वेतन शाखा)/Superintendent (Pay Cell)  
 के.आ.ए.से.क. दिल्ली उत्तर/C.G.S.T. Delhi North

Financial bids	Amount per months (In rupees)
<ol style="list-style-type: none"> <li>1. Timely collection of Data from HQ.</li> <li>2. Quarterly e-filing of Income Tax returns for Salary and Non-Salary.</li> <li>3. Calculation of Income Tax for FY 2021-22.</li> <li>4. Generation of Form-16 and Form-16A for FY 2021-22</li> <li>5. Generation of FVU file.</li> <li>6. To attend to all queries of HQ related to Income Tax.</li> <li>7. Providing information to HQ regarding the changes in the IT Act, benefits of home loan, Section 80C, etc and Tax Slabs for FY 2021-22.</li> <li>8. E-filing correction of TDS of previous years.</li> <li>9. E-filing of monthly GST-TDS returns for HQ.</li> </ol>	

  
 अधीक्षक (विनिर्माण) (Pay Cell)  
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