



F. No. Misc./04/DDO/NCST/2023-Coord.
Government of India
National Commission of Scheduled Tribes

6th Floor, B Wing, Lok Nayak Bhawan,
Khan Market, New Delhi-110003
Dated: 11.07.2023

Tender Document

For

**Hiring of Services of Agency/Chartered Accountancy
firms for e-filing of Income Tax and GST Returns**



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Government of India
National Commission for Scheduled Tribes

6th Floor, B Wing, Lok Nayak Bhawan,
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TENDER NOTICE

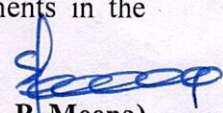
Sub: Hiring of services of Agency/Chartered Accountancy firms for e-filing of Income Tax and GST returns.

Sealed tenders are invited from reputed and experienced Agencies/Chartered Accountancy firms for providing services for e-filing of Income Tax and GST returns and other related works for National Commission for Scheduled Tribes, 6th Floor, Lok Nayak Bhawan, Khan Market, New Delhi for a period of one year from the date of approval of award of contract by the competent authority (which is extendable on yearly basis for a maximum period of two years depending upon the performance of the firm and mutual consent of both the parties), as per the attached Annexure-I and II of this document.

2. In case your agency/Chartered Accountancy Firm is interested in the above said work, you are requested to quote your lowest prices in the Annexure-I and II for Income Tax and GST Returns respectively through post or e-mail given below. In case the tender is sent by post, the cover of envelope containing the tender/bid should be superscribed "Hiring of services of Agency/Chartered Accountancy firms for e-filing of Income Tax and GST returns" and should be dropped in the tender box of reception of the NCST latest by **15.00 Hrs on or before the 17th July, 2023**. Tenders/bids received within the closing time limit will be opened on the same day at **15.30 Hrs** in Conference Hall of NCST. The Department reserves the right to accept or reject any tender without assigning any reason thereof.

3. The application bidder's forms for Tender Enquiry Notice can be downloaded from the Commission Website www.ncst.nic.in.

4. Tendering firms fulfilling the requirements prescribed in this tender document are requested to quote their competitive lowest price as per the requirements in the attached schedules.


(S. P. Meena)
Deputy Director

Copy to:

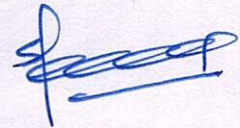
1. NIC section for uploading on NCST website.
2. Notice Board of NCST.
3. Notice Board of Lok Nayak Bhawan, Khan Market, New Delhi.

NATIONAL COMMISSION FOR SCHEDULED TRIBES
6th FLOOR, 'B' WING, LOK NAYAK BHAWAN, NEW DELHI

TERMINATION CLAUSE OF CONTRACT

(1) The contract is liable to be terminated on expiry of period given in the contract. Further, the contract can be terminated at any time during the currency due to bad/delayed performance established on the part of the contractor or any such material complaints and the decision of NCST shall be binding in the matter.

(2) The contract can be terminated at any time by giving a notice of one month in advance from either party, without assigning any reason. Any complaint pending on the day of giving notice & also the expiry of the Notice served shall have to be attended to by the agency/firm promptly without any delay.



ANNEXURE-I

FINANCIAL BID

Format for the Financial Bid for "Hiring of services of Agency/Chartered Accountancy firms for e-filing of Income Tax and GST returns".

[All columns are necessary to be filled. Enclosures (Wherever Applicable) must be enclosed].

Rates for e-filing of Income Tax Returns and related activities

S. No.	Scope of work (Income Tax Related)	Rates (Rs.)
1.	Calculation of Income Tax in respect of employees	
2.	Issue of Form-16 to employees	
3.	Issue of Form-16A to non-employees	
4.	Quarterly Salary TDS Return	
5.	Quarterly Non-Salary TDS Return	
6.	Any other activity relating to Salary/TDS/GST matters.	
7.	Filling of Income Tax Return for the Financial year 2019-20 if pending and for the year 2020-21.	

ANNEXURE-II

Rates for e-filing of GST Return and related activities

S. No.	Scope of work (GST Related)	Rates (Rs.)
1.	GST Resignation	
2.	Monthly Return (GSTR-7)	
3.	Issuance of TDS Certificates	

Signature

Name

(Proprietor/Director/Owner/with stamp)

Important Terms: -

1. Details as above may be given on organization/Agency/Firm Letter's head signed by the Authorized Signatory.
2. Tender should be strictly in the format as per Annexure-I and II above.
3. In case of any discrepancy the amount quoted in figures only will be considered.

