

**OFFICE OF THE ACCOUNTANT GENERAL (A& E) – I, U.P., ALLAHABAD**  
**Sarojini Naidu Marg, Prayagraj, Uttar Pradesh 211001**

No. – PC-I/Income tax/2021-2022/735

Dated: 06 /04/2021

**NOTICE INVITING QUOTATIONS**

1. Limited sealed quotations are invited from intermediaries ( Agencies / firms/ company duly authorized / approved by the competent authority of income tax department as prescribed under the income tax act with latest notification ) for undertaking the work of Office of the Accountant General ( A& E ) – I, U.P., Allahabad as detailed below :-

Sr. No.	Scope of the work	Period
1.	Quarterly e-filing, generation of form 24Q & 27A in respect of submission of quarterly return of the salaried employees.	Quarterly basis
2.	Quarterly e-filing, generation of form 26Q & 27A in respect of submission of quarterly return of third party payments.	Quarterly basis
3.	Form 16 generation.	Annual Basis
4.	Filing of correction statement of all types of errors, if raised, after assessment of returns by Income tax department.	On as and when basis

2. The bid (in sealed envelope) in enclosed proforma may be submitted in the box kept in Sr.DAG(Admn) cell, O/o the AG(A&E)-I, UP, Prayagraj on or before **26.04.2021 (3:00 PM)**. The bid received late shall not be considered.
3. The sealed bids will be opened on **28.04.2020 (11:00 AM)**. Necessary terms and conditions of the quotation are listed in Annexure-I. A copy of this tender is available in this office's website <http://www.agup.nic.in> or CPPP portal.
4. **The contract will be for all quarters of FY 2021-22.**
5. Enclosure: Term & condition and Annexure-I & II

  
Sr. Account Officer/CASH

## ANNEXURE – I

**BID FORM**

1.	Tender No.	Due date : April 2021
2.	Name and address of bidding firm	
3.	Name and designation of the person signing the bid	
4.	Mobile/landline telephone number	
5.	Email ID	
6.	PAN number*	
7.	GST/VAT/Registration number*	
8.	Duly filled & signed mandate form attached along with a cancelled cheque. ( YES/NO)	
9.	Corporation certificate issued by the appropriate authority*	
10.	Terms and conditions mentioned in the tender document are ACCEPTABLE/NOT ACCEPTABLE	
11.	Deviations in terms and conditions/ specifications ( if any)	
12.	Capacity in which bid is signed by the bidder.	

Signature of Bidder:

Name in block letters:

Stamp of the firm:

Place:

Date:

Note : - \* Attested copies of documents are to be enclosed.

**Terms and conditions: -**

1. The agency who is assigned the job will undertake any queries raised by the income tax department during the course of processing of returns and also rectify manual/ technical errors, if any arises at any level. Nothing extra will be paid on this account.
2. The rates quoted will be full and final till the completion of final return of the contract period.
3. Rates shall be quoted both in figures and words in Indian rupees. In case of discrepancy between rates mentioned in figures and words, the later shall prevail.
4. Taxes as applicable should be clearly indicated.
5. The Office reserves the right to accept or reject any bid / quotation or cancel bid proceedings without assigning any reason what so ever.
6. Incomplete bids/quotations are liable to be rejected.
7. The bid should be unconditional & any discrepancy found in complying with the above instructions shall be liable to be rejected without any notice/reason.
8. The bidder should have experience of working in government ministries / departments.
9. The bidder should have valid GST, VAT and Registration number and company incorporation letter issued by appropriate authority.
10. The bidder should be registered under service tax registration
11. The bidder should have valid PAN number issued by income tax department.
12. Bid form as per annexure –I giving all details called for must be enclosed. Bids received without/ incomplete bid forms are liable for rejection.
13. The bid must reach the undersigned on or before the due date i.e. 26 /04/2021. Bids received after the due date and time are liable to be rejected. The bid (in sealed envelope) in enclosed proforma may be submitted in the box kept in Sr. DAG(Admn) cell, O/o the AG(A&E)-I, UP, Prayagraj on or before **26.04.2021 (3:00 PM)**.
14. In case of any dispute the final decision will be taken by the competent authority and binding to all parties.
15. All the quarterly returns as shown in invitation will be completed well in time by the agency on the basis of the information records submitted by this office.
16. In case, returns are incorrectly filed or mistakes are committed by the agency while filing the return the penalty if any levied by the IT department the amount will be borne by the agency and amount will be accordingly deducted from the payment due to the firm.

### **PAYMENT TERMS:**

1. The agency will submit the bill in duplicate in the name of Office just after the filing of quarterly returns.
2. Payment shall be made on quarterly basis after completion of the satisfactory work of e-tax filling related matter with income tax department subject to availability of budget
3. The payment will be made by E-Payment mode after due deduction of TDS through bank account of the agency. The assignee has to submit a mandate form duly filled in prescribed format at the time of first payment.

### **ARBITRATION:**

1. In the event of any dispute or disagreement under or in relation to this agreement or over the interpretation of any of the terms here in above contained or any claim or liability of the party, the same shall be referred to the sole arbitrator to be nominated by mutual consent of both parties therein, If both the parties fail to agree on by mutual consent, then the Office will appoint the sole arbitrator. The provisions of Arbitration and Conciliation Act, 1996 will apply. The arbitration proceedings will be held in Allahabad. The award passed by the arbitrator shall be final and binding upon the parties herein. Such reference shall be deemed to be submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications or re-enactment thereof including the rules framed there under.

### **FORCE MAJEURE:**

1. During force majeure i.e. Acts of God, War, Floods, Riot, Earthquake, General Strike, epidemics, the bidder shall provide their best possible service in given circumstances.

*J. Singh*

Sr. A.O./Cash

Form

Sr. Accounts Officers/PC-1,  
Office of the Accountant General (A&E)-I,  
20, Sarojini Naidu Marg,  
Uttar Pradesh, Allahabad (211001).

Sir,

With reference to your tender Notice No..... dated ..... I am to submit my rates for following work for 750 employees (approx) as follows:-

Forms	Work to be done	Rates
24 Q1 24 Q2 24 Q3	Quarterly e-filing, generation of form 24 Q & 27A in respect of submission of quarterly return of the salaried employees including filing of correction statements if any	
24 Q4	Quarterly e-filing, generation of form 24Q & 27A in respect of submission of quarterly return of the salaried employees including filing of correction statements if any also annual Salary Records Annexure II	
26 Q	Quarterly e-filing, generation of form 26Q & 27A in respect of submission of quarterly return of the salaried employees including filing of corrections statements if any	
Form 16/16A	Generation of Annual/Quarterly basis & Printing of form 16	

I further affirm that I have read and fully understood the tender notice and agree abide by all the terms and conditions laid therein, which are being signed *in token of my acceptance*. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Yours faithfully,

Signature

Name of Tenderer.....

Address of the firm.....

Seal of Firm.....

**ANNEXURE- II**

<b>FORMS</b>	<b>WORK TO BE DONE</b>	<b>Rates (per deductee)</b>	<b>Other charges ( uploading charges etc )</b>	<b>Applicable taxes</b>
24 Q 27A	Quarterly e-filing, generation of form 24Q & 27A in respect of submission of quarterly return of the salaried employees including filling of correction statements if any.			
26 Q 27A	Quarterly e-filing, generation of form 26Q & 27A in respect of submission of quarterly return of third party payments including filling of correction statements if any.			
Form 16	Generation of form 16 on annual basis just after the assessment of the year by income tax department.			