



**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-I,
UTTAR PRADESH, PRAYAGRAJ**

Tender No.PAG(A&E)-I/PC-I/Income tax/2022-23 Dated: .08.2022

To,

Subject: Limited Tender Enquiry for Quarterly **e-filing** on Income Tax portal for the period July 2022 to March 2023.(09 Months)

Sir/Madam,

Limited sealed bids 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 Principal Accountant General (A & E) – I, U.P. Prayagraj 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.	As and when basis

In case you are interested and you accept the terms and conditions mentioned in Annexure-I and Annexure-II, you may quote your rates in the enclosed proforma (Annexure-III). The tender document floated on office website www.agup.nic.in for this purpose can also be downloaded and submitted through offline mode by dropping into the tender box kept in the cell of Sr.DAG/Admn. Sealed quotation superscribing as "Quotation for Quaterly e-filing" must reach this office by **12.00 P.M.on 16.08.2022**. The bid will be opened at **03.00 P.M. on 18.08.2022** by the committee of 3 Sr.Accounts Officers. Quotation received other than mentioned mode, time & date will not be accepted.

Yours faithfully,

Sr. Accounts Officer/Cash

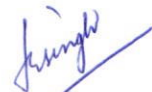
Terms & conditions relating to submission of the bid.

1. There should be no cuttings/overwriting. The cutting, if any should be duly attested. Non-attested corrections/ amendments / overwriting will not be considered.
2. Bid should be sent in a sealed cover and the cover containing the quotation should bear the words: **“Quotation for Quarterly e-filing on Income Tax portal”**.
3. Bid received in an unsealed cover or received after the due date are liable to be rejected. The bids received **from blacklisted bidders will be rejected. Ambiguous bids will also be rejected.**
4. The bid must accompany Earnest Money Deposit of Rs.5,000.00(Rupees five thousand only) in the form of Demand Draft in favour of “PAO, O/o The Principal Accountant General (A&E)-I, UP, Prayagraj”. Bids received without EMD will be rejected. The Bid Security of unsuccessful Bidders shall be returned as promptly as possible after conclusion of the tender process. No interest will be payable upon the security deposit or amounts payable to the contractor under the contract.
5. Bid Security i.e EMD of successful bidder shall be returned on receipt of Performance Security by the O/o The Principal Accountant General (A&E)-I UP, Prayagraj EMD of the bidder(s) will be forfeited if:
 - a) The bidder is not willing to abide by the terms and conditions after submission of the bid.
 - b) The bidder withdraws the bid before receipt of final acceptance.
 - c) The successful bidder fails to furnish Performance Security as indicated in Annexure-II within the stipulated time.
6. O/o The Principal Accountant General (A&E)-I, UP, Prayagraj reserves the right to reject any/or all the quotation(s) received without assigning any reason thereof.
7. For work related information and any other query/discussion, the firm/service provider should consult the Sr. Accounts Officer/Cash in O/o The Principal Accountant General (A&E)-I UP, Prayagraj.
8. The bidder should have *at least three years of experience of Quarterly e-filing or similar services* for Govt./PSU/Autonomous Bodies, in the field of requisite Scope of Work as specified in Tender document. Such detail should also be enclosed with bid document failing which bid will be rejected.
9. The firm will have to execute an agreement with this office within seven days of issue of work order. The bidder is required to attach self-attested photocopies of Registration, GST registration, PAN card etc. Failure in submission of any of these documents will lead to rejection of bid document.
10. The firm should quote rates inclusive of all taxes/duties. No additional charges will be entertained other than Scope of Work mentioned.
11. O/o The Principal Accountant General (A&E)-I UP, Prayagraj reserves the right to increase/decrease the scope of work.

**Sr. Accounts Officer/Cash**

Terms & conditions of Quarterly e-filing on Income Tax portal

- I. The Contract for the Quarterly e –filling shall start from the date of awarding the contract by this office. The contract shall be valid for a period of **9 Months initially which can be extended at mutual consent basis on the same rates and existing terms and conditions after satisfactory service.**
- II. The rate quoted shall remain in force for the full period of contract. No demand for revision of rates on any account whatsoever shall be entertained during the period of the contract.
- III. The Quarterly e-filing shall be Comprehensive. No other charges like transportation fare etc. for providing the services will be payable.
- IV. During the validity of the contract, the company/firm will provide all necessary services as mentioned in Scope of Work well in time. The urgent, and unavoidable calls are also to be attended before and after the usual office time and even on holidays. The Service Provider is liable to timely e-filing.
- V. No advance payment will be made. The payment of e-filing will be allowed in quarterly basis subject to *satisfactory e-filing*.
- VI. Performance Security @ 10% of the total contractual value will have to be deposited with within two week of receipt of “Letter of Offer”. This will be in the form of Bank Guarantee (BG)/ Fixed Deposit Receipt (FDR) from any of the scheduled Bank in the name of the “PAO O/o The Principal Accountant General (A&E)-I UP, Prayagraj. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended, the validity of Performance Security shall also be extended by the contractor accordingly. **In the event of breach/violation or contravention of any terms and conditions by the contractor, the said Performance Security shall be forfeited. In addition, the contract can also be terminated and firm may be blacklisted.**
- VII. O/o The Principal Accountant General (A&E)-I UP, Prayagraj reserves the right to terminate the contract at any time without assigning any reason. Any decision of O/o The Principal Accountant General (A&E)-I UP, Prayagraj with regard to the “**Scope of Work**” will be binding on the service provider.
- VIII. The O/o The Principal Accountant General (A&E)-I UP, Prayagraj shall have no liability, financial or otherwise, for any type of losses due to improper/wrong e-filing/service rendered to this office. Neither Contractor/service provider nor his assistance if any shall have any claim on this office for compensation or financial assistance on this account.
- IX. The contract shall be governed by Laws of India for the time being in force. All disputes will be subjected to Prayagraj jurisdiction only.
- X. The agency will obtain data on Quarterly basis and it will be required to provide the services locally at Prayagraj. The bidder is required to mention his office address/contact details located locally at Prayagraj



Sr.Accounts Officer/Cash