

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
GENERAL ADMINISTRATION DEPARTMENT
CARETAKING BRANCH, 2ND LEVEL, A-WING
ROOM NO. A-207, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-02

SHORT RATE QUOTATION CALL NOTICE

Sealed rate quotations are invited from firms having experience of providing Chartered Accountant services in reputed organizations:-


1. The firm will be required to provide CA services for one year from the date of issuance of work order.
2. Quoted rates shall be in INR (taxes extra) and shall remain unchanged during the period of contract.
3. The firm must be registered with ICAI, Income Tax and Goods and Services Tax (GST).
4. The firm should have been in operation for at least 5 years after its registration.
5. The firm should have at least one Chartered Accountant employed with the firm.
6. The rate quoted shall be responsive and the same should be inclusive of all statutory obligations such as minimum wages, ESI, EPF contributions, bonus, service charges, applicable taxes etc.
7. Firms shouldn't have been indicted for any fraudulent activity & not been blacklisted.
8. Firms fulfilling all the above criteria and having quoted Lowest quote shall be considered for contract.
9. The firm shall not engage any subcontractor or transfer the contract to another person/people/entity.
10. The firm shall make its own arrangements for the transportation of its employees.
11. Manpower engaged should be trained and according to the scope of work and they shall not be treated as the staff/employee of the Department for any purpose whatsoever.
12. During the period of agreement if it is found that the CA firm is not providing proper services or other unprofessional behaviour, the agreement will be terminated after giving 30 days' notice.

SCOPE OF WORK

1. Appropriateness of deduction of tax at source from salary in reference to Savings & Investments, Income from House Properties submitted by employees (approx. 600) as well as from payments in compliance of the provisions of the Income Tax Act.
2. Verify timely payment of TDS amount to appropriate authorities.
3. Review the correctness of the TDS returns before these are filed with the appropriate authorities.
4. To advise and to assist in all TDS/GST-TDS related issues including amendments.
5. Preparation of quarterly/monthly TDS/GST-TDS Returns (approx. 100 vendors) and uploading.
6. Filing of correction statement/rectification of TDS/GST-TDS Returns, if required.

Sealed rate quotations (in envelope) with all the aforesaid relevant information and documents should reach the undersigned on the aforesaid given address before 18.11.2024 by 12:00 Noon. No other mode is accepted. Department reserves the right to accept/reject any or all quotations without assigning any reason.

Note: Attach required documents against SNo.3, 4, 5 & 7 above.


(PRADEEP TAYAL)
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