



## **SHORT TENDER NOTICE**

No. ASDMA/50/2016/2.

Dated: 12<sup>th</sup> May, 2016

Assam State Disaster Management Authority invites quotation from Registered Chartered Accountant Firms (CA) empanelled with C & AG affixing Rs. 8.25 court fee stamp for e-filing of 24-Q and 26-Q quarterly Income tax returns and issue of Form 16 and Form 16A for the next three Financial Years i.e., 2016-17, 2017-18 and 2018-19.

### **Scope of Work**

- a. Compilation of the required data from the Accounts Section of Assam State Disaster Management Authority under the signature of Finance Officer/Deputy Chief Executive Officer/Chief Executive Officer/Administrative Officer.
- b. Preparation of Quarterly Tds returns in the electronic format as per the format provided by the Income Tax Department from time to time.
- c. Preparation of 27-A form and obtaining the Finance Officer/Deputy Chief Executive Officer/Chief Executive Officer/ Administrative Officer's signature on the same for submission to the Income Tax Department/TIN Facilitation Centre while e-filing.
- d. Uploading and E-filing of the Tds return with the TIN Facilitation Centre or as per the Income Tax rules at force at the time, within the due dates announced by Income Tax Department from time to time.
- e. Furnishing the original e-filing acknowledgement to ASDMA.
- f. Sharing a soft copy (in readable form like PDF, Word or Excel/ hard copy of the return filed, with ASDMA).
- g. If necessity arises, making corrections/additions/deletions in the data of the returns filed as per the rules of Income Tax Department, furnishing original acknowledgement from the Income Tax Department for such corrections/additions/deletions and sharing a copy of the soft copy (in readable form like PDF, Word or Excel/ hard copy for the same).
- h. Generation of Form-16 in readable soft copy (for 24-Q) for all employees for whom Tax is deducted source and furnishing the same to ASDMA for verification and distribution by Finance Officer. Form-16 should be furnished to Finance Office, ASDMA in such a way that Finance Officer has sufficient time to verify and distribute the same to the concerned employees within the due date earmarked for issue of Form-16.
- i. Generation of Form 16-A (for 26-Q) and furnishing the same to the Finance Officer after every quarter in such a way that Finance Officer has sufficient time to verify and distribute the same to the concerned vendor/supplier within the due date earmarked for issue of Form 16-A.
- j. They will also extend necessary help/assistance in solving the problems that may arise out of any orders passed/queries raised by the Income Tax Department based on the e-returns filed.
- k. They shall also provide applicable software CD used for e-filing TDS returns in addition to the e-filing services provided by them.
- l. The number of records per quarter for 24-Q and 26-Q may vary from time to time.

### Technical Bid

1. Agencies/Individuals/Firms (Bidders) shall submit the following primary information/documents, as applicable with their quotation.
  - (a) Firm's Trade Licence/Company Registration Number;
  - (b) VAT/Service Tax Registration Number;
  - (c) Income Tax PAN Number;
  - (d) Company's Income Tax Return for the last 1 (one) year;
  - (e) Should be empanelled with C & AG.
2. Bidders should have an average of 3 (three) years of experience in e-filing of TDS Returns of both Salaries & Non-Salaries.
3. Bidders should have an average turnover of atleast Rs. 3,00,000/- p.a. for the last three years.

### Financial Bid:

1. Bidders shall quote rates as per quarter for 24-Q and 26-Q distinctly including all applicable taxes as shown in Annexure-1.

### General conditions:

1. The Tender Document envelope containing quotation should be super scribed "Quotation for ". The bid must be submitted in two separate sealed envelopes
  - a. Technical Bids
  - b. Financial bidsThe two sealed envelopes should then be put in one Envelope. The Envelope should then be sealed and super scribed with the wordings "Quotations for E-FILING OF INCOME TAX RETURN FOR TDS FOR SALARIES & NON-SALARIES vide Tender No..... and closing date ....." addressed to :-

*The Chief Executive Officer,  
Assam State Disaster Management Authority,  
Dispur, Guwahati-781006*

1. Quotation should be submitted with required documents within the closing date. Quotation received after the closing date will not be entertained. **The last date of submission is 26th May, 2016 at 4.00 PM.**
2. ASDMA reserves the right to alter/modify or reject any order at any stage without assigning any reason thereof and is not bound to accept the lowest tender. Canvassing in any form, direct or indirect, or any part of bidders will render the tender liable for rejection/cancellation.
3. Any dispute unless resolved amicably shall be settled by a Court of Law having jurisdiction over Guwahati.
4. Incomplete Tenders and Tenders received after the due date/ time of submission due to postal/courier delay will not be considered.



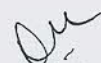
(Shri Dipak Kumar Sarma)  
Chief Executive Officer,  
Assam State Disaster Management Authority  
Assam Sachivalaya, Dispur

Dated: 12<sup>th</sup> May, 2016

No. ASDMA/50/2016/2

Copy to:-

1. Deputy Commissioner, Kamrup Metro with a request to cause display in D. C.'s office Notice Board
2. Administrative Officer, Assam Administrative Staff College, for display in their Notice Board.
3. System Expert, ASDMA for uploading it in the ASDMA official website
4. ASDMA Notice Board.



(Shri Dipak Kumar Sarma)  
Chief Executive Officer,  
Assam State Disaster Management Authority  
Assam Sachivalaya, Dispur

Bill

Particulars	Amount (in Rs.)
Charges for e-filing TDS Returns for the each quarter	xxxxxxx
Add: Service Tax @ 14.5%	Xxxxxxx
Add: Uploading Fees if any	Xxxxxxx
Total	Xxxxxxx