

TENDER ENQUIRY

SECOND ATTEMPT

Sub: - Quotation for outsourcing of Accounts and Income Tax Works in Shri Lal Bahadur Shastri National Sanskrit University, New Delhi

Sir,

Sealed quotations through single bid system are invited from interested and reputed firms for providing assistance to carry out the work of Income Tax calculation, e-filing of TDS returns, Form No. 16, 16A etc. Bank Reconciliation, Computerization of Accounts, Pay roll, Computerization of GPF etc. in respect of staff salary (Form 24Q) and 3rd party payment (Contractor/vendor) (Form 26Q) of the Shri Lal Bahadur Shastri National Sanskrit University, New-Delhi for the year 2020-21 which can be extended further for a maximum period of 2 years based on their performance. The scope of work shall be as under:

1. Scope of Work:

- (i) Filling of TDS returns of Salaried employee.
- (ii) Filling of TDS returns of other than salaried employee i.e. Contractor/Vendor.
- (iii) Issuance of TDS Certificate
- (iv) Other assistance, if any in relation to e-filing of TDS.
- (v) Income Tax calculation etc.
- (vi) Bank Reconciliation, Operation of Fox Pro 2.6 based pay roll software.
- (vii) Computerization of GPF and NPS records.
- (viii) Any other work as may be assigned.

2. Eligibility Criteria:

- (i) The Firm should be well versed with University accounting system and possess good knowledge of FoxPro 2.6 programme.
- (ii) The firm should have at least 05 years' experience in the fields mentioned under scope of work in the university system.
- (iii) Their average annual turnover should be at least Rs. 1 lakh per year during the last 05 years.
- (iv) The firm should have required infrastructure and manpower to undertake the above mentioned assignment.
- (v) The firm should not be blacklisted by any Govt. Department or PSU.
- (v) The firm should possess the PAN card of I.T. Department.

NOTE: - The Firm should enclose all the supporting documents about the above mentioned eligibility criteria.

3. Terms and Conditions:

- (i) The firm shall deploy one person on daily basis at Shri Lal Bahadur Shastri National Sanskrit University Campus. The timings will be 9.30 AM to 6.00 PM. The person should be MBA with one year diploma in Computer Application and must have knowledge of FoxProw 2.6 programme.
- (ii) The estimated cost of the work shall be Rs.4,25,000/- per annum. The remuneration shall be paid to the firm on monthly basis. Tax will be deducted at source as per provisions of Income tax Act.
- (iii) The Firm must have its office in Delhi.
- (iv) The contracting Firm shall render the services as mentioned above in the scope of work. The contract will be initially for the period of one year commencing from the date of award of contract which may be extended further for a maximum period of two years with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of the Firm, providing the services. However, in normal circumstances the contract is terminable by giving one months' notice in writing by either party to the contract.

4. Award of Contract:

This is a Single Bid Tender and the bids will be opened on 25.11.2020. The tender will be awarded to the firm which meets the eligibility criteria and quote the lowest rate.

5. The interested Firms may submit/deposit their sealed quotation in the Tender Box along with the Earnest Money Deposit of Rs. 1000/- by DD/Cheque in favor of Shri Lal Bahadur Shastri National Sanskrit University payable at New Delhi and addressed to Assistant Registrar (Accounts), Shri Lal Bahadur Shastri National Sanskrit University, B-4, Qutub Institutional Area, Katwaria Sarai, New Delhi - 110016 by 25.11.2020 till 11.00 a.m.
6. The cover containing the tender must also be prominently marked with the words "Quotations for outsourcing of assignment of accounts and income tax work in respect of Shri Lal Bahadur Shastri National Sanskrit University." The sealed quotations will be opened on 25.11.2020 at 11.30 a.m. at Room No. 3 of Academic Building, Shri Lal Bahadur Shastri National Sanskrit University. The interested firms who have submitted quotations may present themselves or through their authorized representative at the time of opening of quotations, if so desired. Over writing must be avoided and if done should be countersigned by the authorized person.

7. The successful bidder shall submit a performance security of Rs. 21,250/- in the form of an Account Payee Demand Draft/Fixed Deposit Receipt /Bank Guarantee from a Bank in favour of Shri Lal Bahadur Shastri National Sanskrit University. The performance security shall remain valid for a period of sixty days (60) beyond the date of completion of all contractual obligations of the firm.

Sushno
2/11/2020
Assistant Registrar (Accounts)