

**ICAR – CENTRAL ISLAND AGRICULTURAL RESEARCH
INSTITUTE
PORT BLAIR – 744 105**

F. No. ICAR-CIARI/Income Tax/B&C/2021

Date: 12.07.2021

OFFICE ORDER

The Director, ICAR-CIARI, Port Blair is pleased to approve collection of spot quotations for ARC of e-TDS return filling for both Salary & Non-Salary components from registered local vender's / consultants through the existing Local Purchase Committee of the Institute by conducting market survey.

Name of the Committee Members:

1. Dr. T. Subramani, Chairperson.
2. Dr. P. A. Bala, Co-chairperson.
3. Dr. Sreepriya Prakasan, Member.
4. The Finance & Accounts Officer/ Representative, Member (Ex- Officio).
5. The Indenter/ Concerned Section In-charge, Member (Ex- Officio).

The details of job with terms & condition are annexed:

The Committee may submit its report with recommendation at the earliest please.

Encl:

1. Quotation document.

Copy to:

1. Dr. T. Subramani, Chairperson, LPC, ICAR-CIARI, Port Blair.
2. Dr. P. A. Bala, Co-chairperson, LPC, ICAR-CIARI, Port Blair.
3. Dr. Sreepriya Prakasan, Member, LPC, ICAR-CIARI, Port Blair.
4. The Finance & Accounts Officer/ Representative, Member (Ex- Officio) ICAR-CIARI, Port Blair.
5. The Indenter/ Concerned Section In-charge, Member (Ex- Officio) ICAR-CIARI, Port Blair.


12.7.21
Asstt. Administrative Officer (DDO)
सहायक प्रशासनिक अधिकारी
Asstt. Administrative Officer
केन्द्रीय द्वीपीय कृषि अनुसंधान संस्थान
Central Island Agricultural Research Institute
पोर्ट ब्लेयर / Port Blair-744105

6.



ICAR - CENTRAL ISLAND AGRICULTURAL RESEARCH INSTITUTE
ANDAMAN AND NICOBAR GROUP OF ISLANDS
BATHU BASTI, GARACHARMA PO., PORT BLAIR -744105, INDIA
FAX No. 03192-251068 Phone No: 250235, 250436
e-mail : Sushil.Singh3@icar.gov.in ; director.ciari@icar.gov.in



Note: All the communication must be addressed to the Director by designation, ICAR-CENTRAL ISLAND AGRICULTURE RESEARCH INSTITUTE, BATHU BASTI, GARACHARMA PO., PORT BLAIR-744105.* (The tender document is also being uploaded on the CIARI website [www. https://ciari.icar.gov.in](http://www.https://ciari.icar.gov.in) and the other prospective bidders can make use of the document down loaded from the website)

F. No. ICAR-CIARI/Income Tax/B&C/2021

Dated:

To

Subject: Calling of quotations for hiring of service for E-filing of TDS (Income Tax), GST Return of ICAR-CIARI, Bathu Basti , Garacharma, Port Blair-regarding.

Sir,

I am directed to invite "Sealed Quotations for E-filing of TDS (Income Tax), GST Return etc., of ICAR-CIARI, Bathu Basti, Garacharma, Port Blair for Salary/Non Salary components at tax information Network and generation of Form-16A" for the financial year 2021-2022, initially for a period of one year and further extendable up to three years on the basis of satisfactory performance. The details and Scope of Work is as mentioned under:

Sl. No.	Description of the Job	Quantity	Rate in Rs.	Total Amount
1.	Preparing and filing of total 4 Returns i.e. Quarter 1, Quarter 2, Quarter 3 & Quarter 4 for salary TDS deduction. To issue Form-16 on the basis of data provided by the Institute	Up to 225 Employees (Per Quarter)		
2.	Preparing and filing of total 4 Returns i.e. Quarter 1, Quarter 2, Quarter 3 & Quarter 4 for party TDS deduction and issue TRACES form for party TDS/Form-16A.	Up to 50 Vendors (Per Quarter)		
3.	Filling of GST Return (Half yearly).	Up to 100 bills (Half yearly)		

The quotation should be in sealed cover super scribed "Quotation for Hiring of service for E-filing of TDS (Income Tax), GST Return etc. of ICAR-CIARI, Port Blair for Salary/Non Salary components at tax information Network and generation of Form-16A" .

SCOPE OF WORK:

1. Preparing and filing of total 4 Returns i.e. Quarter 1, Quarter 2, Quarter 3 & Quarter 4 for salary TDS deduction. To issue form No.16 along with TRACES form on the basis of data provided by the Institute.
2. Preparing and filing of total 4 Returns i.e. Quarter 1, Quarter 2, Quarter 3 & Quarter 4 for party TDS deduction and issue TRACES form for party TDS along with Form-16A.
3. Filling of GST Returns.
4. The proposed Service does not include actual calculation of Income Tax, TDS, GST return. The Institute shall provide all details required along with calculations for the purpose of filling Return.
5. The representative of Consultant will visit to the Institute to physically collect required Challan, datas, etc. for filing returns before the statutory dates of filing returns.
6. The Consultant is expected to have sufficient experience in handling above mentioned Scope of work. A list of clients for whom the Consultant has undertaken similar work should be attached with the quotation.
7. The deduction of Income Tax at Source will be applicable at prevailing rates.

TERM & CONDITIONS:

1. **Bidders shall quote rates clearly per quarter / half yearly for the services as per the instruction in the prescribed proforma and shall also specifically mention the applicable statutory taxes i.e. GST , etc. otherwise quotation will not be accepted.**
2. If there is delay in filing Return or there is any discrepancy in filing Returns and balance for which penalty is charged by the concerned Authority, the vendor will have to pay the penalty if it has happened due to their negligence and Institute will pay if it has happened due to wrong data provided by the Institute.
3. **Bidders shall submit the following primary information/documents with their quotation as applicable:**
 - a) Firm's Trade License/Company Registration Number.
 - b) The Firm/agency should be registered with the ICAI under provisions of relevant act to provide the professional services and its validity date and enclose a copy of registration certificate of the same.
 - c) PAN/GST/Service Tax Registration Number.
 - d) Mandate form for E-payment (Entire Bank details i.e. Bank Account Number, Account Holder's Name, Type of Account, Name & Branch of the Bank, IFSC/NEFT/MICR Code Numbers etc.)
 - e) Experience certificates of similar type of work along with list of clients.

4. The payment of bill will be made quarterly after completion of work satisfactorily. GST Number of both the parties should be mentioned on the Invoice/bill submitted.
5. No advance payment will be made.

MISCELLANEOUS:

Your proposal for renewal of Contract along with entire details & cost may be sent before completion of financial year 2021-2022.

Shilpi
12.7.21

Asstt. Administrative Officer (DDO)

सहायक प्रशासनिक अधिकारी

Asstt. Administrative Officer

केन्द्रीय द्वीपीय कृषि अनुसंधान संस्थान

Central Island Agricultural Research Institute

पत्र संख्या / Post Box: 744105

Encl: Annexure-I

Name of the Bidder	
Address:	
Telephone No.	
Mobile No.	
Firm's Trade License/Company's ICAI Registration Number	
GST Registration No.	
PAN No.	
Signature of Authorized Signatory.	