

GOVT. OF NCT OF DELHI
DEPARTMENT OF FORESTS & WILDLIFE
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS
A-BLOCK, 2ND FLOOR, VIKAS BHAWAN, IP ESTATE, NEW DELHI-110002

No.F.6(37)/CF/HQ/Misl/TDS Return 2015-16/ 59-62

Dated 6/04/23

SHORT TERM NOTICE INVITING QUOTATIONS

Notice inviting quotations (NIQ) is hereby issued for inviting quotations from the authorized CA firms for hiring of CA Service work of TDS/GST Returns, Challans etc. for one year period in the HQ Office, Department of Forests & Wildlife, Govt. of NCT of Delhi.

SCHEDULE OF WORK

Name of Work (Filing of income tax/ GST return)

S. No.	Description of work	Quantity	Rate	Unit	Amount
1	Professional charges for Digitization of quarterly return of Salary and contractor payment (Form 24Q, 26Q & 27Q) in the required format including verifying of data through BIN or as approved by income tax department.	8 Job		P/Job	
2	Additional data entries in 24Q, 26Q & 27Q	1000 No.		Each	
3	Additional charges for digitization of annual salary details.	1 Job		P/Job	
4	Digitization of GST monthly return form No GSTR7 and issue TDS certificate GSTR7A of contractor payment and uploading on the website in the required format and produce monthly challan for deposit GST.	12 Job		P/Job	
			TOTAL		

General Terms & Conditions:-

1. Rates should be inclusive of all hidden charges involved in the complete process from collecting data from office for proper uploading with final stating on tax department website.
2. No extra payment shall be allotted for filling correction statement in case of any mistake either on part of CPWD, observed after filing of any return.
3. Contractor shall submit minimum two year work experience certificate with any central government department.
4. Contractor shall submit any registration no as (PAN NO, TIN No. Or GSTRC.)
5. The contract shall be extended for further period 02 years more subject satisfactory performance.

(*rate should be in the format" Rate/cost of item/work+ GST as applicable")

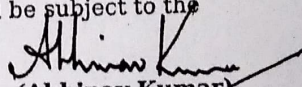
The quotation and documents should be sent in sealed cover in favour of the Department of Forest's and Wildlife, Govt. of NCT of Delhi".

The quotation should reach in this office latest by 02:00 PM on or before dated 13-04-23... (Next working day in case of Govt. Holiday) and the same will be opened on the same day at 02:30 PM by the Purchase Committee. The rate should be quoted and GST should be indicate separately as per the prevailing GST Laws. Quotation received after stipulated date and time will not be accepted/entertained and summarily

will be rejected, in case any dispute, the decision of the PCCF/HOD, A-Block, 2nd Floor, Vikas Bhawan, IP Estate, New Delhi-110002 should be final and binding.

TERMS & CONDITIONS OF THE NIO

1. Submission of quotation shall amount to bidder's acceptance of the terms and conditions of the tender by the bidder.
2. Mode of payment would be subject to satisfactory completion of work/supply and its verification.
3. Bidder shall quote the rates against this NIO on a 'single responsibility' basis ("Rate/Cost of item/work+ GST as applicable") so that the quotation price covers contractor's all obligations and liabilities. The rates and prices quoted by the Bidder shall be inclusive of all Charges/Taxes. The rate quoted shall be responsive and the same should be inclusive of all statutory obligations.
4. The bidder should be from NCR and should be registered with/Trade & Taxes Department, Govt. of NCT of Delhi and should quote their GST Registration No, allotted by the Department of Trade & Taxes, Govt. of NCT of Delhi, and PAN No. allotted by the Income Tax Department, Govt. of India.
5. The Dy. Conservator of Forests (HQ) reserves the right to accept and reject any or cancel any or all the tenders/quotations without assigning any reasons therefore.
6. The rates quoted by the firm/agency shall remain valid for the entire period of current Financial Year i.e. **upto 31.0.2024** for the subject work and the Department shall not be responsible for payment of any extra on account of escalation of costs during the said period.
7. The department shall not be responsible for payment of any compensation on account of any loss caused to the bidder/tender/quotation due to natural calamities or other supervening impossibilities.
8. The firm/agency abide by the provisions made under the labour laws/GST and other relevant Statutes as applicable in execution of the work and shall be responsible for making good/payment of compensation, if any, to any workman or material during execution of the contract.
9. In case of any dispute arising out of the execution of the term & condition of this short term quotation or part thereof, the decision of the DCF (HQ), Govt. of NCT of Delhi shall be final and binding on both the parties. In the event of the disputes still remaining unresolved, the appeal shall rest with the PCCF/HOD, Dept. of Forests & Wildlife, GNCTD of Delhi whose decision shall be final and binding on both the parties.
10. All disputes arising out of the execution of the agreement shall be subject to the jurisdiction of the Court at Delhi.

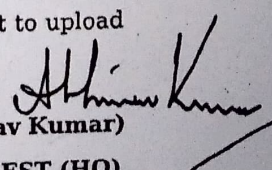

(Abhinav Kumar)

DY. CONSERVATOR OF FOREST (HQ)

No.F.6(37)/CF/HQ/Misl/TDS Return 2015-16/ 59-62
Copy to:

Dated 6/04/23

1. The DCF (HQ)-Chairman-Purchase Committee, Department of Forests & Wildlife, GNCTD.
2. The Store In-Charge, Department of Forests & Wildlife, GNCTD.
3. ☒ Programmer, Department of Forests & Wildlife, GNCTD with request to upload it on the Forest website in Public Interest.
4. HQ-Notice Board for the notice of firms/agencies/workshops interested.


(Abhinav Kumar)

DY. CONSERVATOR OF FOREST (HQ)