



---

**Tender Inviting Proposal from Chartered Accountant Firms for e-Filing of TDS Return for the Financial Year 2019-20**

**1.DECLARATION OF INTENT:**

The University of Burdwan(B.U.) intends to appoint Chartered Accountant Firm for Filling Income Tax Return both Salaried and Non Salaried regarding the Assessment and correspondence relating to that, Filling Return in form of 24-Q and 26-Q for Income TDS of the authority. Proposals are invited from practicing Chartered Accountants Firms fulfilling the following Pre-Qualification Criteria to carry out the said assignment.

**2.PRE QUALIFICATION CRITERIA:**

- a. Practicing Chartered Accountant Firm with minimum Ten (3) years experience.
- b. The firm must have well established branch office at Burdwan town.
- c. Partner/Proprietor must have experience of at least three (3) year

**3.NATURE OF WORK:**

Filling Income Tax Return as prescribed by Law, Proceeding regarding the Assessment and correspondence relating to that, Filling TDS Return in form of 24-Q and 26-Q of the authority, Generation of Form 16 with Salary Statement & Form 16A,Generation of form 16.

**4.Scope of Work:**

The illustrative (but not exhaustive) scope of work for Chartered Accountant by the bidders shall be as follows:

- i. . Filling Income Tax Return within Time limit.
- ii. Proceeding regarding the Tax Assessment and correspondence relating to that Assessment.
- iii. Filling TDS Return in form of 24-Q and 26-Q on Quarterly basis within Time limit.
- iv. Monthly basis information to be collected from office
- v. In case there is any delay in submission of return filing, the late fees to be borne by the agency
- vi. The Firm's representative must have to reach the University within an hour in case of urgency



**5. General process of submission:**

Kindly submit your offer in TWO BID (separate envelope) in a sealed cover within 06/01/2020

I. Technical Submission along with documentary evidence of the above referred eligibility criteria as well as dully filled check list attached with the tender document;

II. Financial Offer in the prescribe format must be submitted in a separate envelope to “ The University of Burdwan “,Rajbati, Burdwan.

(Please note that B.U. reserves the right to accept/reject all or any offer without assigning any reasons thereof.)

**6. Technical Proposal (document to be submitted)**

I. Copy of Firm’s Registration Certificate.

II. Copies of Certificate of practice issued by concerned institute for all the partners

III. Brief profile of firm and all partners and qualified employees duly signed by authorized person.

(Profile of the firm should include all details i.e. year of establishment, Constitution of firm, Certificate as on date, details of infrastructure, Details of Branch Office(s), Details of Manpower and experience of work etc.

IV. Copy of Pan Card (Firm and Partners).

V. Copy of Partnership deed of Partnership firm/ Consortiums.

VI. The firm should be registered with GST Department

VII. Undertaking that data collected shall not be revealed without explicit permission of University authority

VIII. The contract shall be for the F.Y. 2019-20 but can be extended for the further period of two more years if desired by the University

[Note: Failure of submission of anyone of the abovementioned mandatory documents of the tender shall be liable for summary rejection.]



## THE UNIVERSITY OF BURDWAN

Established by virtue of West Bengal Act XXIX of 1959

Phone No.: 0342-2634975, Telefax:0342-2634071

Email:fo@buruniv.ac.in Website: www.buruniv.ac.in

### 7. Financial Bid:

The intending Bidder should quote the financial bid in the format attached for quoting bid. The financial quote, i.e. financial consideration to conduct various works should be indicated in gross amount on yearly basis (for which Services is intended to be provided).

Note: The Financial Bid of the firm not fulfilling eligibility criteria as per technical bid shall not be opened. Similarly, if supporting evidence is not attached then the technical bid will be liable to be rejected. B.U. reserves right to ask for any other documents / evidence for the purpose of technical evaluation.

### 8. Financial Proposal Format

(On Firm's Letter Head)

(To be kept in a separate Envelope sealed properly while sending the proposal)

To

The Finance

The University of Burdwan

Rajbati, Burdwan

Subject: Appointment of Chartered Accountants Firm.

Table for Quoting Fee for the Assignment in terms of the Tender

	Price Bid.(In Figure and Words)	GST(...%)	Total
Data Entry, Tax Calculation, eFiling, Submission of Quarterly return, Generation of Form 16 with Salary Statement & Form 16a, Generation of form 16 Filling TDS Generation & Return form 24-Q and 26-Q.  Refilling previous year cases to be done, if needed			

Signature,

Name & Stamp of CA Firm



## THE UNIVERSITY OF BURDWAN

Established by virtue of West Bengal Act XXIX of 1959

Phone No.: 0342-2634975, Telefax:0342-2634071

Email:fo@buruniv.ac.in Website: www.buruniv.ac.in

### 9. Terms and Conditions shall be as under:

- (i) The above quoted Lump sum fee shall be inclusive of all expenses/charges except Tax.
- (ii) The firm shall raise its Invoice after satisfactory completion of said task. .
- (iii) In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.
- (iv) Tender quoting zero or unrealistic charges will not be considered

Sanctioned Faculty strength :309(approx.)

Sanctioned Officer strength : 65(approx.)

Sanctioned Staff strength : 1305(approx.)

Present employee Strength : 933(approx.)

- (v) B.U.'s decision will be final and binding to all parties concerned with this process.

### 10. General Instructions:

Intending bidder may download the tender documents from the University website

Activities	Date & Time
<a href="https://buruniv.ac.in">Date of uploading the tender in the website : https://buruniv.ac.in</a>	27.12.2019
Documents download	27.12.2019
Bid Submission Start Date	30.12.2019 at 11 hrs.
Bid Submission Closing Date	06.01.2019 at 14 hrs.
Bid Opening Date – Technical Bid	06.01.2019 at 15 hrs.
Prebid Meeting	30.12.2019 at 14 hrs. In the Chamber of Finance Officer

Draft for approval for uploading in the University website .

Finance Officer