



भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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फैक्स: 022-25752029/35

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No.F&A/Income tax/2015

Dated 27th July, 2015

LIMITED TENDER ENQUIRY

To,

As per attached list

Sub: - Quotation for outsourcing of assignment of e-filing of TDS returns with Income Tax Department through NSDL in respect of Directorate General of Shipping.

Sir/Madam,

Sealed quotations through two bid system are invited from interested and reputed firms for providing assistance in e-filing of TDS returns in respect of staff salary (Form 24Q) and 3rd party payment (Contractor/vendor)(Form 26Q) of the Directorate General of Shipping for the last three quarters of current financial year 2015-16 and may be extended further with mutual agreement. The scope of work shall be as under:

2. Scope of Work

- i) Preparation of month statement of TDS deducted and deposited details;
- ii) Filing of quarterly TDS returns of salaried employee through TDS software;
- iii) Filing of quarterly TDS return of other than salaried employee, i.e., Contractor/Vendor, through TDS Software.
- iv) Liaisoning with Income Tax Authority;
- v) Issuance of TDS Certificate;
- vi) Other assistance such as financial advice relating to TDS and service tax matters etc.

The number of salaried employees in the Directorate General of Shipping is around 125 and payments to nearly 40 Contractor/Vendors (each month) is involved.

3. Eligibility Criteria

- (i) The firm should have at least 10 years experience in handling Income Tax related matters for a Government Department or PSU.
- (ii) Their average annual turnover should be at least Rs.10 lakhs during the last 3 years.
- (iii) The firm should have required infrastructure and manpower to undertake the above mentioned assignment.
- (iv) The firm should not be blacklisted by any Govt. Department or PSU.
- (v) The firm should be registered with Service Tax Department and should possess PAN card of IT Department.

NOTE: - The Firm should enclose all supporting documents of the above mentioned eligibility criteria, while submitting its tender documents positively. Any tender documents without these documents shall be rejected summarily.

4. Terms & Conditions

The contracting firm shall render the services as mentioned above in the scope of work. The contract will be for the work relating to the remaining 3 quarters of current financial year (2015-16). However, in normal circumstances the contract can be terminated by giving one month's notice in writing by either party to the contract.

5. Collection of Data

The firm shall depute their personnel to collect the data from time to time from this Department and no separate amount shall be paid for such visits.

6. Two Bid System

This is a Two Bid System Tender. The technical bid and financial bids are to be submitted in separate envelopes and these two envelopes should be superscribed as "Technical Bid" and "Financial Bid". The prescribed formats for technical bid and financial bid are enclosed at Annex. I & II. These two envelopes should be properly sealed and should be placed in a bigger envelop with the words "**Tender for e-filing of TDS Returns**" written on it. The EMD of Rs. 1500/- is also to be placed with the Technical Bid. The technical bids will be opened first on **10.08.2015 at 03:30 P.M.** in the office of the Directorate General of Shipping, Kanjur Marg, Mumbai. The financial bid of only those firms will be opened which meets the minimum eligibility conditions in technical bids. The date & time for opening the financial bids will be intimated separately to the bidders who qualify the technical bids. The tender will be awarded to the firm which meets the eligibility criteria and quotes the lowest rate.

7. The interested Firms may submit/deposit their sealed quotation along with the Earnest Money Deposit (EMD) of Rs. 1500/- by DD/Cheque/FDR/PBG in favour of Directorate General of Shipping payable at Mumbai. The bids should be addressed to The Assistant Director General of Shipping (Admn) Directorate General of Shipping, 9th Floor, Beta building, I-Think Techno campus, Mumbai - 40042 by **07.08.2015 till 3.00 p.m.**

8. 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.

9. The successful bidder shall submit a performance security equal to 5% of the total value of contract in the form of an Account Payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee from a Commercial Bank which should be drawn in favour of Directorate General of Shipping and payable at Mumbai. 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.

10. In case the lowest bidder backs out after he is selected for the award of contract, in addition to forfeiture of their EMD, the firm will also be blacklisted from participating in the tender process of Central Govt. Ministries.



(Lt. Col. Ranjan Biswas)

Assistant Director General of Shipping (Admn.)

Copy to:

1. The DDG[e-governance] , Directorate General of Shipping, with a request to upload the above said Tender enquiry on this Directorate's website for wider circulation.
2. IT cell is also requested to upload the Tender Enquiry on the Central Public Procurement Portal of Govt. of India (eprocure.gov.in).

Annex- I**Performa for Submission of Technical Bid**

<u>S.No.</u>	<u>Component</u>	<u>Details</u>
1	Name & Address of the firm (including Telephone Numbers & E-Mail address)	
2	Name & Address of the contact person, including Telephone Numbers & E-Mail address.	
3	Turnover for the last 3 years	
4	Past experience in the field of Income Tax related matters (No. of years)	
5	Experience of handling TDS work for Government department or PSU (Yes or No with details).	
6	Details about required infrastructure and manpower to undertake the proposed work	
7	Please confirm whether your firm has been black-listed by any Govt. Department or PSU	
8	Details about registration with the Service Tax Department	
9	Details about PAN Card issued by Income Tax Department	
	Any Other details which the firm may like to add or declare.	

Performa for Submission of Financial Bid

<u>S.No.</u>	<u>Work to be Undertaken</u>	<u>Amount Quoted in Rs. For 3 quarters of this financial year</u>
1	E-filing of TDS Returns in respect of Approx 125 Officials and in payment to Vendors/Contractors etc and other related work as given in Para 2 of this tender document	
2	Any other payment involved. Please specify such work and amount to be paid by this Department	
3	Taxes, if any applicable: (a) (b) (c)	
4	Total Amount involved for the 3 remaining quarters of current financial year	