



**DEPARTMENT OF PAYBILL ACCOUNTS, MAIN OFFICE**  
**NOTICE INVITING QUOTATION**

File No.	NITT/F.No:021/REV.EXP.31/2020-21/MOF(OTHERS)	Date:	6.11.2020
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**To**

(Supplier Address)

Sealed quotations under single bid system are invited from reputed Service Provider for the following job.

<b>Name of the Services</b>	:	Providing Services for Submission of ITR, GST & TDS on contract basis to National Institute of Technology, Tiruchirappalli.
1. Quotation Reference No.	:	NITT/F.No:021/REV.EXP.31/2020-21/MOF(OTHERS)
2. Last date and Time for receipt of quotation	:	19.11.2020, 3.30pm
3. Date & Time of opening of Quotation	:	20.11.2020 AT 11.00AM
4. EMD Amount	:	Rs.5000/-
5. Validity (Days)	:	90 days
6. Address to which quotations are to be sent	:	The Director, National Institute of Technology, Tiruchirappalli – 620 015, Tamil Nadu, India
<b>Kind attention to</b>	:	Sr.Suptd A.Chitra
Phone	:	0431-2503964
E-mail	:	bills@nitt.edu

1. Quotations should be submitted in the format given in Annexure – I and Annexure-II
2. The envelope should contain the following details:

**“QUOTATION AGAINST ENQUIRY (CHARTERED ACCOUNTANT SERVICES) -**

NITT/F.No:021/REV.EXP.31/2020-21/MOF(OTHERS)

**Kind attention to:** Sr.Suptd A.Chitra

**Last date and Time for receipt of quotation** : 19.11.2020 , 3.30pm

**TERMS AND CONDITIONS FORM**

(IMPORTANT: READ THE FOLLOWING TERMS AND CONDITIONS AND SIGN THE ACCEPTANCE CLAUSE FOLLOWING IT)

1. The offers should be addressed to “The Director, National Institute of Technology, Tiruchirappalli 620015, India” and should be sent in a sealed envelope superscribed BID AGAINST TENDER NOTIFICATION No ” so as to reach us on or before **19.11.2020, 3.00 pm.**
2. Full technical specifications should be sent along with the tenders. Offers without proper technical specifications will be rejected.
3. The Eligibility Criteria will be evaluated by Tender Committee and those qualify technical specifications will be considered for further evaluation.
4. Vendors are informed that once the companies are shortlisted based on the technical specification, only then the price bids of the firms that meet NIT-T’s Technical specification/requirements would be compared.
5. No revision of the price bid will be allowed once the price bids are opened.
6. No increase in price will be allowed after our firm orders are placed.
7. Vendors shall not make attempts to establish unsolicited and un-authorized contact with us after the opening of the offers and prior to the notification of the award. Any attempt by any vendor to bring to bear extraneous pressures on us shall be sufficient reason to disqualify the vendor.
8. Delay/loss in postal transit or due to other reasons will not be NIT-T’s responsibility.
9. We are not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.
10. The tender should be made only on the FORM which is available in our website, otherwise it shall lead to rejection. The FORM should be duly filled up (preferably TYPE WRITTEN IN CAPITAL LETTERS) and should clearly mention the features offered by the bidder against each specification

11. Authorized signatory should sign on all the pages. Bids without authorized signatures or seal of the firm will be rejected.
12. Failure to comply with all the terms and conditions mentioned herein would result in the tender being summarily rejected.
13. The bid shall be in the format of price schedule given in Annexure I. The contract form as per format given in the tender shall be submitted. Incomplete or conditional tender will be rejected.
14. NIT-T reserves the right to change the order or split the orders among multiple vendors without assigning any reason(s) whatsoever.
15. NIT-T reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
16. In case of dispute, the matter will be subject to Tiruchirappalli, Tamil Nadu Jurisdiction only.

**Performance security:** The Contractor are informed that they should sign a stamp paper agreement with us, after placing the final purchase order as per our terms & conditions and should submit the bank guarantee for Rs.20000/- towards performance security. The bank guarantee will be returned to the contractor after 60 days on the successful completion of contract period.

**Validity of bids:** The rate quote should be valid for a minimum of 90 days. No claim for escalation of rate will be considered after opening the Tender.

**Release of EMD:** The EMD will be released after receipt of performance security from successful bidder.

**Amendment of tender document:** At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment.

**The Institute may at its own discretion extend the last date for the receipt of bids/cancel the binds without assigning any reason.**

The bids shall be written in English language and any information printed in other language shall be accompanied by an English translation, in which case for the purpose of interpretation of the bid, the English translation shall govern.

The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefor. The decision of the Institute Purchase Committee is final in all matters of tender and purchase.

The bidder should give the following declaration while submitting the Tender. ACCEPTANCE

We accept the above terms and conditions and shall comply with them strictly. NAME OF THE VENDOR:

ADDRESS

Signature and seal

**DECLARATION**

I/we have not tampered/modified the tender forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our tender will be summarily rejected and full Earnest Money Deposit (EMD) will be forfeited and I/we am/are liable to be banned from doing business with NIT, Trichy and /or prosecuted.

Signature of the Bidder : .....

Name and Designation : .....

Business Address : .....

.....  
.....  
.....  
.....

Place:

Date:

Seal of the Bidder'

## **NATIONAL INSTITUTE OF TECHNOLOGY-TIRUCHIRAPPALLI**

National Institute of Technology, Tiruchirappalli (NITT) is a premier technical institution fully funded by the Government of India. NITT is situated on Tiruchirappalli -Thanjavur National Highway at a distance of 21 km from Tiruchirappalli Railway Junction. In order to achieve a more productive work force, NITT desires to utilize the services of reputed Chartered Accountants agency in certain area of its functioning. In this regard, NITT has decided to hire a agency for Submission of ITR, GST & TDS on behalf of NIT for a period of One/Two years.

### **Technical Bid (Pre-qualification criteria)**

The Bidders are required to submit technical bid enclosing therewith photocopies of following documents, failing which their bids will be summarily rejected and will not be considered any further: -

- (i) The bidder must be a registered firm Documentary evidence to be submitted Registration Certificate to do the business for this or branch office work.
- (ii) The bidder should have their presence in Trichy or Thanjavur. Valid proof should be submitted along with the bid.
- (iii) The bidder should have valid PAN Number.
- (iv) The bidder should have valid GST Number.
- (v) Copy of service orders completed /under execution last three years.

### **Submission of Bid**

**Cover 1:** Earnest Money Deposit (should be superscribed as 'EMD cost cover' duly indicating the

Tender Reference No. and the due date of opening)

Earnest Money Deposit (EMD) cost are to be submitted by way of Demand Draft/FDR drawn on any Nationalized bank in India in favor of "The Director, NIT, Trichy" payable at Trichy. The bids submitted without EMD will be treated as non-responsive and will be rejected. EMD shall bear no interest.

**Cover 2:** Technical Bid (should be superscribed as 'Technical Bid' duly indicating the Tender

Reference No. and the due date of opening)

Should contain:

- a. Technical Pre-qualification criteria
- b. Duly filled up technical questionnaire, if any
- c. Duly filled up deviation schedules to technical specifications, if any

# SCOPE OF WORK

## **Job. 1 – DIRECT TAX RELATED ACTIVITIES:**

Scope includes Filing of Income tax-related activities like Income tax TDS and Income tax Annual Return for the institute. Our institute is operating 3 TANs for tax deduction and the approximate entries per quarter as follows:

- |           |                             |                            |
|-----------|-----------------------------|----------------------------|
| (1) TAN 1 | <del>Pay bill section</del> | - 1800 entries (quarterly) |
| (2) TAN 2 | <del>PF section</del>       | - 250 entries (quarterly)  |
| (3) TAN 3 | <del>Bill section</del>     | - 300 entries (quarterly)  |
- 
- |     |   |  |
|-----|---|--|
| (a) | Filing of Returns of TDS (24Q, 26Q and 27Q, 15A/15B) (fresh return including correction return)<br>& providing the Form 16 and Form 16A | - Rate may be quoted per-entry basis. However, no amount will be paid for correction return, if any. |
| (b) | Filing of annual Income tax return (ITR)  | - Rate may be quoted per year basis  |

## **Job. 2 – INDIRECT TAX RELATED ACTIVITIES (GST):**

The scope includes GST related activities as follows:

- |     |   |  |
|-----|---|--|
| (a) | Filing of GST Monthly Returns and GST TDS return (GSTR1,GSTR3B & GSTR7) | Rate may be quoted per month basis (Approx. entries for GSTR 1 & 3 – 100/month GSTR- 7 – 40/month are expected for F.Y. 2020-21) |
| (b) | GST ANNUAL RETURN (GSTR 9 & 9C)   | Rate may be quoted per year basis (for all GST annual related activities)  |



## NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI - 620 015

### 1. PERIOD OF CONTRACT:

Initially the contract will be for a period of One year, which may be extended further by one more year on same terms & conditions and rates by mutual consent and understanding of both the parties.

### 2. PAYMENTS:

- The contractor shall be paid **MONTHLY bill after receipt** of bill along with details of execution duly certified by the executive-in-charge..
- No claim for interest will be entertained by the Institute in respect of any payments/ deposits which will be held with the NITT due to dispute between the institute and contractor or due to administrative delay for the reasons beyond the control of the NITT.
- As per the Govt. regulation, taxes at the applicable rate will be deducted at source from the bills of the contractor. Necessary TDS certificate will be issued by the NITT.
- If any of the above conditions are not adhered to and should there be unauthorized deviations to the terms and conditions stipulated above, the bill submitted is liable to be rejected and payment disallowed.

**3. PENALTY:** After having acknowledged and confirmed the contract, if the contractor fails to provide the specific requirement as informed by any authorized officials of this Institute, this institute reserves the right to hire another service provider at the risk and cost of the firm the cost difference between the alternative arrangement and the rate contract value will be recovered equally from the firm. Over and above an amount of Rs.500/- towards fine for breach of terms and condition will be recovered from the bill.

**4. RESERVES THE RIGHT:** The Director, NITT reserves the right to terminate the contract at any time if it is found that during the currency of contract, the services of the contractor are not satisfactory.

The NITT may enter into parallel contract for similar services with other agencies whenever it is found necessary.

The NITT may extend the contract by one more year from the date of expiry of the initial period, on the same terms and conditions

**5. SUB-CONTRACT:** The NITT does not recognize the existence of Sub-Contractors. The Contractor's responsibility is not transferable.

### Enclosure

- |   |                |
|---|----------------|
| 1) Price Format                         | Annexure - I   |
| 2) EMD Return Format                    | Annexure - II  |
| 3) Bank Mandate Form                    | Annexure - III |
| 4) List of The Present and Past Clients | Annexure - IV  |



NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI - 620 015

PRICE BID

**ANNEXURE-I**

Job No.	Description of Fees	Unit	Professional Fees (to be quoted per unit as mentioned in Col. No.3)	
			Rupees (in figure)	Rupees (in words)
[1]	[2]	[3]	[5]	[6]
<b>Job-1</b>	<b>DIRECT TAX RELATED ACTIVITIES (for scope activity under Job1)</b>			
(a)	Filing of Returns of Income tax TDS (24Q, 26Q and 27Q, 15A/15B), (fresh return including correction return) & providing the Form 16 and Form 16A	Per entry basis. (However, no amount will be paid for correction return, if any.)		
(b)	Filing of annual Income tax return (ITR)	Per year basis		
	<b>Income tax related activities TOTAL (A)</b>			
<b>Job-2</b>	Indirect tax related activities (GST)			
(a)	Filing of GST Monthly Returns and GST TDS return (GSTR1,GSTR3B & GSTR7)	Monthly basis		
(b)	GST Annual Return Filing (GSTR 9 & 9C)	Per year basis		
	<b>GST tax related activities TOTAL (B)</b>			

# GST Payable extra at actuals against proof.

**Signature & Seal of Vendor with Date**





NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI - 620 015

(TO BE PRINTED IN LETTER PAD OF THE FIRM)

Annexure – II

**EMD Returning Form**

To

The Director

National Institute of Technology,

Tiruchirappalli – 620 015

Sub: Returning EMD amount submitted for the Tender / Quotation.

Sir / Madam,

Our firm has participated in the tender / quotation enquiry No mentioned below and produced the EMD amount through DD, details of the DD are given below.

Tender / Quotation Reference No	NITT/F.No:021/REV.EXP.31/2020-21/MOF(OTHERS)
EMD amount in Rs.	5000 /-
DD Number	
DD issued Bank	
Date of DD	

It is requested to return the EMD amount to our firm after completion of the purchase to the below mentioned Bank account.

Account Name	
Bank Account Number	
IFSC code	
Bank	



NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI - 620 015

(TO BE PRINTED IN LETTER PAD OF THE FIRM)

**Annexure – III**

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date: / /

To

The Director,  
National Institute of Technology,  
Tiruchirappalli – 620 015, Tamil Nadu

Sub	:	Authorization for release of payment / dues from National Institute of Technology, Tiruchirappalli through Electronic Fund Transfer/RTGS Transfer.
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1. Name of the Party / Firm / Company / Institute :
2. Address of the Party :
3. City \_\_\_\_\_ Pin Code \_\_\_\_\_
4. E-Mail \_\_\_\_\_ Mobile No: \_\_\_\_\_
5. Permanent Account Number \_\_\_\_\_
6. Particulars of Bank:

Bank Name:		Branch Name:	
PIN Code:		Branch Code:	
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director, National Institute of Technology Tiruchirappalli responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_ Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Par**



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015**

**ANNEXURE – IV**

**LIST OF THE PRESENT AND PAST**

**CLIENTS: PRESENT CLIENTS:**

<b>No</b>	<b>Name and Address of the client</b>		<b>Name and Designation of contact person with telephone number</b>



**NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPPALLI - 620 015**

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CONTRACT FORM (To be provided by the bidder in their business letter head)

[Name of the Supplier's Firm] hereby abide to all the terms and condition .....  
mentioned in the Tender document for Service at Rate Contract if the contract is awarded.

I/we here by agree to sign a stamp paper agreement with NITT before awarding the final Rate contract order as per Tender terms & conditions and also agree to **Submit Rs.20000/- in the form of DD/bank guarantee towards performance security.**

Signature of the Bidder : .....  
Name and Designation : .....  
Business Address : .....

Place:

Date:

Seal of the Bidder's Firm



**NATIONAL INSTITUTE OF TECHNOLOGY**

**TIRUCHIRAPPALLI - 620 015**

**PREVIOUS CLIENTS:**

<b>No</b>	<b>Name and Address of the client</b>		<b>Name and Designation of contact person with telephone number</b>

Authorized Signatory (Signature in full) : \_\_\_\_\_

Name and title of Signatory : \_\_\_\_\_

**Stamp of the Company** : \_\_\_\_\_