

No.G-12011/03/2015-Cash  
Government of India  
Ministry of Petroleum & Natural Gas  
( Cash Section )

Room No. 215(b), B Wing, Shastri Bhawan,  
New Delhi-110 001, Dated:31<sup>st</sup> May, 2018

**TENDER NOTICE**

**Subject: Hiring of Agency for E-filing of TDS Return for salaries & Non-salaries etc. for the year 2018- 2019 in the Ministry of Petroleum & Natural Gas on contract basis.**

Sealed Tenders are invited under Two Bid System i.e. Technical Bid and Financial Bid from reputed and experienced Agencies for providing services of E-filing of TDS Return for salaries & Non-salaries for the year 2018-19 in the Ministry of Petroleum & Natural Gas for a period of one year from the date of approval which can be extended for further two years depending upon the satisfactory performance of work and mutual consent of both the parties. **Both sealed envelopes containing Technical Bids and Financial Bids should be kept in third sealed envelope super scribing "Tender for Hiring of Agency for E-Filing of TDS Return"** and addressed to Under Secretary (Cash), Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delh-110001.

2. The last date of Submission of tender is 15.6.2018 by 03.00 P.M. The Tender should be dropped in the Tender Box kept at Facilitation Centre, Garage No.18, Ground Floor, Shastri Bhawan New Delhi. Tenders received after the stipulated date and time shall not be entertained. The Technical Bids will be opened at 03.30 P.M. on the same day i.e. 15.6.2018. The terms and conditions of technical bids for the tender is enclosed as per **Annexure-I**. The Technical Bid in separate envelope should be submitted along with a checklist as **Annexure-A**. The check list should be filled up properly and attached along with technical bid. The other terms and conditions and scope of work is enclosed as per **Annexure-B**.

3. Financial Bids of only those bidders shall be opened who meet the technical criteria of the tender, the notice of which will be issued accordingly. The Financial Bids in separate envelope should be strictly as per the format given in the **Annexure-C**. The rates quoted in the Financial Bids should be clearly legible without any cutting or overwriting.

4. The detailed Tender Notice may be seen at the website of Ministry of Petroleum & Natural Gas at <http://petroleum.nic.in>.

  
(Valerian Tirkey)

Under Secretary to the Govt. of India  
Tel.23388602

1. Technical Director (NIC) with a request to upload the Tender Document on the website of the Ministry.

TECHNICAL CRITERION

The Agency which fulfills the following criteria may only apply:-

- (i) The Agency should have PAN Number ( a self attested copy of PAN Card and Income Tax Returns for the last three financial year to be furnished).
- (ii) The Agency should be registered with GST Department ( a Self attested copy of GST Registration Number with a copy of latest receipt/challan shall be furnished)
- (iii) The Agency must have Registered Office in Delhi/NCR. The Agency must submit documents towards proof to this effect along with name and address of Banker(s).
- (iv) The Agency should have at least 5 years experience in the field of e-TDS Return in Central Government Ministries/Departments/PSUs.
- (v) The Agency should have 10 contracts for providing e-filing jobs in the Central Government Ministries/Departments/PSUs.
- (vi) Undertaking to this effect that the Agency has not been blacklisted and has no legal/criminal case pending against the Agency as per Annexure-D.
- (vii) The Agency must enclose, alongwith the technical bid a Bid Security (EMD) an amount of Rs.2000/- in form of account payee Demand Draft/FDR in favour of DDO, Ministry of Petroleum & Natural Gas, from any Nationalized Bank payable at New Delhi. The Bids without EMD will summarily be rejected.
- (viii) Turnover of atleast 25 lakh per years for last 3 years.
- (ix) Undertaking by the Agency that data collected shall not be revealed without explicit permission from the competent Authority in the Ministry of Petroleum & Natural Gas.

ANNEXURE-A

**CHECKLIST FOR THE TECHNICAL EVALUATION OF THE TENDER**

Sl.No.	Document in support of Technical Criterion	Page Nos.
1.	Copy of Valid PAN Card along with the Income Tax Returns of last three years	
2.	Address of Agency along with proof	
3.	Name and Address of the Banker along with Bank Account Number	
4	Document in support of 5 (Five) years experience for providing services in Central Government Ministry/Department/PSUs/Attached/Subordinate offices	
5.	Document in support of at least <b>10 (Ten)</b> ongoing valid contracts for providing services with the Central Government Ministry/Department/PSUs/Attached/Subordinate offices	
6.	Undertaking by the Agency signed by the proprietor that the Agency has not been blacklisted and has no criminal case is pending against the firm as per Annexure-D	
7.	Undertaking by the Agency for <u>non-disclosure of data</u> collected. Data not to be revealed without explicit permission from the competent Authority in the Ministry of Petroleum & Natural Gas.	

TERMS AND CONDITIONS/SCOPE OF WORK

- (a) The successful tenderer will have to deposit a Performance Security Deposit @ 5% of the annual tender value in the form of FDR having validity beyond 60 days from the date of expiry of the contract to meet all the contractual obligations. The performance security may be made from the bank account of the firm in favour of DDO, Ministry of Petroleum & Natural Gas, New Delhi and hypothecated in the name of the Agency.
- (b) The Bid Security and performance security will be forfeited in the following conditions:- (a) if at any stage any of the information/declaration given by the bidder is found false; (b) if a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender; (c) in case of any lapse/default in honoring the terms and conditions at any stage after submitting the tender; and (d) in case of final selection of bidder, if he fails to furnish performance security in accordance with the terms and conditions of the tender.
- (c) Incomplete or conditional tenders shall not be considered and will be out rightly rejected summarily in very first instance. The competent authority of Ministry of Petroleum & Natural Gas reserves the right to reject any or all bids without assigning any reason.
- (d) The selection will be made on the basis of evaluation of financial bid on lowest quote basis. However, this will not prejudice the right of the competent authority of the Ministry to reject unrealistic/unreasonable service charges quoted by any firm. In the event of financial bid of two or more firms being found equal, the preference will be given to the Agency which has more number of contracts with the Central Government Ministries/Departments. The decision of the Ministry shall remain final and binding in this regard.
- (e) The security is refundable without any interest on termination of the contract after deducting any penalty/any liability of any kind imposed by Ministry of Petroleum & Natural Gas on account of unsatisfactory services.
- (f) Payment shall be made after satisfactory filing of Income Tax return on Quarterly basis and proof of receipt from NSDL. Copy of Quarterly return data to be submitted in Cash Section.

- (g) Filing to be done as per Income Tax norms and before the due date of each quarter.
- (h) All the printed Form 16 & 16A to be delivered before 30.04.2019.
- (i) Rate may be quoted in **lump sum** which includes GST + Service Tax etc. Other than lump sum the tender out rightly rejected.

### **SCOPE OF WORK AND INSTRUCTIONS FOR TENDERERS**

1. Data entry, Tax calculation, e-filing, submission of Quarterly return, Generation of form-24Q for Salaried employee and Form 26Q for non-salaried employee, Generation of FVU File, NSDL Validation, Generation of Form 27A, Form 16 & Form 16A for Financial Year 2018-19.
2. Any other discrepancies after filing of quarterly return during the Financial Year 2018-19 needs to be corrected.
3. Re-filing of previous year's cases needs to be done, if required.
4. The contract shall commence from 01.07.2018 for the period of one year but can be extended for the further period of two more years subject to satisfactory performance, mutual consent of both the parties, and same rate/terms and conditions.

**ANNEXURE-C**

**FINANCIAL BID**

Sl.No.	Descriptions	Lump-sum amount includes GST+Upload Fees
1.	Data entry, Tax Calculation, e-filing, submission of Quarterly Return, Generation of Form – 24Q for Salaried Employees and Form – 26Q for Non-Salaried Employees, Generation of FVU File, NSDL Validation, Generation of Form – 27-A, Form-16 and Form-16A. If required refilling may also be done.	Rs. _____ In words _____

Total Number of Employees: 269 approximately.

Total Number of Vendors : 25 approximately.

Date:

**(Signature of  
authorized person)**

Place:

Name:  
Seal

**NOTES:**

1. Tender documents quoting zero or unrealistic charges will not be considered.
2. Other than lump sum the tender out rightly rejected.

DECLARATION

I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_  
Proprietor/Director/Authorized signatory of the Agency, mentioned above, is competent to sign this declaration and execute this tender document.

2. The Agency has not been blacklisted by Central/State Government and has no criminal case is pending against the firm on grounds of moral turpitude or for violation of law in force.
3. The Agency shall not disclose any data without prior permission from the competent authority.
4. The information/documents furnished along with the application are true and authentic to the best of my knowledge and belief.
5. I have carefully read and understood all the terms and conditions as per Annexure-I and Annexure-B of the tender and undertake to abide by them. I/we, am/are fully aware of the fact that furnishing of any false information/fabricated document and not abiding stipulated terms and conditions of the tender would lead to rejection of my tender at any stage and entail forfeiture of bid security, performance security as the case may be, besides liabilities towards prosecution under appropriate law.

Date:

Place:

(Signature of authorized person)

Full Name:

Seal