

Ref : BARC/Accts/Tenders/Consultant/2022

August 1, 2022

Tender Enquiry

Sub : Invitation of sealed quotation for Income Tax and GST Consultancy Services.

Sealed quotations are invited for and on behalf of the President of India for Income Tax and GST Consultancy Services at BARC. The Consultant is required to quote the rates in whole rupees.

I) Pre Qualification criteria

- i) The Consultant should have **minimum of three years' experience** in Income Tax and GST Consultancy related work as described in the Item description in any Central/ State Government or Private Organisations and submit relevant documents in support of their claim.

- ii) **The Consultant should be only from Mumbai.**

II) Item Description / Work

Sl.No.	Item Description	Unit	Total Qty.	Rate (Rs.)	Amount (Rs.)
1.	i) Verification of data and filing of various returns viz. 24G, 24Q, 26Q, & Annual Returns; ii) Revised returns, in case, if it is required. iii) Preparing and Providing Form 16 (Part A and B) and Form 16A iv) To deal with the notices served by the Income Tax Department to BARC, preparation of draft replies, etc. till closure. (10000 Employees and 500 Contractors approximately)	Per Qtr.	8 Qtrs.		
2.	Preparing and filing of revised returns of 24G, 24Q, 26Q of OLD CASES , in case, if it is required	Per return	20 Returns (approx.)		

3.	To deal with the notices served by the Income Tax Department to BARC, preparation of replies, etc. of OLD CASES , if required, till closure.	Per notice	20 notices (approx.)		
4.	i) Verification of data and filing returns of TDS on GST ii) Revised returns, if required iii) To deal with the notices served by the GST authorities to BARC, preparation of replies, etc. till closure.	Per month	24		
5.	Preparing and filing of revised returns of TDS returns of OLD CASES , if required	Per return	10 Returns (approx.)		
6.	To deal with the notices served by the GST authorities to BARC for TDS returns of OLD CASES , preparation of replies, etc. if required, till closure.	Per notice	10 Notices (approx.)		

The Consultant shall quote for all the above items and excluding any item shall be construed as the item shall be executed at no additional cost.

III) The Description and Scope of work

- 1) Filing of Form 24 G (BIN View) for employees and contractors
- 2) Filing of Form 24 Q (Approximately 10000 Employees)
- 3) Filing of Form 26 Q (Approximately 500 Contractors)
- 4) Preparation and Filing of Annual Returns
- 5) Preparing and Providing Form 16 (Part A & B) for employees
- 6) Preparing and Providing Form 16A for contractors
- 7) Uploading charges to NSDL
- 8) Filing of revised returns of the above Forms, if required.
- 9) Preparation of draft replies to Notices received from IT/GST Departments.
- 10) Guidance and revision of old returns, if required.
- 11) Filing of TDS on GST returns
- 12) Filing of TDS on GST revised returns
- 13) **Offering assistance to BARC for implementing any new provisions introduced in IT Acts and GST Acts free of cost.**
- 14) **The total quantity shown in the table above is for quoting purposes only but payment will be based on per quarter / per month / per return / per notice only at actuals.**

IV) General Terms and Conditions

- 1) The Consultant shall be engaged for a period of **TWO YEARS** from the date of acceptance and award of work.

- 2) The Consultancy period can be further extended with mutual agreement for a further period of **ONE year, subject to satisfactory performance during the currency of original Consultancy period.**
- 3) Payment shall be released only for the items for which the Consultancy Services were availed which should be complete in all respects and part payment shall not be released.
- 4) Payment will be made by NEFT after filing of the returns on submission of Invoice and pre-stamped receipt in favour of the Pay and Accounts Officer, BARC. The Invoice / Bill in triplicate should indicate the bank details, PAN and GST Number.
- 5) The relevant data for filing the returns shall be furnished by BARC to the Consultant before 15 days from the due date of submission of return.
- 6) It shall be ensured by the Consultant that the filing of returns shall be made within the due date prescribed by CBDT.
- 7) TDS on Income Tax @ 10% or as applicable will be deducted from payment.
- 8) TDS under GST will also be deducted as applicable.
- 9) PAN Card (Xerox) should be attached with the bill.
- 10) The Consultant shall not sub-contract any or all the work without written consent from authorised person of BARC.
- 11) Confidentiality Clause: The information made known to the Consultant through the data shall be treated as confidential and shall not be disclosed / transferred to anyone.
- 12) BARC reserves the right to terminate the contract by giving notice of one month without any financial obligation of contract and **vice versa.**

The quotation shall be printed on letter head and forwarded by Speed Post / Registered Post ONLY to the following address. Quotation forwarded through any other modes shall not be considered.

Sealed quotation superscribed on the envelope with the reference number of this letter, addressed as hereunder and should reach on or before **August 11, 2022 (1700 hrs)** to:

Deputy Controller of Accounts (Salary)
Accounts Division
Central Complex 2nd Floor
Bhabha Atomic Research Centre
Trombay
Mumbai 400 085

The quotation will be opened on **August 12, 2022 at 11.00 hrs.**

Yours faithfully,

(Sd/-)

R. Balakrishnan
Deputy Controller of Accounts
Accounts Division

For and on behalf of The President of India