



BIHAR VIKAS MISSION

(Under Cabinet Secretariat Department, Government of Bihar)
Bihar State Building Construction Corporation campus,
Hospital Road, Rajvanshi Nagar, Patna – 800023
Telephone No – 0612-2285262

Ref. No.: BVM/2024-25/Proc/E-tds/03

Date: 03-Jul-2024

NOTICE INVITING QUOTATION

FOR

**“SELECTION OF A PROFESSIONAL / FIRM FOR FILING OF E-TDS AND OTHER TAX RETURNS FOR
BIHAR VIKAS MISSION (INCLUDING BVM HEADQUARTER AND ALL 38 DRCCs)”**

1. Bihar Vikas Mission (BVM) is an entity established by the Government of Bihar, under Societies Registration Act, 1860 to continue its primary agenda of sustained development in the state of Bihar and to drive the effective planning and execution of various key Government development programs.
2. Bihar Vikas Mission would like to engage services of a qualified professional / firm for filing of **e-tds and other tax returns for Bihar Vikas Mission (including BVM headquarter and all 38 DRCCs)**.
3. Sealed quotations are invited from competent and responsive qualified professionals / firms along with requisite documents through **Registered post / Speed Post / Courier** latest by **5:00 pm on 24-Jul-2024**. The posts are to be addressed to “The Chief General Manager, Bihar Vikas Mission, Bihar State Building Construction Corporation Limited Campus, Hospital Road, Rajbanshi Nagar, Patna – 800023, Bihar.
4. The quotations received within due date and time shall be opened at 11:00 AM on 25-Jul-2024.
5. BVM will not be responsible for any delay or transit loss or late delivery of quotations to the office of the Chief General Manager. Quotations sent through Email / Fax or submitted in unsealed cover(s) or late bids will not be accepted and such quotations shall be treated as non-responsive.
6. The quotation that complies with all requirements including eligibility criteria and offers lowest price shall be selected. Any offer that does not meet the requirement shall be rejected.
7. BVM reserves the right to accept or reject any or all quotations or change the terms and conditions of NIQ till date of submission of quotations or cancels the NIQ without assigning any reasons at any stage and time. Any amendments made shall be notified on BVM website <https://bvm.bihar.gov.in>.
8. Request for clarification can be sent by interested applicant firms through email at cgm.mso.bvm@gmail.com **till 5:00 PM on 10-Jul-2024**.
 - a. BVM reserves the right to not respond to any query or provide any clarification, at its sole discretion, and nothing in this clause shall be taken to be read as compelling or requiring

BVM to respond to any query or provide any clarification. Any verbal clarification or information given will not in any way be binding on BVM.

- b. All the prospective applicants shall be notified of response to any/all clarifications only through its website on <https://bvm.bihar.gov.in>. Interested firms should keep checking the above mentioned website for any updates in this regard.

9. **Eligibility:** The details and conditions for eligibility are as follows:

Sl. No.	Eligibility Criteria	Document to be submitted
i.	The professional / firm should be qualified for providing services related to filing of tax returns and should be registered with appropriate authority.	Tax Return Preparer – Certificate of Tax Return Preparer from Income Tax Department. CA – Certificate of Practice from ICAI.
ii.	The professional / firm should be registered with relevant statutory authorities for PAN.	Copy of PAN card
iii.	The professional / firm should be not be blacklisted/banned/convicted by any court of law for any criminal or civil offences / declared ineligible by any entity of any State Government or Govt. of India or Public sector undertaking in India for participation in any NIT / NIQ for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason, as on the date of submission of the quotation.	An affidavit sworn before public notary / executive magistrate should be submitted in support.
iv.	The professional / firm should have done at least 2 similar works (tax returns filing) by them in last 3 years in government / semi-government / PSU organizations. The experience must be supported with relevant documents.	Supporting documents such as work order / agreement / completion certificate etc. should be provided for each experience.

- a. **Applicant professionals / firms are required to mandatorily submit documents in support of criteria mentioned above.** In case of non-submission of documents for any of the above criteria their quotation shall be disqualified and shall not be considered.

10. Bid-Submission

- a. The applicant professional / firm shall submit sealed quotation in an envelope marked - **“Quotation for selection of a professional / firm for filing of E-TDS and other tax returns for Bihar Vikas Mission (including BVM headquarter and all 38 DRCCs)”**.
- b. The envelope shall clearly indicate the name, address & contact details of the bidder.
- c. The applicant professional / firm should read and examine all the terms and conditions, instructions, format etc. contained in this NIQ.
- d. All pages of all documents submitted with the quotation should be signed and stamped. The quotation shall be duly signed by the authorized person and shall not contain any erasure or overwriting.
- e. Prices are to be quoted in prescribed format only (Refer Annexure – I). Prices quoted in response to this NIQ shall be firm and inclusive of all taxes and duties including GST.

- f. The quotation of only those professionals / firms shall be considered who fulfill eligibility criteria mentioned above under para 9 and **the professional / firm with the lowest quoted fee shall be selected to provide required services**. In case two or more professionals / firms quote same amount in their financial quote, L1 firm shall be decided on the basis of:
 - i. Higher number of similar work (tax return filing) done in last 3 years in government / semi-government / PSU organizations submitted against criteria mentioned under para 9(iv) of the NIQ.
- g. In case L1 professional / firm fails to provide services within specified timelines or declines to provide requisite services, then BVM shall be at liberty to procure the services from L2, L3..... responsive bidders at L1 rate.
- h. BVM shall notify the successful L1 professional / firm in writing by issuing a Letter of Award. The professional / firm that has been declared L1 shall give their acceptance within 7 days of issue of letter of award. Thereafter work order shall be issued to the L1 firm.
- i. **Validity:** Quotation shall remain valid for a period of 180 days from the last date of submission.
- j. BVM reserves the right to accept or reject any quotation(s) without assigning any reason to cancel or to cancel the selection process at any time prior to award of contract, without incurring any liability, whatsoever to the affected applicant firm(s).

11. Term and Termination:

- a. **Services of the professional / firm selected through this notice inviting quotation shall be engaged for a period of 3 years** at L1 rate and shall commence from date of work order / agreement.
- b. BVM reserves the right to terminate the contract with immediate effect, if work of the service provider agency is unsatisfactory or in case of violation of terms and conditions of the agreement without any legal or financial obligation. Decision of BVM shall be final and binding in this respect.
- c. Either party shall have the right to terminate this contract by giving at least 60 days advance written notice without any legal or financial obligation on any party to the contract. Payments shall be made till date of termination of agreement on pro-rata basis.

12. Scope of Work

- a. Quarterly filing of E-TDS return for 39 TAN (24Q & 26Q for BVM HQ and 24Q for 38 DRCCs offices in districts) on or before due date.
- b. Generating Form 16 (Part-A and Part-B) for all employees (approx. 1200) of BVM
- c. Revisions, if any, in returns that have been filed.
- d. Monthly GST return filing in Form – 7 on or before due date.
- e. Compliance of 12AA renewal of registration as per Income Tax Act.
- f. All work shall be conducted from BVM HQ, Rajvanshi Nagar, Patna in coordination with General Manager, Finance & Accounts and Chief General Manager, Bihar Vikas Mission.
- g. The tax filing & all other works should be done in accordance with prevailing rules and laws as notified by relevant authorities from time to time.
- h. **The selected L1 professional / firm shall complete the work within the timelines for completion of such work as notified by relevant regulatory authorities.**

13. Payment terms:

- a. The quotation submitted by the applicant agency shall remain firm for the entire duration.
- b. **Payments shall be made quarterly** on pro-rata basis after receipt of invoice, subject to timely submission of the invoices.
- c. Payments shall be subject to TDS as per Income Tax rules and other statutory deductions as per applicable laws.

14. Penalty Clause for non-completion of works mentioned above in scope of work within timelines for completion of such work as notified by relevant regulatory authorities shall be as follows:

- a. Penalty shall be imposed @1% of the annual fees for each week of delay.
- b. Penalty, if any imposed by regulatory / statutory bodies on Bihar Vikas Mission for late submission shall be recovered from payments to be made to the professional / firm.

15. Resolution of Disputes:

- a. Any dispute or differences or claim arising out of or in relation to this NIQ shall be settled by reaching mutual agreement between parties.
- b. If any further dispute arises between the parties thereupon, the same will be settled as per the existing law of the land under the jurisdiction of Courts at Patna only.

Sd/-

Chief General Manager, Bihar Vikas Mission

Annexure – I

Format for Submission of Financial Quotation (To be submitted on the letterhead of the Firm)

Name of the Professional / Firm:			
Address:			
Contact No.:		PAN No.:	
Email Id:		GST No.:	

Dear Sir,

With reference to your NIQ Ref. No.: BVM/2024-25/Proc/E-tds/03 dated 03-Jul-2024, We<name of the firm / professional>..... hereby submit Financial Quotation for “**Selection of a professional / firm for filing of E-TDS and other tax returns for Bihar Vikas Mission (including BVM headquarter and all 38 DRCCs)**”.

We have examined the NIQ documents and offer to provide above services in accordance with this NIQ. Our fee is inclusive of human resource, TA/DA, hardware/software, operation and all other aspects required for delivery of services as per terms of the NIQ, **inclusive all taxes and duties including GST**.

Our Financial quotation is given below:

Item	Amount In Rs (In Numbers)	Amount in Rs (In Words)
Annual Fees for: i. Quarterly filing of E-TDS return for 39 TAN (24Q & 26Q for BVM HQ and 24Q for 38 DRCCs offices in districts) on or before due date. ii. Generating Form 16 (Part-A and Part-B) for all employees (approx. 1200) of BVM iii. Revisions, if any, in returns that have been filed. iv. Monthly GST return filing in Form – 7 on or before due date. v. Compliance of 12AA renewal of registration as per Income Tax Act.		

Our financial quotation shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal.

We hereby confirm that we are submitting this quotation under and in accordance with terms and condition of this NIQ.

Date:

Name of the Professional / Firm:

(Signature of Authorise Signatory)

Name and Designation of Authorised Signatory

Seal of the firm