

***CHANDIGARH ADMINISTRATION  
CHANDIGARH ROAD SAFETY  
SOCEITY***

***E -TENDER DOCUMENTS***

***FOR HIRING OF CHARTERED  
ACCOUNTANT AS AUDITOR FOR  
FILLING E-TDS RETURNS***

**CHANDIGARH ADMINISTRATION  
CHANDIGARH ROAD SAFETY SOCIETY**

**E-TENDER NOTICE**

The E- tender are, hereby, invited from the Chartered Accountants (Proprietorship/Partnership) for the hiring of Chartered Accountant on retainer ship basis for filling of E-TDS returns and other related matters of Chandigarh Road Safety Society.

|    |                                      |            |
|----|--------------------------------------|------------|
| 1. | Start Date of e- tender              | 13.06.2022 |
| 2. | Start date of submission of e-tender | 13.06.2022 |
| 3  | Last date of submission              | 02.07.2022 |
| 4. | Date of Opening of e-tender          | 04.07.2022 |

1. The Bid Document can be downloaded from the website <http://etenders.chd.nic/nicgep> .
2. All other terms and conditions, instructions to bidder regarding e-tendering process etc may kindly be seen from the detailed notice inviting tender (DNIT) available on the above noted website of Chandigarh Administration. The undersigned reserves the rights to reject any or all tenders without assigning any reasons.

The Bid Document can also be seen from the website of Chandigarh Traffic Police (<https://www.chandigarhtrafficpolice.gov.in/>).

**CHANDIGARH ROAD SAFETY SOCIETY OFFERS IN TWO BID SYSTEM FROM CHARTERED ACCOUNTANT (PARTNERSHIP OR PROPRIETORSHIP) ON RETAINERSHIP BASIS FOR PROVIDING SERVICES TO FILE E-TDS RETURN AND OTHER RELATED MATTERS**

| <b>Scope of work</b>   |
|--|
| <ul style="list-style-type: none"> <li>• Filling of all annual accounts statements as well as various Tax compliance (Income Tax, TDS, GST) relating to Chandigarh Road Safety Society and for deduction and deposit of the Income Tax, TDS &amp; GST to be deducted before making of the final payment from the Account of the Chandigarh Road Safety Society and for furnishing of quarterly and annual returns of the Accounts of Chandigarh Road Safety Society, as the case may be) in the requisite format prescribed under Income Tax Act and under GST regime from time to time.</li> <li>• Time to time advice on compliances to be undertaken by the Chandigarh Road Safety Society under Income Tax Act and GST regime and any other queries that may arise during the engagement of the consultant.</li> <li>• Amendment in GST Registration, required if any and facilitate in any additional/new registration under GST provisions</li> <li>• Apart from above the consultants are also requested to quote fees for preparing the replies and pleading the case related to Income Tax / GST before the following Income Tax/ GST authority i.e. <b>Inspector/Superintendent/Assistant Commissioner/ Additional Commissioner/ Commissioner Appeal.</b><br/>The CA (partnership or proprietorship) should have a registered office in Tri-city and will be required to attend the office of Chandigarh Centre of Excellence in Road Safety of Chandigarh Road Safety Society, PEC, Sector-12, Chandigarh as and when required, generally no outstation travel will be involved and the services may be rendered from office of Chartered Accountant as per the level of intervention involved.</li> </ul>  |
| <b>Pre-Qualification Criteria</b>  |
| <p><b>The bids of only those bidders will be considered which satisfied the eligibility criteria and uploaded documentary evidence in support of following</b></p> <ul style="list-style-type: none"> <li>• The Chartered Accountant (Partnership or Proprietorship) should be registered with the Institute of Chartered Accountant of India (ICAI)</li> <li>• Should have a valid pan card and GST registration. (Copies to be provided)</li> <li>• The Firm (Partnership or proprietorship) should have been in operation for at least five (05) years after its registration and at-least five (05) years' experience in Govt. departments/ Societies /Boards /Corporations for dealing in income tax /Indirect Tax/GST/VAT/Service Tax matters)</li> <li>• The proprietor or partners of the firm or any CA or CMA employed / associated with the firm should not have been debarred or cautioned by Institute of Chartered Accountant of India / Institute of Cost Accountants of India / Central or State Public Sector Enterprise / Government (Central / State) during the last two years. An affidavit as per annexure is required to be submitted</li> <li>• The average gross professional fee received / earned by the Firm in the last five (05) financial years must be equal to or more than Rs. Ten lacs (Rs. 10 lacs) per annum. This should be supported by relevant work order clearly indicating the professional fee so received (<b>Annexure A</b>) must be filled in with supporting documents. <ul style="list-style-type: none"> <li>• EMD of Rs.10000/ - in the shape of FD/ FDR in favour of Chandigarh Road Safety Society.</li> <li>• Tender fee of Rs.1000/ - in the shape of DD/ Cheque must be encashed with the technical bid in favour of Chandigarh Road Safety Society</li> </ul> </li> </ul> |

| <b>Time period of Engagement</b>  |
|---|
| The selected Chartered Accountant will be required to provide the above-mentioned services initially for One (01) year from the date of allotment of contract, which may further be extended for other Five (05) years on year-to-year basis on the basis of satisfactory performance of work and with the approval of the Competent Authority - Secretary Transport, UT, Chandigarh-cum-President BOG of Chandigarh Road Safety Society. |
| <b>Payment Terms</b>  |
| <b>The payment against the services provided by the firm is subject to the following terms and conditions.</b>  |
| <ul style="list-style-type: none"><li>• The price quoted by the firm (partnership or proprietorship), should be valid for the entire contract period.</li><li>• Payment shall be made at agreed rates on monthly basis.</li><li>• No price variation would be allowed during the contract period including extended period.</li></ul>   |

**Annexure - A**

**Detail of CA Firm's Experience of Similar services during the last three years:-**

| S.No. | Name of the Assignment | Start Date and End Date | Name of the Client | Nature of the Assignment | Details of supporting documents attached |
|-------|------------------------|-------------------------|--------------------|--------------------------|--|
| 1.    |                        |                         |                    |                          |  |
| 2.    |                        |                         |                    |                          |  |
| 3.    |                        |                         |                    |                          |  |
| 4.    |                        |                         |                    |                          |  |
| 5.    |                        |                         |                    |                          |  |
| 6.    |                        |                         |                    |                          |  |

Furnish the copy of the documentary evidence in support of the information provide above. Please attach additional sheets, if required.

Seal  
Dated

Signature  
Name and Designation

## Chandigarh Road Safety Society

### Financial Bid

| Professional fees for one year                            | Fees payment Schedule | Payment Schedule  |
|---|-----------------------|---|
| For all the works as mentioned in the scope of work above | Rupees (In Figure)    | The services provider will raise bills on quarterly basis |
|   | Rupees (In words)     |   |

#### Notes

- Fee is inclusive of professional fee taxes and all other expenses. Nothing extrashall be paid.
- Only GST as applicable shall be paid extra on the above quoted fees.
- Statutory deduction like TDS etc shall be made by this station as per statutoryrates and norms wherever applicable.
- Any charges/ statutory fee paid by the hired firm for filing online returns with income tax authorities be reimbursed upon submission of vouchers along with the bills.

We undertake that the rates quoted above by us will not change during thecontract period. We also accept the payment schedule / payment terms

SEAL

Signature

Dated

Name and Designation

### **Detailed Terms and Conditions:-**

1. The approved firm will visit or depute its official to visit this office as and when required for entire management for compliance of GST. No TA/DA will be given separately.
2. The successful bidder shall be responsible for filling all periodical returns which are mandatory as per GST Act, 2017/Income Tax Act, as per data provided by this office.
3. The successful bidder shall be responsible for filling of Income Tax returns / TDS returns /GST returns, as are applicable in the case of society and also to file the revised returns if required due to any discrepancy.
4. To issue the requisite tax deductions forms to the deductee, both under the Income Tax and GST laws, within the specified time.
5. That any penalty or interest charged by the government authorities for non-compliance or for non-timely compliance attributable to the chartered accountant, shall be borne by the Chartered Accountant or the firm as the case may be .
6. The payment will be made on monthly basis on submission of bill in duplicate. All mandatory deductions under TDS will be done and the payment will be made via NEFT.
7. The firm must be a Tri city-based firm or having its registered office within the Municipal limits of Tri city.
8. The firm must exchange its telephone numbers with the office so that the proprietor/partner of the firm or the Director of the company can be contacted any time.
9. The Chandigarh Road Safety Society will not in any case be held responsible for salary and other disputes of the firm/ company with its employees deputed from time to time at this office for work as mentioned above.
10. The approved firm/company may at time be required to visit concerned Tax office or such other allied offices on behalf of Chandigarh Road Safety Society. The firm/company will in-variably visit at such offices at no extra cost.
11. A copy of the certificate issued by the Institute of Chartered Accountants of India in the name of owner/proprietor/director and the GST registration certificate must be attached with the documents.
12. The Secretary Transport, UT, Chandigarh-cum-President BoG(Board of Governors)Chandigarh Road Safety Society (CRSS) reserves the right to reject any or quotation (s) with or without assigning any reason (s) thereof.
13. The Secretary Transport, UT, Chandigarh-cum-President BoG(Board of Governors)Chandigarh Road Safety Society (CRSS) reserves the right to terminate the tender at any time during the validity of tender, if at any time it is established that the services of the firm / company are not satisfactory. In such case the performance security will be forfeited.
14. The firm/company will also maintain privacy of recorded as per Officials Secrets Act.
15. The firm must not be blacklisted by any Government or Private organization. An undertaking to this effect must be attached with the tender document.
16. The approved firm / company will submit all the required returns within stipulated time limits as per the requirement of Income Tax & GST Laws.
17. The firm/ company will not sub-let the contract or any part of it, in any case. Any such action will lead to termination of contract and forfeiture of performance security deposit.
18. The decision of Secretary Transport, UT, Chandigarh-cum-President BoG(Board of Governors)Chandigarh Road Safety Society (CRSS) will be final and binding upon the bidder.
19. That all legal disputes will be settled within Chandigarh jurisdiction.