

JALGAON CITY MUNICIPAL CORPORATION JALGAON



ACCOUNT DEPARTMENT

TENDER DOCUMENT

E -Tendering system

For the Work of.

Appointment of Chartered Accountant/Tax Consultants/Tax Practitioner for providing GST-TDS>Returns Filling Services to Corporation

Earnest Money Deposit	Rs. 5000.00
-----------------------	-------------

Cost of Blank tender form	Rs. 1000.00
---------------------------	-------------

YEAR – 2020-2021

<https://mahatenders.gov.in>

**Jalgaon City Municipal Corporation Jalgaon
17, Storeyed Municipal Administrative building, Mahatma
Gandhi Road , Nehru Chowk, Jalgaon – 425001 (M.S.)
PH-(0257)222261,62,63,64,65 FAX-222260
Email: jmcetenders@gmail.com**

NAME OF WORK: Appointment of Chartered Accountant/Tax Consultant/Tax Practitioner for Providing GST-TDS Returns Filling Services to Corporation.

INDEX

Sr. No	Chapter	PageNo.	
		From	To
1.	Brief Tender Notice.		
2.	General Information of Contract		
3.	Detailed of Tender fees		
4	E-Tender Schedule		
5.	Detailed Notice of procedure qualification required		
6.	Important Condition of Tender.		
7.	Memorandum		
8.	Annexure-A		

E-TENDER NOTICE NO.02/2020-2021/ACCOUNT DEPARTMENT

JALGAON CITY MUNICIPAL CORPORATION JALGAON

Online Tenders (e-tender) are invited for the following work by the Commissioner, Jalgaon City Municipal Corporation Jalgaon Phone No. (0257)2222261 to 65. e-mail jcmcjalgaon@gmail.com On Government of Maharashtra Electronic Tender Management System <https://mahatenders.gov.in>

TENDER NOTICE NO.dated- 02 -2020 Date 13-10-2020 (Online) (2nd call)

Online bids are invited for the following Services

The details can be viewed and downloaded online directly from the Government of Maharashtra e-Tendering Portal <https://mahatenders.gov.in>

Sr. No	Name of work	Time limit for completion (Months)	Earnest Money in(Rs.)	Cost of Blank tender form (Rs.)
1	2	5	6	7
1	Appointment of Chartered Accountant/Tax Consultant/Tax Practitioner for GST-TDS Returns Filling Services to Corporation.	Sept 2020 to March 2021 and Financial Year 2021-22	Rs.5,000/-	Rs.1,000/-

For more details on the tender and bidding process you may please visit the above mentioned portal. The EMD applicable amount shall be Pay via Online mode only.

**Commissioner
Jalgaon City Municipal Corporation
Jalgaon**

General Information of Contract

COPIES OF PUBLISHED TENDER NOTICE ON

Website:

<https://mahatenders.gov.in>

DETAILS TENDER FEES

NAME OF WORK: Appointment of Chartered Accountant / Tax Consultant / Tax Practitioner for providing GST-TDS Returns Filling Services to Corporation.

Earnest money : Rs. 5,000.00

The Payment of earnest money should be done online in favour of Commissioner, Jalgaon City Municipal Corporation Jalgaon. The bidders who will not pay EMD in the above acceptable forms, their bids will be summarily or rejected/ liable for rejection.

THE AMOUNT OF EARNEST MONEY:

The amount of earnest money will be refunded to the unsuccessful tenderer after the decision of acceptance of tenders or on expiry of the validity period whichever is earlier. In case of the successful tenderer, EMD shall be refunded on the payment of initial security deposit and completion of tender procedures or shall be transferred toward the part of security deposit, after award of the work. If successful tenderer doesn't pay the security deposit in the prescribed time limit as suggested in the tender, earnest money deposit will be forfeited.

TO BE FILLED BY THE CONTRACTOR.

I/WE have quoted my/our offer in words as well as in figures. I/We further undertake to enter into contract in regular "B-1" form in Account Department, of Jalgaon City Municipal Corporation Jalgaon.

Name & Signature of Bidder /
Power of Attorney holder
with complete address.

Bidder

Commissioner

NAME OF WORK: Appointment of Chartered Accountant / Tax Consultant / Tax Practitioner for providing GST-TDS Returns Filling Services to Corporation.

Earnest money :Rs. 5,000.00
Period of completion of work :Sept.2020 to March 2021 and Financial Year 2021-22
Class of Contractor :Service
Cost of Blank Tender form : Rs.1,000.00

E-TENDER NOTICE NO. 02 OF 2020-2021 (2nd call)

E-TENDER TIME SCHEDULE

Published Date	13-10-2020 10:00 AM	Bid Opening Date	23-10-2020 17:00 PM
Document Download / Sale Start Date	13-10-2020 17:00 PM	Document Download / Sale End Date	22-10-2020 17:00 PM
Bid Submission Start Date	13-10-2020 17:00 PM	Bid Submission End Date	22-10-2020 17:00 PM

JALGAON CITY MUNICIPAL CORPORATION JALGAON

**ACCOUNT DEPARTMENT
INVITATION FOR TENDERS
DETAILED TENDER NOTICE**

NAME OF WORK: Appointment of Chartered Accountant/Tax Consultant/Tax Practitioner for providing GST-TDS Returns Filling Services to Corporation.

Online tenders in are invited by the **Commissioner, Jalgaon City Municipal Corporation Jalgaon Dist. Jalgaon** for the following work in Account Department. The name of work, earnest money, security deposit, time limit for completion etc. are as under:

Sr. No	Name of work	Time limit for completion (Months)	Earnest Money in(Rs.)	Cost of Blank tender form (Rs.)
1	2	5	6	7
1	Appointment of Chartered Accountant/Tax Consultant/Tax Practitioner for GST-TDS Returns Filling Services to Corporation.	Sept.2020 to March 2021 and Financial Year 2021-22	Rs.5,000	Rs.1,000

Tender form, conditions of contract, specifications can be downloaded from the e-Tendering portal of Jalgaon City Municipal Corporation Jalgaon i.e. <https://mahatenders.gov.in> after entering the details, payment of Rs. 1000.00 should be paid online using payment gateway. The fee of tender document will be non refundable. Further information regarding the work can be obtained from the above office.

TENDERING PROCEDURE: -

1. Blank Tender Forms.

Tender Forms can be **downloaded** from the e-tendering Portal of Jalgaon City Municipal Corporation Jalgaon <https://mahatenders.gov.in> after paying tender fee via online mode.

- i. Tenderers should have valid Class II / III Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested Bidders should go to <https://mahatenders.gov.in> and follow the procedure mentioned in the document 'Procedure for application of Digital Certificate'.
- ii. *Pre-requisites to participate in the Tenders processed by Jalgaon Municipal Corporation:*

2.SECURITY DEPOSIT

The total Security Deposit to be paid shall be **5 % (Five percent)** of total professional fee.

The successful tenderer shall have to pay, security deposit from running account bills at the percentage as shown above.

3. RETURNS OF SECURITY DEPOSIT:

- i. The security deposit will be refunded after completion of the contract.
- ii. Earnest money of the unsuccessful tenderers will be refunded on their application only after an intimation of rejection of their tender is sent to them or on the expiry of the validity period whichever is earlier.
- iii. The acceptance of the tender may be intimated to the Service provider by system or otherwise and either by the officer competent to accept the tender or any authority in the department and such intimation shall be deemed to be an intimation of acceptance of the tender given by the authority competent to accept the tender.
- iv. In case there is difference between amount written in figures and words, the **Lower offer** will be taken as **Final**.

4.Income Tax

The Income Tax @ 10 % and surcharge thereon or at the rate amended from time to time or as intimated by the competent Income Tax authority shall be deducted from bill amount, whether measured bill, advance payment or secured advance.

5.GST/ TDS Tax

GST / TDS Tax 2.00% of the contract amount will be recovered from the bill of the Service provider who are registered under Maharashtra **GST / TDS** and of the contract amount will be recovered from the contractors bill amount who are not registered under Maharashtra **GST / TDS** Tax .

6. (A) ENVELOPE NO. 1: (DOCUMENTS REQUIRED)

The first envelope “**Envelope No.1**” shall contain the following documents.

- 1 The bidder must purchase the bidding documents via online mode by filling the cost of tender.
- 2 Tender form fee receipt / slip.
- 3 GST Certificate
- 4 PAN Card
- 5 The EMD will be paid via online mode or if exemption certificate is available then valid certificate of exemption from payment of earnest money should be scanned from original copy.
- 6 Affidavit on Rs 100/- Notarized Stamp paper against Commissioner, Jalgaon City Municipal Corporation.

- 7 Experience Certificate of last 2 year (Experience any type of work in government/semi government or local body. e.g. Double entry system, Accounts, Audits, GST, TDS, I.T etc)
- 8 Income Tax Return Self Attested (Last 3 Years)
- 9 The Firm should not have been black listed at any time self sign certificate.
- 10 Annexure A attached with E-Tender form.
- 11 Chartered Accountant should be registered with ICAI, Tax Consultant should submitted Bar council of Maharashtra or Goa registered certificate, Tax Practitioner should enclose Income tax department and GST department Certificate.

Note :The above documents must be dully certified & attested and at the time of tender opening, all the submitted documents will be checked and verified with respective Originals documents. If the above mentioned documents are not found to be present in technical bid, the commercial price bid (**Envelope No. 2**) will not be open and the tenderer will not be entitled to participate or to stake any claims. also, no further time would be granted to produce remaining documents.

7. (B) ENVELOPE NO. 2: TENDER: (FinancialBid)

Rate Quoted in BOQ

Chartered Accountant or Tax Practitioner have to quote professional fee in prescribed form (**the rates should be inclusive of all taxes**).

IMPORTANT CONDITIONS OF TENDER

SUBJECT :-

Selection of Appointment of Chartered Accountant/Tax Consultant/Tax Practitioner for GST-TDS Returns Filling Services to Corporation.

PREPARATION OF THE PROPOSAL :-

Chartered Accountants or Tax Practitioners requested to participate in above subjected E-tender.

SCOPE OF WORK

Notice inviting E-Tender from firms for appointment of Chartered Accountant / Tax Consultant / Tax Practitioner for GST TDS Returns filling services to corporation.

The appointed firm shall render their professional services as mentioned below to the Jalgaon Municipal Corporation under specific agreement.

- i. Filling GST/ TDS returns for Jalgaon city municipal corporation.
- ii. All GST/TDS works e.g Legal advise, Reporting, GST/TDS related various issues.

1. Corporation Property :-

- You shall be responsible for the safe keeping and return in good condition and order all the Corporation property which may be issued or assigned to you or which is in your custody. Also any material collected by you during the course of this work/assignment will be the sole property of the Municipal Corporation, Jalgaon and will have to be returned before the release of the payment.

2. Divulging of Information :-

- During the course of the contract period or thereafter you shall not share with or divulge to any person or persons any of the organization's affairs without written authorization from the commissioner, Municipal Corporation, Jalgaon.

3. Early Termination of the Contract:-

- If for any reason, Commissioner, Municipal Corporation, Jalgaon determines that the contract should be terminated, he can do so at his own discretion.
- All the disputes so occurred will be decided by the commissioner, Municipal Corporation, Jalgaon and his decision will be final.

4. Payments :-

- The Consultant firm will submit their report along with professional bill on monthly basis.

**Commissioner
Municipal Corporation, Jalgaon**

MEMORANDUM

(a) If several sub works are included the should be detailed in a separate list

(a) General description

Appointment of Chartered Accountant/Tax Consultants/Tax Practionerfor GST-TDS Returns Filling Services to Corporation.

(b) The amount of earnest money to be deposited shall be in accordance with the provision of paras

(b) Estimated Cost/Tender cost Rs. -

(c) Earnest money Rs. 5,000.00

(d) Tender Security deposit Rs. 5 % (As per quoted professional fee)

Format for - AFFIDAVIT ON A NON JUDICIAL STAMP PAPER OF RS.100/- DULY NOTARIZED

(Annexure - A)

I, _____ sole proprietor/partner/authorized signatory of M/s. _____ sole proprietorship/partnership firm/public/private limited company , having its principal place of business/ registered office at.....(Full Address) do hereby solemnly affirm and declare as under:-

1. That I am the sole proprietor of M/s _____ /

Or

That ours is partnership firm having partners as under:-

Full Name of partners.

- (a)
- (b)
- (c)
- (d)

Or That ours is a private limited/public limited company incorporated in terms of the provisions of the Companies Act,1956/Companies Act,2013. (Delete which is not applicable while typing affidavit) If proprietorship a registration certificate for the same/if partnership Firm, partnership deed is to be enclosed , if private limited/public limited company, Certificate of incorporation and Memorandum & Articles of association to be submitted. All the partners/ directors should sign the affidavit or the person authorized by all the partners or one of the Directors duly authorized by Board Resolution in case of Company can sign with authority letter from all the partners/or Board Resolution in case of Company is to be enclosed.

2. That I hereby confirm and declare that my/our firm/company M/s..... is not blacklisted/delisted or debarred or on Holiday list with any company of Private/Public Ltd. or Government Company/Govt. deptt. from participating in the tender as on date.

3. That I hereby confirm and declare that my/our firm/company M/s..... is /are not involved in any illegal activity and/or not charge

Bidder

Commissioner

sheeted for any criminal act of theft and/or diverting of fertilizers for industrial use or any other essential commodity during last five years.

4. That I further undertake that in case any of the facts sworn in as mentioned above and any particulars mentioned in our application is found other-wise or incorrect or false at any stage, my/our firm/ company shall stand debarred from the present and future tenders of the GNFC. Besides, GNFC shall be entitled to take all such actions as may be deemed fit including termination of contract, if awarded, without any claim for any compensation whatsoever on account of such premature closure of the contract.

5. I know that to swear a false affidavit is a crime under the law and with such knowledge only I have swear this Affidavit.

(Signature of the Proprietor/ Managing Partner/Director with Seal)

DEPONENT

Verified at on.....that the contents of paras 1 to 5 of this affidavit are true and correct and no part of this is false and nothing material has been concealed or falsely stated therein.

(Signature of the Proprietor/ Managing Partner/ Director with Seal)

DEPONENT

(Signature & Seal of Notary)