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वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

अनुसंधान भवन, 2 रफी अहमद किदवाई मार्ग, नई दिल्ली - 110 001

Council of Scientific & Industrial Research

Anusandhan Bhavan, Rafi Ahmed Kidwai Marg, New Delhi -
110001

File No. CSIR Hqrs/DDO/IT Notice 2011-12
26.07.2013

Date:-

To

Subject:- Invitation of tender for filing correction statement in respect of this office.

Sir/Madam

CSIR, an autonomous body under ministry of Science & Technology, having its headquarters at Anusandhan Bhawan, 2, Rafi Marg, New Delhi, wishes to invite quotations from reputed agencies to file correction statement for the e-TDS return filed by CSIR Hqrs. to Income Tax Department from the Assessment Year 2006-07 to 2012-13. The terms and conditions for the above work are as follows:-

Detail/scope of work:-

Filing of correction statement for Form 26Q (Non-Salary) and Form 24Q (Salary) from Assessment Year 2006-07 to 2012-13 to remove all the discrepancies in the original return like invalid PAN, unmatched challan, wrong date of payment etc. in order to give credit of TDS to all the deductees in whose name it is mentioned in the original return. The correction return needs to be filed only for those quarterly e-TDS returns in which such type of discrepancies are present. On an average around 750 deductee records in form 24q and 150 deductee records in form 26q might be present in the original return.

Eligibility criteria:-

Your firm should have experience of atleast three similar type of works in Central/State Government organizations/PSUs and necessary document in support of experience may be provided along with the quotations.

The facilities and inputs which will be provided to you:-

You will be provided all the relative documents as maintained in this office in order to **extract** the information required to file the correction return.

Fees:-

The fees for the above work would be paid on per form per quarter basis. You are required to quote your fees excluding the statutory taxes and upload fee, for per form per quarter (like Rs.XYZ per Form 26Q per quarter and Rs ABC per Form 24Q per quarter). Fees quoted on the basis of number of entries will not be entertained.

The rate should be quoted in the following format only:-

S. No.	Description of work	Rates(in rupees) per form per quarter
1	Preparation and filing of correction return for salary (Form 24Q)	
2	Preparation and filing of correction return for non-salary (Form 26Q)	

Undertaking for mistakes in filing correction return:-

You are required to give an undertaking on Rs.100 judicial stamp paper for rectifying any mistake pointed out by Income Tax Department or this office in future in the e-TDS return for which correction return is being filed by you, without any extra charges.

Time period for execution of work:-

You are required to file the correction returns for all the quarters as required within one and half month from the date of award of work.

Payment:-

Payment will be made on satisfactory filing of correction return and subsequently it's verification from NSDL/TRACES website for credit of TDS into individuals/party against their PAN. Reimbursement of NSDL/TRACES upload fee will be made as per actual(as mentioned in the receipt of submission of return).

EMD:-

You are required to deposit a sum of Rs.10,000.00 as EMD in the form of DD in favour of Joint Secretary (Admn), CSIR payable at New Delhi at the time of submission of quotation. EMD of unsuccessful firms will be refunded after the award of work and EMD of successful firm will be refunded on completion of work satisfactorily after the end of contract period.

Settlement of Disputes

In case, any dispute or difference arises between the parties regarding terms & conditions of the contract for filing of correction statement for the e-TDS return thereof, it shall be referred to the Sole Arbitration of a person nominated by DG, CSIR as such arbitrator. The venue of arbitration shall be New Delhi. The award of the Arbitrator shall be final and binding on both the parties and the arbitration proceedings shall take place under the Arbitration & Conciliation Act, 1996 or any other statutory modification thereof. The cost of the arbitration proceedings shall be equally shared between the parties.

Kindly send your sealed quotations to the following address on or before 12.08.2013 till 1.00PM. Quotations will be opened on 12.08.2013 at 3.00PM in Room No. 14. You can send your representative or be present at the time of opening of quotations.

Address:-

Council of Scientific & Industrial Research,
Room No. 14,
2, Rafi Marg, Anusandhan Bhawan,
New Delhi - 110001.