



ICAR-CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY  
(INDIAN COUNCIL OF AGRICULTURAL RESEARCH)  
ADENWALA ROAD, MATUNGA, MUMBAI-400 019. INDIA  
Telephone Nos. 022-2417273,74,75,&76  
Fax : 91-(022)4130835,  
E-mail : [director.circot@icar.gov.in](mailto:director.circot@icar.gov.in)



**Note: All the communications must be addressed to the Director by designation, ICAR CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY, ADENWALA ROAD, MATUNGA, MUMBAI-400 019.\* (The tender document is also being uploaded on the CIRCOT website [www.circot.res.in](http://www.circot.res.in) and the other prospective bidders can make use of the document down loaded from the website)**

File No. Admn.III/I.Tax/2019-2020

Dated :

To,

Subject : Calling of quotations for hiring of services for E-filing of TDS (Income Tax), GST Return and Professional Tax Returns of ICAR-CIRCOT, Mumbai – regarding.

Sir,

I am directed to invite “Sealed Quotations for E-filing of TDS (Income Tax), GST Return and Professional Tax Returns etc., of ICAR-CIRCOT-Mumbai for Salary/Non Salary at tax information Network and generation of Form-16A” for the financial year 2019-2020 , initially for the period of one year and extendable up to three years on the basis of satisfactory performance. The details and Scope of Work is as mentioned under :

Sr.No.	Description of the Job	Quantity	Rate per return	No. of return	Total Amount
1	Preparing and filing of total 4 Returns i.e. Quarter 1, Quarter 2, Quarter 3 & Quarter 4 for salary TDS, deduction. To issue form on the basis of data provided by the Institute	Up to 225 employees ( per Quarter)			
2	Preparing and filing of total 4 Returns i.e. Quarter 1, Quarter 2, Quarter 3 & Quarter 4 for party TDS deduction and issue TRACES form for party TDS.	Up to 300 Vendors ( per Quarter)			
3	Filing of GST Returns (Half yearly).	Up to 300 bills (Half Yearly)			

4	To file Professional Tax Returns on monthly basis	Up to 225 employees (on monthly basis)			
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The quotation should be in sealed cover super scribed “Quotation for Hiring of services for E-filing of TDS (Income Tax), GST Return and Professional Tax Returns,etc. of ICAR-CIRCOT , Mumbai , for Salary/Non-Salary at tax information Network and generation of Form-16A” and may be sent by Speed Post/Registered Post or by Hand Delivery so as reach this Institute on or before 06.05.2019 till 03.00 p.m. . The quotation without above superscription on the cover will not be considered. The quotation received after due date and time will not be accepted.

**SCOPE OF WORK :**

1. Preparing and filing of total 4 Returns i.e. Quarter 1, Quarter 2, Quarter 3 & Quarter 4 for salary TDS deduction. To issue form No. 16 along with TRACES form on the basis of data provided by the Institute.
2. Preparing and filing of total 4 Returns i.e. 4 Returns i.e. Quarter 1, Quarter 2, Quarter 3 & Quarter 4 for Party TDS deduction and to issue TRACES form for Party TDS.
3. Filing of GST Returns .
4. Filing of Professional Tax Returns.
5. The proposed Service does not include actual calculation of Income Tax, TDS, GST Return, Professional Tax. The Institute shall provide all details required along with calculations for the purpose of filing Returns.
6. The representative of Consultant will visit to the Institute to physically collect required Challan, datas etc. for filing returns before the statutory dates of filing returns.

7. The Consultant is expected to have sufficient experience in handling above mentioned Scope of Work. A list of clients for whom the Consultant has undertaken similar work should be attached with the Scope.
8. The deduction of Income Tax at source will be applicable at prevailing rates.

#### **TERMS & CONDITIONS :**

1. **Bidders shall quote rates clearly per quarter for the services as per the instructions in the prescribed proforma and shall also specifically mention the applicable statutory taxes i.e. GST Return etc. otherwise quotation will not be accepted.**
2. If there is delay in filing Returns or there is any discrepancy in filing Returns and balance of which penalty is charged by the concerned Authority. The Vendor will have to pay the penalty if it has happened due to their negligence and Institute will pay if it has happened due to wrong data provided by the Institute.
3. **Bidders shall submit the following primary information/documents with their quotation as applicable :**
  - a) **Firm's Trade License/Company Registration Number.**
  - b) **The Firm/agency should be registered with the ICAI under provisions of relevant act to provide the professional services and its validity date and enclose a copy of registration certificate of the same.**
  - c) **PAN/GST/Service Tax Registration Number**
  - d) **Mandate form for E-payment (Entire Bank details i.e. Bank Account number, Account Holder's Name, Type of Account, Name & Branch of the Bank, IFSC/NEFT/MICR Code Numbers etc.)**
  - e) **Experience certificates of similar type of work along with list of clients.**

4. The payment of bill will be made quarterly after completion of work satisfactorily. GST Number of both the parties should be mentioned on the Invoice/bill submitted.

5. No advance payment will be made.

**MISCELLANEOUS :**

Your proposal for renewal of Contract along with entire details & cost may be sent before completion of financial year 2019-2020

Yours faithfully,

  
Administrative Officer

Encl : Annexure-I

प्रशासनिक अधिकारी / Administrative Officer  
भाकूअनुप-केंद्रीय कपास प्रौद्योगिक अनुसंधान संस्थान  
ICAR-Central Institute for Research on Cotton Technology  
(कृ.अ.शिवि, कृ. मं. भा.स. /DARE, MA & FRI, COI)  
एडनवाला रोड, माटुंगा, मुंबई  
Adenwala Road, Matunga, Mumbai - 400 019

### ANNEXURE -I

Name of the Bidder	
Address	
Telephone No.	
Mobile No.	
E-mail I.D	
Firm's Trade License/Company's ICAI Registration Number	
GST Return No.	ICAR,CIRCOT GST NO. 27AAAGC0042B1ZC
GST Return No.	
PAN NO.	
Authorised Signature	