

TENDER No. BNPM/OTE/CONSULTANT/0234/2021-22 Dated 24.06.2021

Bank Note Paper Mill India Private Limited, Mysore

Invites sealed quotations for appointment of consultant for computation of tax liability of employees for FY 2021-22, filing TDS/ TCS returns for all quarters, verifying IT declaration at Bank Note Paper Mill India Private Limited-Mysore.

The enquiry is hosted on Company's website <http://www.bnpmindia.com>. Enquiry may be downloaded from the above referred website.

For any query, you may contact at Tel 0821-2401166 Fax 0821-2401111
Email: scm.tender@bnpmindia.com

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TENDER FOR APPOINTMENT OF CONSULTANT FOR COMPUTATION OF TAX LIABILITY OF EMPLOYEES FOR FY 2021-22, FILING TDS / TCS RETURNS FOR ALL QUARTERS , VERIFYING IT DECLARATION AT BANK NOTE PAPER MILL INDIA PRIVATE LIMITED-MYSORE.

**CORPORATE OFFICE
BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

**Administration Building, Paper Mill Compound,
Note Mudran Nagar, Mysore-570003**

**Last date for submission of tender: 1000 Hours on 09.07.2021
Opening of Quotation: 1030 Hours on 09.07.2021**

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SECTION-I

NOTICE INVITING TENDER

1. Bank Note Paper Mill India Private Limited (BNPM) is a joint venture company between Bharatiya Reserve Bank Note Mudran Private Limited (A wholly owned subsidiary of Reserve Bank of India) and Security Printing and Minting Corporation of India Limited (100% owned by Government of India), incorporated for setting up & manufacturing of bank note papers at Mysore.
Sealed quotations are invited by BNPM from intended bidders for appointment of consultant for computation of tax liability of employees for FY 2021-22, filing TDS / TCS returns for all quarters, verifying IT declaration at Bank Note Paper Mill India Private Limited-Mysore. **Tender Fee & EMD are Nil.**
2. Quotations should be send to:
GM(F&A) , Bank Note Paper Mill India Private Limited , Mysore.
and should be submitted on or before **1000 hrs on 09.07.2021** in sealed covers at the office of BNPM at **Administration Building, Paper Mill Compound, Entry Gate No-1, Note Mudran Nagar, Mysore-570003.** Quotations in person may be handed over to BNPM, Mysore Reception , Admin Building. The bid shall be opened at **1030 Hours on 09.07.2021** at the above mentioned address.
3. Quotations should be submitted in a sealed cover, to the offices of the BNPM, super subscribed "Enquiry for appointment of consultant for computation of tax liability of employees for FY 2021-22, filing TDS / TCS returns for all quarters, verifying IT declaration at Bank Note Paper Mill India Private Limited-Mysore." containing following with separate sealed covers:
 - a) Techno-commercial Bid
 - b) Price Bid as per format enclosed with Tender document.
4. Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.
5. Tenderers should quote their prices and rates both in figures and in words. No blank spaces shall be left. All erasures and corrections made while filling up the tender shall be initiated by the tenderer.
6. If the tender is made by or on behalf of an Owner it shall be signed by a person having the authorizing letter to enter into such contracts. A copy of such authorizing letter shall be enclosed. If it is made by a Partnership Firm it shall be signed with the Co-Partner named by a member of the firm who shall sign in his own name and give the name and address of each partner of the firm and attach a copy of Authorizing Letter with the tender authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
7. The bids shall remain valid for acceptance for a period of 120 days from the date of opening of the tender.
8. Prices quoted should be for an indivisible contract basis and should include all royalties, duties, taxes, expenses and any other duties and taxes leviable by the Central and state governments and other statutory bodies. The rates quoted will be treated as all inclusive and no further claims whatsoever will be entertained in this respect.
9. The acceptance of the tender will rest with BNPMIPL who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assigning any reason thereof.

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10. Terms of Payment:

On receipt and acceptance of services provided by successful bidder to BNPM and production of all required documents by the successful bidder to BNPM in phased manner as mention below:

15% on filing of Q1 TDS/TCS Returns.

15% on filing of Q2 TDS/TCS Returns.

15% on filing of Q3 TDS/TCS Returns.

15% on filing of Q4 TDS/TCS Returns.

40% on providing the Form-16 Part-A, Part-B with Form-12B & BA.

Payments to the service provider shall be made in bank account through ECS in INR only.

11. Liquidated Damages:

If the successful bidder provider fails to provide any or all of the services or fails to perform the services within the time frame(s) incorporated in the contract, BNPM shall, without prejudice to other rights and remedies available to BNPM under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% (Half) percent of the delivered service price of the delayed services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed services' contract price(s).

In addition to above if any penalty/interest/compensation paid to statutory Authority due to negligence/omission/commission/mistake/error occurred during performance of services would be recovered from the contract price.

12. Tender Evaluation and award of work:

Initially techno commercial bids will be opened. Price bids of the only techno commercially qualified bidders will be opened. Price evaluation to determine L-1 status and placement of order will be done on the basis of total basic (effective) price (i.e without GST).

However, BNPM reserves the right to reject any offer including the lowest one if the same is not conforming to its norms.

Bidder should be eligible to pass on the input credit which has been deducted from total price to arrive at effective price.

Bidder shall note that no extra cost will be considered over and above the price quoted in the price bid and hence bidder shall ensure that price submitted in the price bid is quoted considering the complete scope of work as defined in the tender document.

In case of tie between the bidders, the bidder who have more seniority (seniority will be judged from the date of registration of the company/firm) will be given preference. Based on the best judgment, management will finalize the bidder for award of the work. The decision of BNPM in this regard will be final and shall not be open to challenge.

13. Settlement of Disputes through Arbitration: All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the progress of the work or after their completion except accepted matters shall be settled through arbitration process as per the Arbitration & Conciliation Act, 1996. The venue of arbitration shall be Mysore, Karnataka.

14. Legal Jurisdiction: The Courts of Mysore (Karnataka State) shall alone have jurisdiction to decide on any legal matter of dispute whatsoever arising out or in respect of the contract.

15. Rights of Rejection: BNPMIPL reserves the right to reject any or all the applied bids without assigning any reason whatsoever. The enquiry can be rejected on

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national security grounds.

16. MSME: Public procurement policy for MSE, 2012 as notified by GOI along with its amendments as available in *www.msme.gov.in* shall be followed. For MSEs valid UDYAM registration certificate is to be submitted .

17. Risk Purchase: If the successful bidder fails to abide by the terms and conditions of the order, or fails to execute service as per the delivery schedule or any time repudiates the order, the purchaser(BNPM) will have the right to

a) Render service from other agencies at the risk and cost of the successful bidder. The cost difference between the alternative arrangement and existing contract value wherein default has been made will be recovered from the successful bidder along with the other incidental charges.

In case of rendering service through alternative sources, if rendered service price is lower than the existing contract value wherein default has been made, in such case no benefit on this account will be passed on to the successful bidder.

18. Time Schedule: Total contract period is one year form the date of issuance of order, however the successful bidder has to abide by the following time schedule.

1st Quarter 24Q,26Q,27Q & 27EQ returns shall be filled on or before 31st July 2021.

2nd Quarter 24Q,26Q,27Q & 27EQ returns shall be filled on or before 31st October 2021.

3rd Quarter 24Q,26Q,27Q & 27EQ returns shall be filled on or before 31st January 2022.

4th Quarter 24Q, 26Q,27Q & 27EQ return shall be filled on or before 15th May 2022.

Form-16A must be provided within 15 days from the date of filing of quarterly returns.

Forecast the tax liability of each employee for the financial year 2021-22 and update the tax computation with each month actual salary details and provide the deductible TDS amount to be deducted from monthly salary of employees on or before of 25 day of the month.

Check & verify the employees IT declaration and compute the final tax liability of each employees for the year 2021-22 and to be shared the final TDS deduction details on or before financial year end.

Form-16 (Part-A & Part-B) and Form12BA to all employees on or before 5th June 2022.

19. Contract Price: It will remain fixed & firm upto the contract period of one year from the date of issuance of the order. .

20. Authorization for signing bid: For proprietorship if the proprietor is signing the documents then declaration in company letter head is to be submitted. For partnership firm company authorization letter signed by the partner/partners approving the partner signing the bid document should be submitted.

21. Sub-Contracting: Sub- contracting of the work by the successful bidder is strictly prohibited.

All the above terms and conditions have been read, understood and accepted by me.

Authorized Signatory (Designation)

Name of the Person Signing the Tender _____

Address _____

SECTION-II

Eligibility Criteria

Sr No	Eligibility Criteria of Bidder	Documents required in support of eligibility criteria
1	Practicing Chartered Accountant / Cost Accountant / Company Secretary/ CA Firm, Cost Accountant Firm, CS Firm practicing Direct Taxation specifically in TDS having a minimum 3 year practice on the date of the bidding. Bidder must have head office or branch office at Mysore.	<ul style="list-style-type: none">a. Latest registration certificate of the bidder issued by the ICAI,(The Institution of Cost Accountants of India)/ ICAI (The Institute of Chartered Accountant of India)/ICSI(The Institute of Company Secretary of India) of w.r.t information related to the year of establishment, no of partners etc.b. Copy of work order/ appointment etc complying the eligibility criteria of experience.c. Documentary evidence for head office/ branch office at Mysore is to be submitted.

SECTION-III

Scope of work

The Company have a strength of 350 - 370 employees and on an average 100 deductee per month other than employees are there for which the TDS has to be deducted.

1. Computation of Tax liability for each employee for the financial year 2021 - 22 in consideration with the Tax declarations submitted by the employees and forecast the TDS amount needs to be deducted in coming months from the salary of employees in pursuance of IT Act.
2. Verification of Income Tax declarations with submitted proof of documents by the employees. Provide the employee wise details of observed discrepancies in submitted IT declaration or in supporting documents to quick resolution/decision.
3. Compare the computed tax with tax calculated through company system/software and provide the details of gap with suitable solutions to correct the employee's Tax computation in company system/software.
4. Filing of the TDS & TCS Returns (24Q, 26Q, 27Q, 27EQ) for the all Quarters of FY 2021-22 with in prescribed time frame of Income Tax Act/Rules.
5. Issue of FORM-16A quarterly & Form-16 Part-A & Part-B with Form12B & 12BA annually within the prescribed time frame of Income Tax Act/Rules.

SECTION- IV

Special Terms and Conditions

1. Contract period : One year from the date of issuance of the order.
2. Work shall be conducted at Registered & Corporate Office of BNPM situated in Mysore. However, covid protocols are to be maintained strictly as per the guidelines of Central Govt , State Govt and BNPM,Mysore as applicable time to time,
3. The successful bidder must not sub-contract the work.
4. The successful bidder will work in strict confidentiality
5. Risk Purchase : Application of risk purchase clause will be applicable in case of the following cases:
 - i. If the successful bidder obtains the appointment on the basis of false information / mis - statement.
 - ii. If the successful bidder fails to abide by the terms and conditions , eligibility criteria of the order
 - iii. If the successful bidder fails to maintain/honour confidentiality and secrecy of the Company's data, statement and information.
 - iv. If the successful bidder fails to comply the delivery schedule or any time repudiates the order.

In case of any of the aforementioned cases, BNPM will have the right to:

- i. Terminate the order without any prejudice to all available legal or any other remedy / recourse.
- ii. Render service from other agencies at the risk and cost of the successful bidder. The cost difference between the alternative arrangement and existing contract value wherein default has been made will be recovered from the successful bidder along with the other incidental charges.
- iii. In case of rendering service through alternative sources, if the rendered service price is lower than the existing contract value wherein default has been made, in such case no benefit on this account will be passed on to the successful bidder.

PERFORMA OF TECHNO-COMMERCIAL BID

SECTION V

From:

Date:

Name of the bidder,
Address:

To

GM (F&A),
Bank Note Paper Mill India Private Limited
Administration Building, Paper Mill Compound
Note Mudran Nagar-Mysore
570003

Dear Sir,

Ref: Your Tender No. **BNPM/OTE/CONSULTANT/0234/2021-22 Dated
24.06.2021**

We have received your enquiry cited and we are pleased to enclose the following as our technical bid for your kind consideration.

- 1) Our company's profile.
 - ☐ Name of the firm:
 - ☐ Status of the firm:
 - ☐ Service Tax/ GST No.:
 - ☐ Income Tax P.A.N. No.:
 - ☐ Bankers and their Address:
- 2) List of our valuable customers:
- 3) We confirm to providing professional services strictly as per your requirement on as per your schedule.
- 4) We confirm that we will abide by all the tender conditions along with subsequent corrigenda (if any) and we do not have any counter conditions.
- 5) We have attached our bid in two envelopes one contain the techno commercial bid & the other price bid and both are sealed inside the third envelop.
- 6) List of the documents as per the eligibility criteria (Sec - II)

Thanking you,
Yours faithfully,
Name & Signature with date.

Seal

SECTION- VI

Price Bid Format:

Sr No.(A)	Details of heads(B)	Quoted Price (INR) (C)
1.	Consultancy Fee for carrying out the work as per the scope of work , Sec -III	
2.	GST (INR) (HSN/SAC : _____ GST Rate : _____)	
3.	Effective price (INR) (Without GST)	
4.	Effective price (INR) (Without GST) in Word	
5.	Total Price (With GST)	
6.	Total Price (With GST) in word	

Note:

1. Bidder shall note that no extra cost will be considered over and above the price quoted in the price bid and hence bidder shall ensure that price submitted in the price bid is quoted considering the complete scope of work as defined in the tender document. Accommodation, fooding , lodging are inclusive in the price.

2. If there is any discrepancy in the quoted price then, BNPM has the right to correct the Price Bid and consider the corrected value further for evaluation.

Authorized Signatory

Name of the Person Signing the Tender

Designation

Name of Firm

Seal with address

Address of local office

SECTION -VII

TENDER NO: BNPM/OTE/CONSULTANT/0234/2021-22 Dated 24.06.2021

(To be submitted on the letterhead)

DECLARATION

We do hereby declare that,

1.We have not been blacklisted/ debarred by BNPMIPL/ BRBNMPL/ SPMCIL or any Govt. Departments. The information provided above is correct and true to the best of my knowledge and belief.

2. The director/proprietor/partner of the bidding firm are not closely related to BNPMIPL, Mysore.

3.We do hereby declare that we have read and understood all terms and conditions and Scope of work of the tender and confirm to abide to those conditions without any counter conditions.

In case, at any time the information furnished is found to be false, you may disqualify/ debar me/ us as deemed fit.

Signature _____

Name-----

Designation-----

Date-----

Stamp of the Organization-----

SECTION -VII

ANNEXURE -B

TENDER NO: BNPM/OTE/CONSULTANT/0234/2021-22 Dated 24.06.2021

BID SECURITY DECLARATION

We, the undersigned, declare that we will automatically be suspended from being eligible for bidding in any tender with Bank Paper Mill India Private Limited, Mysore for the period of 12 months, if we are withdrawing our Bid during the period of bid validity (or) fail / refuse to furnish the performance security / execute the contract, if awarded.

Signature _____

Name-----

Designation-----

Date-----

Stamp of the Organization-----