

HEAD OFFICE UTTAR PRADESH JAL NIGAM (URBAN)

6 RANA PRATAP MARG LUCKNOW

Letter no 388 / cash cell /2011-101 / 22

date 4.7.2022

NOTICE INVITING QUOTATION

This office invites Sealed Quotations from experienced and reputed firms (CA/CMA) for preparation, filling of e-TDS of income tax and generation, printing of Form 16/From16 A for the financial year of 2022-23 (First quarter to fourth quarter) , of the employee/pensioners and professionals of Head Office only.

The quotation should be in sealed cover super scribed "**Quotation for Preparation , filing of eTDS Return (24Q & 26Q) of Income Tax, and Generation ,printing of Form 16/16A for Head Office Uttar Pradesh Jal Nigam (Urban), Lucknow**" at below mentioned address:

"Executive Engineer Cash, Head Office Uttar Pradesh Jal Nigam (Urban), 6 Rana Pratap Marg, Lucknow-226001" may be sent by Speed Post/Registered Post or by Hand Delivery so as reach this Department on or before 11.07.2022 till 03.00 p.m. and will be opened on same day. 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 The representative of firm shall visit the office physically to collect required Challan, datas etc for filling returns from Executive Engineer (Cash) U.P.J.N (URBAN) Lucknow.
- 2 Preparation and filling of quarterly e-TDS Returns (24Q&26Q) including correction/revised T.D.S Returns wherever found necessary and Generation of form 16/16A.
- 3 Provide traces in soft and hard copies in duplicate also after uploading, copy of the Acknowledgements of TDS return filed shall be provided by the agency to U.P.J.N (URBAN).
- 4 Preparation and filing of /revised T.D.S Returns wherever found necessary, for that no extra charge shall be paid by U.P.J.N (URBAN).
- 5 Calculation of Income Tax liabilities after considering the declaration and proof of Investment given by employees and pensioners, and correct deduction of Income Tax from the salary of the employees and pensioners.
- 6 CA/CMA firm shall be responsible for ensuring compliances of various tax laws.
- 7 Appearing on behalf of U.P.J.N (URBAN) in all taxation proceeding by Various Tax Authorities of Income Tax.
- 8 U.P.J.N (URBAN) will not provide Transport or accommodation to the employees of CA Firm in any condition.
- 9 Agency shall provide softcopy of consolidated file (Annual return) downloaded from Traces for TDS return filed during the year in respect of 24Q, 26Q
- 10 After filing of E-TDS return, if there is any Default Notice is received from

L

Income Tax Authority, the responsibility for resolving the issue will be rest with the Agency within one (1) month or any specific time given by the Tax Authority, whichever is earlier?

- 11 The Contractor / Firm shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time.
- 12 The Responsibility of correctness and accuracy of the work will lie with the Contractor/ Firm.
- 13 Contractor / Firm will maintain high standards of integrity and professional ethics and morality while handling the work of U.P.J.N (URBAN) and dealing with U.P.J.N (URBAN) and its officials. If it is found that this condition of confidentiality is compromised by the Contractor / Firm, then U.P.J.N (URBAN) will be at liberty to take further steps (e.g. requesting ICAI/ICMAI for cancellation of license) against the Contractor /Firm.
- 14 Notwithstanding anything contained herein above, U.P.J.N (URBAN) reserves the right to discontinue the services of the Contractor / Firm in the event their services are evaluated as unsatisfactory at any time during the period.
- 15 The Contractor / Firm shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency.
- 16 Jurisdiction: The court(s) at LUCKNOW alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender document / contract. It is specifically agreed that no court outside and other than LUCKNOW court shall have jurisdiction in the matter.

TERMS & CONDITIONS:

- 1 Bidders shall quote rates clearly per quarter for the services as per the instructions in the prescribed proforma otherwise quotation will not be accepted.
- 2 A reasonable penalty (Maximum 10% of contract value) may be imposed on the Contractor / Firm by U.P.J.N (URBAN), as decided by it, if it is found that the Contractor / Firm failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the Contractor / Firm after giving a written notice.
- 3 The Incomplete quotations and the quotations received after the due date and time will not be accepted. The tender sent by post/courier and received after due date and time will not be accepted.
- 4 Conditional quotations shall not be considers.
- 5 The vendor should submit the bill after providing services. Preparation and filing of /revised T.D.S Returns wherever found necessary, for that no extra charge shall be paid by U.P.J.N (URBAN).
- 6 Advance payment is not permissible. Payment is to be made depending upon fund available with the office.



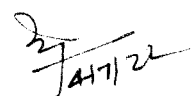
- 7 The Firm should have local registered office at Lucknow supporting documents must be attached.
- 8 Bidder should quote the Price in Annexure – A (Price Format) and Information about Bidder in Annexure – B.
- 9 Bidders shall submit the following primary information/documents with their quotation as 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 and GST 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) Bidder must be attached "MINIMUM THREE YEARS EXPERIENCE CERTIFICATE OF SIMILAR NATURE OF WORK OF DIFFERENT ORGANISATION'S (Central Govt./State Govt./ PSU)" which is not older than 2018.
- 10 The NIQ details may be downloaded from departmental web site www.jn.upsdc.gov.in

Executive Engineer (Cash)
UPJN (Urban)

Copy to

- 1) Secretary Management UPJN (Urban) Lucknow
- 2) Executive Engineer (edp cell) UPJN (Urban) Lucknow for uploading on upjn website.
- 3) Accountant Cash Cell UPJN (Urban) Lucknow
- 4) Notice Board
- 5) M/S -----

**Encl:- 1) Annexure A
2) Annexure B**


Executive Engineer (Cash)
UPJN (Urban)

ANNEXURE – A
PRICE FORMAT

Sr. No.	Description of the Job	NO of Qtrs	Rate per Qtr (in Rs)	Total Amount (in Rs)
1	Preparing and filing of Quarterly e-TDS Returns (24Q&26Q) including corrections/Revision of TDS Returns wherever found necessary and providing form 16/from16A in soft and hard copies in duplicate for the financial year 2022-23. (Tentative figure of employee/pensioners is approx. 500 Nos and 20 Nos of professional per quarter for TDS Purpose).	04		
	TOTAL			

GST will be paid extra as applicable.

Signed and Stamp of Firm

Date:

Place:

FORMAT – B
INFORMATION ABOUT BIDDER

Name of Firm/ Bidder	
Address of registered office at Lucknow	
Mobile No.	
E Mail ID	
Firm Registration No (ICAI/ICMAI)	
GST Registration No	
PAN No	
Authorised Signatory	

Date:

Place: