

GOVERNMENT OF ASSAM  
OFFICE OF THE MANAGING DIRECTOR  
GUWAHATI METROPOLITAN DRINKING WATER & SEWERAGE BOARD (GUWAHATI JAL BOARD)  
TRIPTI TOWER, 1ST FLOOR, GANESHGURI, GUWAHATI-781005

No: GJB/GEN/01/2022/3

Date: 28.05.2022

**SHORT NOTICE INVITING PROPOSAL**

Sealed Proposals in the prescribed form are invited by the 'Managing Director, Guwahati Metropolitan Drinking Water & Sewerage Board (Board)' and 'Project Director, JICA assisted Guwahati Water Supply Project and Guwahati Sewerage Project', Tripti Tower, Ganeshguri, Ghy-05 for the Hiring of Tax Professionals for filing of E-TDS return of Salary/Non Salary on quarterly basis electronically in form 24Q/26Q under Income Tax and monthly Form GSTR -7 under Goods and Services Tax & correction of statement, if any.

Last Date for Submission of Financial Bid: 08.06.2022 by 1200 Hrs

Opening of Financial Bid on: 08.06.2022 at 1500 Hrs

*Paerlaupur*

Managing Director  
Guwahati Metropolitan Drinking Water  
& Sewerage Board (Guwahati Jal Board)

GOVERNMENT OF ASSAM  
OFFICE OF THE MANAGING DIRECTOR  
GUWAHATI METROPOLITAN DRINKING WATER & SEWERAGE BOARD (GUWAHATI JAL BOARD)  
TRIPTI TOWER, 1ST FLOOR, GANESHGURI, GUWAHATI-781005

No. GJB/GEN/01/2022/3

Date:

Notice Inviting Proposal for Hiring of Tax Professionals for filing of E-TDS return of Salary/Non Salary on quarterly basis electronically in form 24Q/26Q under Income Tax and monthly Return GSTR -7 under Goods and Services Tax & correction of statement, if any as prescribed by the concerned Department.

1. Sealed Proposal in the prescribed format (Annexure-I) are invited for the work "filing of E-TDS return on Quarterly and monthly basis as applicable electronically as cited above for Guwahati Metropolitan Drinking Water & Sewerage Board and the other JICA assisted Projects implemented under the Board for a period of one year. The contract may be extended further by one year on satisfactory performance of the contract on the same terms and conditions.
2. The Proposal is required to be submitted in the prescribed format (Annexure-I) in a sealed envelope along with the following documents. The name of the work and the name of the firm/ concern must be super-scribed on the envelope.
  - a. Self-attested copy of the Firm Registration Certificate issued by Competent Authority.
  - b. Self-attested copy of Permanent Account Number.
  - c. Self-attested copy of GST Registration Certificate.
  - d. Self attested copy of Address Proof of the office of the Firm at Guwahati.
  - e. Self attested copy of valid Trade Licence.
  - f. Self attested copy of experience certificate as per Point 4(a).

This offer shall not be considered if the documents mentioned above are not submitted with the Proposal.

3. The Proposal may be submitted during business hours up to 1200 hours on or before \_\_\_\_\_ 2022 in the office of the Managing Director, Guwahati Metropolitan Drinking Water & Sewerage Board, 1<sup>st</sup> Floor, Tripti Tower, Ganeshguri, Guwahati-05. The Proposal shall be opened at 1500 hours on the same day.
4. **Eligibility Criteria:**
  - a. The firm / concern must have experience of filing of E-TDS return of Salary / Non Salary and GSTR 7 and correction of statement if any, of last three years on 31.03.2022.
  - b. The firm/concern shall have its Head Office/Branch Office situated at Guwahati and the work shall be processed from the Guwahati office only.

5. **Selection Process:**

**Method of Selection: Least Cost Basis**

The lowest bidder meeting the eligibility criteria as mentioned at Point 2 & 4, shall be awarded the contract.

In case of tie in the Bid Price, firm having / submitted higher experience shall be considered for award of contract.

**6. Scope of work:**

- a. Filing of Quarterly E-TDS return i.e. Form 24Q of approximately 20 employees.
- b. Filing of E-TDS return i.e. Form 26Q for approximately 50 Entries.
- c. Filing of TDS Return GSTR 7 on monthly basis as applicable.
- d. Revision and correction of E-TDS return as and when required.
- e. Attending to notices of revision/demand/rectification demand raised by concerned Department, nullifying the same by filing and/or taking appropriate measures.
- f. Revision/rectification, if any in previous return already filed.
- g. Timely providing of hard and soft copy of Quarterly form 16A.
- h. Timely providing of hard and soft copy of Form 16 (Part A & B) with other relevant forms if any.
- i. Timely providing of any other certificates / form as applicable.
- j. Any other matters related to deduction, deposit and filing of returns not covered above.

**7. Terms and Conditions:**

- a. The Proposal must be submitted in the prescribed format (Annexure-I). The Proposal is liable to be rejected if submitted in any other format. All columns should be filled neatly, Overwriting /Cutting should be avoided. Proposal are liable to be rejected in case of overwriting/cutting.
- b. Guwahati Metropolitan Drinking Water & Sewerage Board reserves the right to accept or reject any or all the applications without assigning any reasons thereof.
- c. If at any stage of the contract the information furnished by the Firm/ Concern is found to be false or the performance of the Firm/Concern is found unsatisfactory, Board reserves the right to terminate the contract forthwith.
- d. Quoted rate is exclusive of GST/applicable tax. The Firm/Concern shall be responsible for depositing the taxes as per the laws applicable.
- e. Board Shall forward the required data in excel format as per requirement for uploading purpose to the firm, at least 05 days before the due date of filing of return in online Portal. In case of delay in filing of e-tds returns, penalty if any, levied by concerned Department shall be borne by the Firm. No Extra Charges shall be paid by the Board for the same. The firm/concern shall intimate the due date via email so that the data can be shared as cited above.
- f. Payment of bills: The firm/Concern shall submit the bills along with supporting documents of filing. Payment of the bills shall be made after verification and scrutiny by the Officer-in-Charge. Income Tax or any other tax liable to be deducted at source under any law for the time being in force shall be deducted from the bills of the firm/concern.
- g. In case of any dispute arising out the contract, the decision of Managing Director of the Board / Project Director of the JICA assisted Projects shall be final and binding on both parties. Any other item not covered in the scope shall be mutually decided by both the parties.

*Paras Chak*

Managing Director  
Guwahati Metropolitan Drinking Water  
& Sewerage Board (Guwahati Jal Board)

**Guwahati Metropolitan Drinking Water & Sewerage Board (Guwahati Jal Board)**  
**1<sup>st</sup> Floor, Tripti Tower, Ganeshguri, Ghy-05.**

Contract for filing of E-TDS return of Salary/Non Salary on Quarterly basis electronically in form 24Q/26Q under Income Tax and monthly Return GSTR -7 under Goods and Services Tax and correction of statement, if any, as prescribed by the concerned Department.

**PRICE BID**

Sl	Particulars	Amount Per Return Per Regular filing	Amount Per Return Per Revised filing
1	Fees for Uploading TDS Return – Form 24 Q		
2	Fees for Uploading TDS Return – Form 26 Q		
3	Fees for Uploading TDS Return – GSTR 7		
4	Others (Please mention particulars in this column if any other amount to be charged)		
	<b>TOTAL</b>		

**Note:**

- Column should be filled neatly. Overwriting, cutting should be avoided. Proposal is liable to be rejected in case of overwriting, cutting.
- Quoted rate is **inclusive** of any uploading fees but **exclusive** of GST/any other Taxes.
- For attending any Notices/ hearing etc. raised / issued by the respective Departments, an amount of INR 2,000/- (Rupees Two Thousand) (excluding taxes) is fixed as fees for the same. For any other additional works related to the Notice / Hearing, fees may be fixed as mutually decided and approved by the Authority.

(Signature & Seal)

Dated-

Name of Firm/Concern :

Full Address:

Phone No:

Email ID:

To,

The Managing Director,  
Guwahati Metropolitan Drinking Water & Sewerage Board,  
1<sup>st</sup> Floor, Tripti Tower, Ganeshguri, Ghy-05.

Sub: Submission of Proposals for filing TDS Returns of the Board and EAP Projects.

Sir,

With reference to the above, the undersigned is hereby submitting the Proposal for filing the E-TDS Return under Income Tax and Goods and Services Tax, on behalf of Firm (Name of Firm). The required documents are submitted as detailed below:

Sl	Name of Documents	Page No.
1	Price Bid (as per Annexure-I)	
2	Self-attested copy of the Firm Registration Certificate issued by Competent Authority	
3	Self-attested copy of Permanent Account Number	
4	Self-attested copy of GST Registration Certificate	
5	Self-attested copy of Address Proof of the office of the Firm at Guwahati	
6	Self-attested copy of valid Trade Licence	
7	Self-attested copy of experience certificate as per Point 4(a)	
8	Any other Documents enclosed: (Mentioned the name of documents)	

(Total pages enclosed: \_\_\_\_\_ nos)

Yours faithfully,

(Signature & Seal)

Dated-

Name of Firm/Concern :

Full Address: