

**REGIONAL OFFICE - PORT BLAIR
NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT
CORPORATION LTD.**

(Ministry of Road Transport & Highways Government of India)

Regional Office - 3rd Floor, J.J Bhavan, Near Karpagam Dream Hotel, Birdline, Calicut (PO)

Port Blair, Pin - 744105, Ph : 03192 - 296755,

E-mail: edpportblair@gmail.com



A GOVT. OF INDIA UNDERTAKING

NHIDCL/RO/A&N/Tender Notice/N29/2020/ 64

Date: 27/02/2020

To,

Sh. A. Chandrashekar

General Manager (IT),

NHIDCL HQ,

3rd Floor, PTI Building,

4- Parliament Street

New Delhi-110001

Email:acsekharnhidcl@gmail.com

Sub: Quotation Document for engaging Chartered Accountant for the Financial Year 2020-2021 for Regional Office, Port Blair, NHIDCL: "Quotation for submission Due Date" reg:-

Sir,

Please refer cited subject. Draft NIQ for engaging Chartered Accountant is enclosed.

It is requested to get this NIQ uploaded on NHIDCL website.

Yours Sincerely,

(Devendra Singh)

Executive Director

Quotation Document

Name of Work: Engagement of Chartered Accountant practicing in Port Blair in Income Tax, TDS filing and GST TDS filing and consultation related to above.

Ceiling Cost: Rs 10,000 Per Month (inclusive of Income Tax and GST)

NHIDCL, RO : PORT BALIR,

ANDAMAN AND NICOBAR ISLANDS

NOTICE INVITING QUOTATION (NIQ)

Name of Work: Engagement of Chartered Accountant practicing in Port Blair (A&N Islands)

Ceiling Cost : Rs 10,000/ month (inclusive of income tax and GST)

Quotation Security : Rs 10,000/-

Cost of Quotation : Rs 500

Time Period – One year (Financial year 2020-21)

1. Sealed quotations are invited from established, experienced and reputed agencies having adequate experience in the work mentioned above.
2. The blank BOQ with Terms and Conditions for the above may be obtained from the office of the undersigned from 02-03-2020 (1000 Hours) to 08-03-2020 (up 1500 Hours) or can be downloaded from web www.nhidcl.com. The Cost of Quotation Documents is Rs 500/- (Rs Five Hundred only) and will be paid in the favour of Demand Draft in favour of National Highways & Infrastructure Development Corporation Limited payable at Port Blair (A&N Islands).
3. The duly filled BOQ in sealed envelope shall be submitted in the office of the undersigned up to 1500 Hrs on 07/01/2020 with Quotation Security of Rs 10,000/- in the form of Demand Draft in favour of National Highways & Infrastructure Development Corporation Limited payable at Port Blair (A&N Islands), in separate envelope. The Quotation Security of unsuccessful Quotationers shall be returned within 30 days of receipt of Quotations. The Quotations Security of lowest successful Quotationer shall be considered as Performance Security and to be released after within 30 days of successful completion of work. The Quotation Evaluation Committee constituted for this purpose in the presence of intending Quotationers.

National Highways Infrastructure & Development Corporation Limited Branch office Address:

Executive Director (P)
NHIDCL,
Regional Office Port Blair
3rd Floor J.J.Bhavan, Near Karpagam Dream Hotel,
Birdline, Calicut (PO)
Port Blair-744105

QUOTATION SECURITY

The Quotationer shall furnish, as part of Quotation Security of Rs 10,000/- in the form of Demand Draft in favour of National Highways Infrastructure & Development Corporation Limited payable at Port Blair, Andaman & Nicobar Islands and will be submitted in a separate envelope. Any quotation not accompanied by an acceptable Quotation Security shall be rejected by the employer as non-responsive. The Quotation Security of the successful Quotationer shall be converted into Performance Security upon signing of the work order. The Quotation shall remain valid for 30 days from date of opening.

The Quotation Security will be forfeited:

- a) If the Quotationer withdraws the Quotation after its submission: or
- b) If the Quotationer does not accept the arithmetic correction of the Quotation price.
Or
- c) In the case of Successful Quotationer if the Quotationer fails to sign the Acceptance of work order.

The Performance Security shall be refunded 30 days after the successful completion of the work.

I accept the terms and conditions attached at Annexure-A.

Name , Signature & Seal of Quotationer

Bill Of Quantity

Name of Work: Engagement of Chartered Accountant practicing in Port Blair (A&N Islands)

Ceiling Cost : Rs 10,000/ month (inclusive of income tax and GST)

Quotation Security : Rs 10,000/-

Cost of Quotation : Rs 500

Sl No.	Name of Item
1	Filing of Income Tax TDS
2	Filing of Income Tax 24Q
3	Filing of Income Tax 26Q
4	Filing of GST TDS Monthly
5	GSTR-3B & GSTR-1 For GST TDS
6	For GSTIN & GSTTDS NIL Report
7	Other Statutory requirements related to Income Tax & GST
8	Consultation charges Income Tax- TDS
9	Consultation charges GST TDS
Total for the Year	

Note:

1. The total amount quoted in words shall be only factor in the financial evaluation.
2. Annexure 'A' for terms & condition shall be the part of Quotation.
3. Amount/ Rate quoted by Quotationer shall be inclusive of all taxes/ GST.
4. In case of difference found between Amount/rate quoted in figure and in words, amount/rate in words will be considered for evaluation purpose.

Name, Signature & Seal Quotationer

TERMS AND CONDITIONS

1. The firm should have Head Office/ Branch Office in Andaman as well as outside Andaman & Nicobar Islands.
2. In charge of Andaman Branch/Head Office must be a F.C.A.
 3. One F.C.A must be based in Port Blair
 4. Minimum No. of Partners-6
 5. Minimum Turnover in last Financial Year i.e. F.Y. 2018-19 should be 1 crore.
 6. Should have experience in filling GST Return of at least one PSU with turnover of at least Rs 250 crore.
 7. Should have conducted GST Audit of atleast one PSU with turnover of least Rs 2500 crore.
 8. The Chartered Accountant Firm must be empanelled with CAG.
 9. Firm must have GST Registration Certificate of Port Blair and of other state.
 10. The quoted rates shall be inclusive of all taxes and GST.
 11. Engage of CA can be withdrawn within 30 days of advance notice by either party i.e firm and NHIDCL.
 12. In case of difference found between Amount/rate quoted in figure and in words, amount/rate in words will be considered for evaluation purpose.
 13. The quoted rates for engagement of Chartered Accountant should be valid for period of one year from the date of issue of engagement letter.
 14. The engaged CA is initially for duration of one year only from the date of issue of engagement letters and may be continued beyond the stipulated period on the rates quoted & condition herein if required by NHIDCL and agreed by the Quotationer.
 15. Chartered Accountant firms will verify the correctness of PAN number and GSTIN number of contractors as submitted by Finance Department of NHIDCL and report the same to finance representative of NHIDCL for rectification if any before filing of returns. However any penalty/interest charged by Income Tax Department or GST Department due to late filing of returns will be borne by the Chartered Accountant firm only.

Above conditions are accepted

Name, Signature & Seal of Quotationer