

Contact Person: R.S.Mahalpure,A.E.(A)
Tel No. 22031415 Ext.245



PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
OFFICE OF THE ADDL.DIRECTOR GENERAL(ENGG.)(WZ)
ALL INDIA RADIO & DOORDARSHAN
3RD FLOOR, OLD CGO BUILDING,
101 M.K ROAD, MUMBAI- 020.



No. D/22014/1/2016-17/ADG/

Date :14/03/2017

M/s.

(Through Govt. Web site)

Dear Sir,

This office is interested to execute of the following work as per given specifications and invites quotations as per terms and conditions on the reverse.


Sr.No.	DESCRIPTION OF WORK	QTY.	PLACE OF WORK
1	Feeding of accumulated related data on monthly basis after checking the monthly vouchers (approximately ranging between 500 to 600 vouchers) and the posted data of 500 to 600 entries should be cross verified and tallied with the paid challans and TIN & NSDL If any discrepancy is noticed while feeding vouchers i.e. missing/incorrect PAN No. etc. should be got corrected at that time only by contacting the concerned firms. Quarterly submission of TDS to Income Tax Dept. and generating of Form-16A for every quarter on regular basis in respect of all the relevant vouchers.	12 Months (from 01.04.2017 to 31.03.2018)	O/o. ADG(E) (WZ), AIR & DD, Old CGO Building, 3 rd floor, M.K.Road, Mumbai – 400 020
2	Feeding of TDS related to salary for around-200 staff on monthly basis after calculation of Tax as per Rules on the Salary drawn. Statement of Estimated Tax to be deducted should be given to every staff before last quarter. Quarterly submission Income of TDS to Income Tax Authorities on quarterly basis. Form-16 to be generated annually in respect of all employees before due dates.		
3	If any queries raised by Income Tax Authorities for the current financial years as well as any queries pertaining to previous years should be attended to and got settled. The queries raised by Income Tax Department which are not yet settled should also be attended and got settled on priority.		
4	Checking of employees IT calculation as per IT Rules in force.		

The Quotations should be with wax sealed cover addressed to the undersigned by name so as to reach it on or before 29.03.2017 upto 3.00 p.m. The Quotations which are not sealed will be rejected. The cover should be superscribed with the following details.

b) Enquiry Reference :

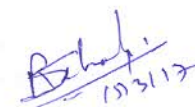
b) Date of Opening :

The quotations will be opened in the office by the undersigned at **3.30 PM on 29.03.2017** or on the next working day if 29.03.2017 is declared holiday in the presence of the contractors who wish to attend.


(R.S.MAHALPURE)
ASSTT. ENGINEER(ADMIN)
FOR ADDL.DIR.GEN.(E)(WZ)

TERMS AND CONDITIONS

1. Work is purely temporary in nature and engagement will be as and when required.
2. Contractor will be responsible for all legal matters related to the employees.
3. Contractor has to follow relevant existing labour rates of State Govt./Govt. of India.
4. Contractor will pay regularly to the person deputed to this office. The person supplied by contractor shall be acceptable to authority subject to their satisfactory performance as well as work quality and their behavior is concerned. If any person is found unsuitable, he/she will have to be replaced by the contractor immediately
5. This office reserves the right to reject the offer without assigning any reason.
6. The person provided should be trained, intelligent and sensible.
7. The agency should also give undertaking for the Character and antecedents of their working team members along with their latest photographs duly attested by the agency.
8. Payment terms: Payment will be made monthly after receipt of their bill. No advance payment will be made.
9. Income Tax, if applicable will be deducted at source as per rules. Service Tax will be payable only on production of Registration Certificate.
10. Work Contract Tax @2% of contract value, if the value of contracts awarded during the financial year is more than Rs.2,00,000/- will be deducted from the bills of successful contractor.
11. The minimum educational qualification required for a tax consultant should be a graduate in B.Com and qualified Inter Chartered Accountant.
12. The contractor should have Service Tax No., Pan No., etc. and should also submit photo state copy of the same duly attested along with quotation.
13. Applicable Service Tax will be charged as per Reverse charge Mechanism of Service Tax.
14. EMD: Earnest Money amounting to Rs. 1000.00 (Rupees One thousand only) in the form of Demand Draft on Nationalized Bank/Commercial Bank drawn in favour of Prasar Bharati, CE(WZ),AIR & DD, Mumbai should accompany the tender. EMD exemption is applicable for those who are registered with the central purchase organization, National small industries corporation (NSIC) or the Concerned Ministry or Department (MIB/DG:AIR/DG:DD).
15. **Security Deposit:** The successful bidder shall furnish the Security deposit within 2 weeks after the issue of the acceptance offer of the tender at the rate of 05% (Five per cent) of the contract value as interest free security deposit, failing which the EMD will be forfeited automatically, to Prasar Bharati without any notice. The security deposit shall be furnished in the form of demand draft/Bank Guarantee from nationalized bank drawn in favour of Prasar Bharati , CE (WZ), AIR & DD, Mumbai. The security deposit will be returned in full on completion of Guarantee/Warranty Period. Validity of Bank Guaranty should be 60 days beyond the completion of all contracted obligation.


(R.S. MAHALPURE)
ASSTT. ENGINEER (ADMIN)
FOR ADDL. DIR. GEN. (E) (WZ)