



**PRINCIPAL CHIEF CONSERVATOR OF FORESTS  
(HEAD OF FOREST FORCE)  
MAHARASHTRA STATE,NAGPUR.  
VAN BHAVAN,NEAR POLICE,GYMKHANA,CIVIL LINE  
NAGPUR,440001  
E-MAIL: [dycfru@mahaforest.gov.in](mailto:dycfru@mahaforest.gov.in).  
WEBSITE: [www.mahaforest.gov.in](http://www.mahaforest.gov.in)  
PHONE NO.0712-2556936**

**Tender Ref No:- Desk- E.O./C.A./  
C.No.39/504/2023-24**

**REQUEST FOR QUOTATION  
FOR FILING GST RETURNS ,GST (TDS) RETURNS AND NON SALLARY  
INCOME TAX TDS RETURN OF DDO i.e.1) ESTATE OFFICER, 2) PUBLICITY  
AND INFORMATION OFFICER, 3) FOREST ENGINEER, M.S. NAGPUR FOR  
PERIOD FY 2024-25, 2025-26 AND 2026-27 WITH CONSULTATION AS PER  
REQUIREMENT  
COST OF RFP – Rs.100/-**

## **1. OBJECTIVE**

Principal Chief Conservator of Forests (Head of Forest Force) Maharashtra State, Nagpur requests quotation from eligible agencies for filing GST Returns, GST (TDS) Returns and Non Salary Income Tax TDS Returns, of DDo's of PCCF (HoFF) M.S. Nagpur For FY 2024-25, 2025-26 and 2026-27 With Consultation as per Requirement.

## **2. ELIGIBILITY CRITERIA**

- i) The bidder shall be a C.A. Partnership firm registered with the Institute of Chartered Accountants of India or Partnership Act. 1932./ Consultancy firm / company with atleast **02** Director/Parteners as qualified C.A.
- ii) The bidder must be registered under Income Tax and relevant authorities (Registration with GST,PAN No etc. Self attested copy of registration to be enclosed)
- iii) The bidder must have minimum three years of satisfactory performance and experience in similar work in the Central or State Government or PSU etc. (self attested copies of certificate/work orders to be enclosed)
- iv) The bidder shall have an average Annual turnover of Rs. 10 lakhs (Ten lakhs) in this field for last three Financial Years ( 2020-21, 2021-2022 and 2022-23)
- v) CA/FIRM/COMPANY should have one full-fledged functional office in the Nagpur.
- vi) The bidder should not be black-listed or barred from doing business with the Central Government and State Government of Maharashtra.

However, Tender Committee reserves right to relax any of the condition in the best interest of the Government.

### **3. SUBMISSION OF PROPOSAL**

- i) The last date for submission of the proposal is 11<sup>th</sup> March 2024 at 11:00 AM in Estate Officer, office in Vanbhavan.
- ii) Quotations are to be submitted in two sealed envelopes in the office of Estate Officer, Vanbhavan as follows with required documents :-
  - A) Technical Document Envelop. No. 01
  - B) Financial Documents Envelop. No.02 (Annexure – 01)
- iii) **Quotation Rates :-**
  - a. The vender shall quote rate for appointment of GST Returns, GST (TDS) Returns and Non Salary Income tax TDS Returns filer for One Financial Year with Consultation as per requirement.
  - b. The rates in quotation shall be in Indian Rupees only and should be exclusive of all taxes. Conditional quotation will not be considered and summarily rejected.
- iv) Visit to PCCF (HOFF) office to inquire and verify vouchers of all DDO's in Vanbhavan, Nagpur, before quoting rate in Annexure - 01 .

### **4. DOCUMENTS TO BE SUBMITTED ALONG WITH QUOTATION**

#### **Technical Document Envelop :- No. 01**

- i) The self attested copy of Certificate of registration with the Institute of Chartered Accountants of India/ certificate of Incorporation (COI) for company.
- ii) The self attested copy of PAN Card.
- iii) The self attested copy of GST Registration Certificate.
- iv) Income Tax return of for last three Financial years. ( 2020-21, 2021-2022 and 2022-23)
- v) The C.A. Certified copies of balance sheets showing Annual Turnover for last three Financial years. ( 2020-21, 2021-2022 and 2022-23)
- iv) The letter of award of contract for Filing GST Returns, GST (TDS) Returns and Non Salary Income tax TDS Returns for Last Three years in State Government/Central Govt. or their undertakings Offices.
- v) The letter of award during current year and details of ongoing works also.

- vi) An affidavit or Notary on Rs. 100/- Stamp Paper verifying that the company is not black listed by Central / State Government or their Undertaking offices. The affidavit or Notary should be latest i.e. of the Year 2024.
- Ix) Signed copy of RFP by Contractor with stamp of his office.
- X) D.D. of EMD of Rs. 5000/- (Rupees Five Thousand Only) in favor of Estate Officer, Vanbhavan payable at Nagpur.

### Financial Documents Envelop :- No.02

1. Annexure 01 by quoting rate in figure and words for Financial Year (2024-25, 2025-26, 2026- 27) with sign and seal of Contractor.

#### **Note :**

- a. All above documents are mandatory. **Documents should be in Sequence and named by items number as above .**However, relaxation may be given in the best interest of the Government by Tender Committee.
- b. Selected firm will have to submit all original certificate and letters for verification, which will be returned back to them
- c. All documents shall be readable and submitted in sealed envelope and it should not contain commercial bid.
- d. Upon verification, evaluation /assessment, if in case any information furnished by the Bidders is found to be false/incorrect, his bid shall be summarily rejected and appropriate action will be initiated.

#### **5. SCOPE OF WORK**

The Estate Officer, Van Bahvan, Maharashtra invites quotation from the CA, Partnership Firm/Company for filing GST Returns, GST (TDS) Returns and Non salary Income tax TDS Returns of DDO i.e.1) Estate Officer, 2) Publicity and Information Officer, 3) Forest Engineer Office Vanbhavan, PCCF (HoFF) M.S. Nagpur For FY 2024-25, 2025-26 and 2026-27 With Consultation as per requirement.

- i) The work under this contract comprises of filing of all required monthly and Quarterly error free returns of GST(GSTR-1, GSTR-7,etc), GST (TDS) and Non salary Income tax TDS ( 24G Monthly, 26Q quarterly) and other returns as per requirement of Income Tax Office and Government norms as necessary.

- ii) The vendor shall be solely responsible for timely filing of all returns as per Government norms and providing the soft copy and hard copies to the DDO after filing the returns.
- iii) Vender have to submit certificate quarterly at the time of submitting bill, mentioning that no any dues, penalty from the Income Tax department are pending with Forest Department for late filing, wrong Pan No., GST No. and short deduction etc.
- iv) The vender have to inform any new guidelines of Government with reference to GST, GST(TDS), and income tax TDS return and also take action as per guidelines when necessary and also have to give consultation when required to this office.
- v) The vender will coordinate with the CA previously hired by Department to finalize any matter due for agreement period when required.
- vi) The vender will coordinate with the CA hired by Department to finalize any matter after this agreement period when required.
- vii) Any notice/clarification issued by I.T. Department regarding GST returns and Income tax TDS relating not only to FY 2024-25, 2025-26 and 2026-27 but also previous financial years shall be attended by the firm and shall settle the matter with respective authorities on behalf of the concerned DDO. Reporting of pending cases and action needs to be taken. If necessary Extra service charge will be provided as per Government Rules and Norms.
- viii) The vendor shall assist Maharashtra forest Department and suggest suitable changes required under GST regime for minimize the tax burden, utilization of available Input tax credit(ITC) and suggestion for review mechanism for availing all eligible input tax credits and utilization under GST etc.
- ix) The vendor shall record GSTR-2 matching monthly basis information and it should be provided to this office also inform name of firm and party who did not credit GST amount to Government.
- x) The Vendor have to ask information in prescribed proforma. If information will not be submitted before due date to vendor from this office, then vendor have to contact immediately to this office.
- xi) The Vendor have to file unlimited correction returns regarding PAN error, Short Deduction.
- xii) The Vendor have to work as per Tax Return Prepared Scheme, which was introduced by Income Tax Department Govt. of India.
- xiii) The Vender who will provide dashboard for monitoring of taxation compliance activity through dedicated IT Software will be preferred .

## **6. VALIDITY PERIOD FOR CONTRACT**

The contract shall be valid for FY Year 2024-25, 2025-26 and 2026-27 However, this can be extended, on request in writing by the vendor, by Tender Committee for next one year if he/she finds it in the interest of the Government.

## **7. PARTICIPATION FEE & EARNEST MONEY DEPOSIT**

- a) Demand Draft of EMD of Rs 5,000 (Rupees Five Thousand only) in the favor of Estate Officer, M.S. Nagpur payable at Nagpur .
- b) No interest will be payable to the vender on the amount of the EMD.
- c) In case of unsuccessful venders, EMD shall be refunded same day of decision on technical bids.
- d) EMD of Successful vender will be returned after award of contract
- e) The EMD may be forfeited:
  - i. If a vender withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
  - ii. If successful vendor fails to sign the Contract within 8 days in accordance with the format given in the RFP.
- f) If any information of vendor is found false then MFD shall reject the bid, forfeit EMD and initiate appropriate action.

## **8. SECURITY DEPOSIT**

The successful vendor shall furnish the security deposit of for the Rs. 15,000/- in the form of Performance Bank Guarantee from any nationalized bank in favors of Estate Officer, M.S. Nagpur and the same shall be submitted at the time of signing the contract agreement, without which agreement will not be considered. Security deposit will be refunded after 6 months of the expiry of the contract, after deducting the penal amount, if any.

## **9. QUOTATION OPENING**

Quotation will be opened on 11<sup>th</sup> March 2024 at 3:00 PM. in the chamber of The Estate Officer, Vanbhavan before present bidders.

## **10. EVALUATION OF BIDS AND AWARD CRITERIA**

- 1 Evaluation of quotation will be done as follows:
  - i. First validity of quotation will be checked.
  - ii. Next it will be checked for non-compliant and non-responsiveness.
  - iii. Next, it will be checked for reasonableness of the quote rate with reference to the market rate. The reasonableness will be decided by the Tender Committee and his decision will be final.
  - iv. Quotation with unreasonable rate, even the lowest, will be rejected.
  - v. The evaluated, valid and accepted commercial quotation will be classified into L1, L2...based on the rate quoted.
  - vi. L1 will be asked to produce original documents for verification and on satisfaction L.o.I. will be issued. On failure of submitting the originals by L1 his quotation will be rejected and EMD will be forfeited. The next chance will be given to L2, L3. and same procedure will be continued till final selection.
  - vii. Tender Committee reserves the right to negotiate with vender for finalizing rate if it is not within the expected limit or in case of tie.

## **11. PLACING OF LETTER OF INDENT**

- a) Prior to the expiration of the validity period of quotation, Maharashtra Forest department will notify the Successful vender that its Proposal has been accepted by issuance of a Letter of Indent in writing.
- b) The successful vender will have to submit acceptance within 3 days of issue of LoI and within 7 days enter into agreement with the department in given format on 100/- Rs. Stamp paper On non-response his claim will be cancelled and EMD will be forfeited.

## **12. PAYMENT TERMS**

- i. The vender after completion of month and quarter shall submit bills in triplicate to the respective DDO.
- ii. On receipt of the bills, the payment shall be made through RTGS within 15 days. However, in case of non-availability of grants, delay may be possible. For this delay no interest will be paid.
- iii. TDS as per Rule will be deducted while making payments.

### **13. RESOLUTION OF DISPUTES**

The vendor aggrieved from any decision of the Tender Committee may prefer an appeal within 15 days of the receipt of the letter of decision to the PCCF (P.&M.), M.S. Nagpur. The decision of the PCCF (P.&M.), M.S. Nagpur will be final and binding on both the parties.

### **14. TERMINATION FOR DEFAULT**

Failure of the successful vendor to agree with the terms & conditions of agreement shall constitute sufficient grounds for the annulment of the award, in which event MFD may call for new proposals.

### **15. APPLICABLE LAW**

- a) The vendor shall be governed by the laws and procedures established by Govt. of India and Govt. of Maharashtra within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.
- b) All disputes in this connection shall be settled in Nagpur jurisdiction only.
- c) MFD reserves the right to cancel or modify **their** requirement at any stage of process cycle without assigning any reasons. MFD will not be under obligation to give clarifications for doing the afore said.

### **16. GENERAL CONDITIONS**

- a) Tender Committee have the Right of Rejection and Acceptance of tender.
- b) Any default by the bidders in respect of terms & conditions will lead to cancellation of agreement.
- c) Any attempt by vendor to bring pressure towards MFD decision making process, such vendors shall be disqualified for participation and those vendor may be liable to be debarred from bidding for MFD in future for a period of three years.
- d) Upon verification, evaluation /assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.

e) MFD will not be responsible for any misinterpretation or wrong assumption by the vendor, while responding to our request. The bidders are advised to clarify their doubts (if any) during working days and official hours before the final date of tender.

Date :-

Place :-

**Estate Officer**

**O/o, PCCF Van Bhavan, Nagpur**

On behalf of Tender Committee

**Annexure - 01**

**Principal Chief Conservator of Forest (HOFF) M.S. Ramgiri road, Civil lines  
Nagpur**

FINANCIAL BID

**Reference No.- E.O. /C.A./                      /2023.24                      Nagpur dt.       /       /2024**

Sr. no.	Name of DDOs	Particulars of works	Quote rate excluding GST for One Financial Year	
			Rs. In Figure	Rs. In Words
1	Estate Officer	For all the GST, GST TDS returns mentioned in the scope of Work Monthly and Quarterly.		
		Non salary Income tax TDS Monthly and Quarterly.		
2.	Forest Engineer	For all the GST, GST TDS returns mentioned in the scope of Work Monthly and Quarterly.		
		Non salary Income tax TDS Monthly and Quarterly.		
3.	Publicity and Information Office	For all the GST, GST TDS returns mentioned in the scope of Work Monthly and Quarterly.		
		Non salary Income tax TDS Monthly and Quarterly		

Notes-

- a) Only GST as applicable shall be Paid Extra on the above quoted fee.
- b) Statutory Deductions like TDS etc. shall be made by this Office as per statutory rate and norms wherever applicable.

Complete address of the Tenderer/Bidder

.....  
.....

Place :-

Signature .....

Date :-

Name of Designation .....

Company's Seal.....





