

**Rajasthan State Industrial Development &
Investment Corporation Ltd.**

REQUEST FOR PROPOSAL

FOR

**FILLING OF TDS (Salary & Non Salary) & TDS ON GST
RETURN CONSULTANCY FOR A**

PERIOD OF TWO YEAR

Udyog Bhawan

Tilak Marg

Jaipur

**Rajasthan State Industrial Development & Investment
Corporation Ltd.**

Udyog Bhawan , Tilak Marg Jaipur-302005

**Rajasthan State Industrial Development & Investment
Corporation Ltd.**

Uydog Bhavan, Tilak Marg Jaipur-302005

Date:- 16/05/2025

Vishnupriya Consultants Pvt. Ltd,
Chartered Accountants,
G-1, Aastha Square R-18,
Yudhishter Marg, C-Scheme,
Jaipur, Rajasthan, India,302001

Request for proposal

Sub:-Request for proposal for Consultancy service [filling of TDS
(Salary & Non Salary) and TDS ON GST return] a period of
two year.

Sir,

Request for proposal is being invited under Rule-17 of RTPPR
under single source method for selection of consultancy service [filling
of TDS (Salary & Non Salary) and TDS ON GST return] in RIICO for a
period of two year is enclosed herewith for your reference.

You are request to submit your financial proposals by 4:00 PM on date
23/05/2025 to GAD Cell RIICO Ltd.

Encl: As above



Signature valid
(Anil Goyal)
Financial Advisor
Digitally signed by Anil Goyal
Designation: Financial Advisor
Date: 2025.05.16 17:44:15 IST
Reason: Approved

TERMS OF REFERENCE

FOR

FILLING OF TDS (Salary & Non Salary) AND TDS ON GST RETURN CONSULTANCY FOR A PERIOD OF TWO YEAR

FOR RIICO

1. BACK GROUND & OBJECIOVES

Rajasthan State Industrial Development & Investment Group Limited, Jaipur (RIICO) is incorporated and domiciled in India having registered office at Udhog bhawan, Tilak Marg, Jaipur. These consisting of the Group and its associates. RIICO has pioneered industrialization of the State of Rajasthan by creating industrial infrastructure through setting up of industrial areas. RIICO also acts as a financial institution by providing loan to large, medium and small scale projects. RIICO has set up 33 regional Offices all over Rajasthan to administer the development and management of the industrial areas.

RFP is invited for consultancy [filling of TDS (Salary & Non Salary) and TDS ON GST return] under the Direct single source method and provisions of the Rajasthan transparency in public Procurement Act, 2012 read with rule 17 of RTPP rules, 2013 on monthly/Quarterly remuneration basis.

2. Scope of Work

1. To file timely monthly GST TDS return as per the information provided by the Corporation and to provide GSTR-7 for timely deposition of GST TDS.
2. To file timely quarterly TDS return (Non salary) as per the information provided by the Corporation and to provide 26-Q and Form 16-A timely.

3. To file timely quarterly TDS return (Salary) as per the information provided by the Corporation and to provide 24-Q timely.
4. To file timely annual return (Salary) as per the information provided by the Corporation and to provide Form 16 timely.
5. To file Revised return (Salary & Non Salary) as per the information provided by the Corporation.

3. Deliverables and Timeline

The timelines as prescribed in relevant acts and rules will have to be adhered by the consultant for various deliverables as mentioned in "scope of work" stipulated as above.

4. Other terms and Conditions

- The proposal shall be valid for a minimum period of ninety (90) days from the last date for submission.
- Kindly note that RIICO is entitled to amend any RFP conditions, validity period, specifications, or extend the closing date and / or time of RFP before the right to verify any information contained in a proposal.
- An omission to disclose material information, a factual inaccuracy, and / or a misrepresentation of fact may result in the disqualification of a proposal, or cancellation of any subsequent contract.
- RIICO reserves the right not to accept the proposal without assigning any reason there of .
- The consultant hereby offers to render all of the services described in the attached Documents to RIICO on the terms and conditions stipulated in this RFP documents, This proposal and its acceptance shall be subject to the compliance of terms and conditions contained in this RFP documents. Proposal submitted by firm must be signed by a person or persons duly authorized thereto.
- Consultant has to submit and execute an agreement on non-judicial stamp of appropriate amount as per Rajasthan Stamp ACT on or before Date 10/06/2025 at his own cost.

- Consultant shall not utilize or publish or part with to a third party, any data, statistics or information collected during his assignment without the consent of the Corporation.
- The provision of RTPP Act and Rules made thereunder shall be adhered with.
- Any delay in completing the work will be termed as default on the part of firm. However, if delay in executing / completion is due to the factors / reasons which are on the part of the Corporation then such delay will not be treated as delay on part of the consultant. On such default a liquidated damage can be imposed ad per following rate after giving a notice in writing and extending an opportunity to explain its position.

2.5% of work order	Delay up to 15 of prescribed time
5% of work order	Delay up to 30 of prescribed time
10% of work order	Delay exceeding 30 days

5. Terms of Payment

Fee will be paid on a quarterly basis and TDS shall be deducted as per provision of Income tax act and GST law. Consultant shall submit quarterly bill to the Corporation upto 5th day of ensuing month and payment shall be paid upto 10th day of the ensuing month.

6. TIME PERIOD OF ASSIGNMENT

The assignment shall be for a period of two year.

Annexure-A

Form for price bid for Consultancy service [filling of TDS (Salary & Non Salary) and TDS ON GST return] in RIICO

Financial Advisor

RIICO Ltd.
Udyog Bhawan, Tilak Marg
Jaipur

Sub:- Financial proposal for Consultancy service [filling of TDS (Salary & Non Salary and TDS ON GST return] a period of two year.

Sir,

We, the undersigned, offer to provide Consultancy service (filling of TDS and TDS ON GST return) in accordance with the request for proposal Dated 16/05/2025 and our Resume. Our financial proposal is attached herewith.

Our financial proposal shall be binding upon us to contract period from the date of submission of proposal.

We understand you are not bound to accept any proposal you receive.

Your's sincerely

Authorized Signatory
Name and title of the signatory
Name of the firm and address

.....
.....
.....

Details of Designated Person

S. No.	Particular	Details

Authorized Signatory

Financial bid for Consultancy service [filling of TDS (Salary & Non Salary) And TDS ON GST return]

period of two year

Format – B

Financial Bid

Sr. no.	Description of service		
1	Quarterly TDS return 24Q and 26Q		
2	Annual Return filling of salary		
3	Filling of Revised TDS Return		
4	Issuance of Form 16 and Form 16-A		
5	Monthly GST TDS return in Form No. GSTR-7		
6	Taxes payable, if any, except TDS (income tax) will be in addition to above fees.		
7	Total Consultancy fee including GST as per reviling rates 1 to 5		

Any charges payable to Income tax department like NSDL Fees will be paid extra. The above amount is excluding GST which will be charged as per applicable rate.

Authorized Signatory

Undertaking
(On behalf of firm)

I, partner of M/s, Chartered Accountants do hereby verify and declare

1. That the particulars given by me/ us are complete and correct and that if any of the statement made or the information so furnished in the application from is later found not correct or false or there has been suppression of material information, the firm would not stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountant Act, 1949 and the regulation framed there under.
2. That the firm of partners have not been debarred or cautioned by ICAI during the last three years, (if debarred, give details);
3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act, 1949;
4. That the constitution of the firm as on 1st January of the relevant year shown in the resume is same as that in the constitution certificate issued by the ICAI.

(Signature of partner and Seal of the Firm)

Place:

Date: