

PRASAR BHARATI  
INDIA'S PUBLIC SERVICE BROADCASTER  
NEWS SERVICES DIVISION: ALL INDIA RADIO: NEW DELHI

NO. NSD/CA(2018)/ Accts.

Date: 28/11/2018

**Subject:- Quotation for hiring professional services of CA Firm for NSD AIR New Delhi.**

Sir,

Director General, News Services Division, All India Radio, New Delhi invites quotation for hiring of CA Firm. The quotation is required to be submitted in a sealed cover duly super scribed 'Hiring of CA Firm'. The quotations will be acceptable up to 1400 hrs on 19.12.2018 and opened on the same day at 1500 hrs. The quotations can also be sent by post to The Director General, News Services Division, All India Radio, Room No. 224, 11<sup>th</sup> floor, New Broadcasting House, Parliament Street, New Delhi-110001.

The intending participants must adhere to the following points before submission:-

**Scope of work**

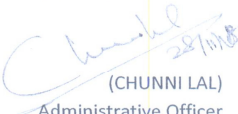
Director General, News Services Division, All India Radio, New Delhi has Salaried employees, whose taxes have to be calculated and deducted. The hired firm is expected to calculate tax for deduction of Income Tax authorities online. Any discrepancy is to be highlighted by the approved firm or its representative. The division also takes the service of some outside agencies/firms, which comes under the ambit of TDS as per Income Tax Act, whose quarterly returns are also to be filed by such approved CA firm. Moreover this station also engages casual artists/contractual/ professionals/ casuals and TDS is deducted on their professional fee/ payment. The approved firm will also have to file quarterly returns of contractors and casual artists, engaged by this office, with Income Tax authorities. The firm would also help in resolving any issues/ discrepancies in filing return with the Income Tax authorities.

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#### TERMS AND CONDITIONS

- The Service Provider will ensure visiting the office of Service User as and when required by the Service User.
- The approved firm will visit or depute its official to visit this office as and when required for calculation of Income Tax of salaried employees. The firm will also help this station in calculation of Income Tax of 3<sup>rd</sup> Parties and professional/artists etc. if required.
- The Firm will file quarterly returns which are mandatory by the Income Tax authorities on the basis of data provided by this office.
- The Firm will be responsible for filing of revised returns if so required by the Income Tax authorities due to any discrepancy.
- The Firm will also be responsible for all mandatory compliances with Income Tax authorities.
- The firm will make available FORM 16 and FORM 16A in digital form to the Service Provider on completion of each quarter.
- The approved contract will be valid for this Financial Year and can be expended for a period of one year, if the services provided by the lowest quoted Firm founds satisfactory.
- The Firm must attach a copy of Service Tax Number/PAN/Good and Service Tax number with the quotation failing which the quotation will be rejected straightway.
- The Firm will be held personally responsible for any manpower supplied at this station about his/her character antecedents and its integrity.
- The payment will be made on quarterly basis on submission of bill in duplicate. All mandatory deductions GST/TDS will be done. The payment will be made via NEFT.
- The Firm must be a New Delhi based firm or having its registered office within the municipal limits of New Delhi.
- The Firm must exchange its telephone number with the office so that the proprietor/partner of the firm or the director of the company can be contacted any time.
- The Firm/company must have experience of at least 3 years in this field. Proofs of having worked in Government office must be attached along with tender.
- A copy of Registration/certificate of Incorporation must be attached with the quotation document.
- A copy of this quotation document must be attached with the quotation duly inked signed and stamped as the token of having agreed to the terms & conditions stipulated by this office.
- The Division will not in any case be held responsible for salary and other disputes of the firm/company with its employees deputed from time to time at this station for work as mentioned above.

- A copy of the certificate issued by the institute of Chartered Accountants of India in the name of owner/proprietor/director must be attached with the quotation.
- The competent authority reserves the right to reject any or all quotation(s) with or without assigning any reason(s) thereof.
- The competent authority also reserves the right to terminate the quotation at any time during the validity of quotation, if at any time it is established that the services of the firm/company are not satisfactory.
- The Firm/company will maintain privacy and security of the DATA of employees of this station. This includes their PAN Numbers and Salary Data. The firm/company will also maintain privacy of record as per Official Secrets Act.
- The Firm must not be blacklisted by any Government or Private organization. A certificate to this effect must be attached with the quotation.
- The Firm/company must declare in writing that none of its partner/director is the spouse of any official/officer working in Prasar Bharati i.e. All India Radio or Doordarshan, then, full details must be given.
- The approved Firm/company may at time(s) be required to visit Income Tax Office or such other allied offices on behalf of the Service User. The firm/company will invariably visit at such offices at no extra cost.
- The approved Firm/company will submit all the required returns within stipulated time limits as per the requirement of Income Tax.
- The Firm/company will not sub-let the contract in any case. Any such action will lead to termination of contract.
- The proprietor/director or any other representative of the firm/company will maintain such behaviour so as not to harm the dignity of women employees/women visiting this premise. Any such misbehaviour would invite serious action by service User which may lead to termination of the contract without any communication in this regard.
- The decision of the competent authority will be final and binding on all parties.

  
(CHUNNI LAL)  
Administrative Officer

For Director General (News), AIR

✓ Copy to :In-Charge IT Unit for placing on web site.