

ଗଣିତ ଓ ପ୍ରଯୋଗ ପ୍ରତିଷ୍ଠାନ

INSTITUTE OF MATHEMATICS AND APPLICATIONS (Science & Technology Department, Govt. of Odisha) Andharua, Bhubaneswar-751029. Website: <https://www.iomaorissa.ac.in>

Call for Quotation from registered Chartered Accountant firms for filing of TDS & GST Returns including GST-TDS for the year 2024-25 & maintaining IMA Accounts in tally.

Sealed quotations are invited for the following work from the registered Chartered Accountant firms having experience in similar nature of work.

The appointment shall be initially for a period of One year, which may be renewed for another year subject to the satisfactory performance of the firm, with the mutual consent of both the parties.

Interested Firms can download the Eligibility Criteria from IMA website@ <https://iomaorissa.ac.in>.

ELIGIBILITY CRITERIA:

1. The firm should be a partnership firm with minimum 3 (three) nos. of FCA as on date of advertisement, partners having at least 10 years work experience in similar Govt. offices or Govt. aided Agencies.
2. The firm should have latest empanelment with C& AG for the year 2023-24.
3. ICAI Constitution Certificate in favour of Firm.
4. The firm should have its head/Branch office at Bhubaneswar, Odisha.

SCOPE OF WORK:

1. Compliance of GST Act & P. Tax Act.
2. Giving advice about GST and timely filing of all GST Return as applicable from time to time.
3. The firm shall be responsible to maintain accounts of the Institute in tally software, including Bank Reconciliations.
4. Compliance of TDS/TCS(Income Tax)
 - (a) Giving advice about TDS-TCS.
 - (b) Timely preparation of computation sheet of TDS-Income Tax of employees and other than employees payable by IMA, Bhubaneswar.
 - (c) Filing of TDS return on a quarterly basis by its due date. Filing of Annual Returns.
 - (d) Opinion and Verification of correct rate of TDS.
 - (e) To appear before ACIT (TDS), whenever required including submitting details/particulars asked for.
 - (f) Views and opinion on TDS/TCS, Income tax and maintaining accounts in tally. Any other tax issues raised by the Institute as and when required.

MODE OF SUBMISSION OF PROPOSAL. A properly sealed Master envelope superscripted with Envelope “Notice Inviting Proposal for the work of Filing of TDS & GST Returns including GST-TDS & maintaining IMA Accounts in tally” and the address of the firm and address to Registrar, Institute of Mathematics and Applications, Bhubaneswar-751029, must reach the office of Registrar **1:P.M of 30.1.2024** through Registered Post/Speed Post and will be opened at 3.30P.M of the same day in the presence of participating firm or their authorized representatives.

DOCUMENTS TO BE ENCLOSED WITH THE PROPOSAL

1. Self attested copy of Registration of firm/CAGI empaneled order.
2. Self attested copy of PAN card.
3. Self attested copy of GST Registration number of the firm.
4. Unconditional acceptance letter on letter head in the format as per Annexure-I, duly filled in, signed and sealed by the authorized signatory of the firm.(The agency should give unconditional acceptance to IMA proposal.
5. The firm shall enclose copies or work orders in during last 3 years relation to assignment executed/ being executed in any Good organization/NPO/Govt. educational Institutions.
6. Non submission of above documents will not be considered as exemption/non-applicability.

TERMS AND CONDITIONS:

1. The quotations shall be submitted in sealed envelopes only in formats as prescribed in **Annexure-II.**
2. An agency can submit only one quotation.
3. Any agency giving more than one quotation in its name shall be summarily rejected and none of its quotation will be opened.
4. Quotation documents are not transferable.
5. The quotation offer shall remain valid for 90 days (ninety days) from the date of opening.
6. One representative of the agency shall be allowed to be present at the time of opening of quotation.
7. The agency is advised to get registration number from the authorities under GST Act and other Acts, as applicable. IMA does not take any responsibility in this connection.

8. The successful agency shall enter into a contract agreement before start of the work. The contract agreement shall be executed on a non-judicial stamp paper of Rs 100/ - and the cost of the stamp paper shall be borne by the agency.
9. Payments shall be released after receipt of bill on quarterly/ yearly on completion of task basis after deduction of applicable taxes and the same shall be subject to satisfactory services rendered by the agency.
10. IMA reserves the right to terminate the contract at any time by giving notice of period till the end of running month.
11. During the contact period, no increase whatsoever will be given to the agency other than the quoted and accepted rates/charges in INR.
12. The agency shall ensure compliance to all tax and labour regulations applicable from time to time. The compliance and proof thereof shall be submitted to this office without loss of time to ensure timely payment.
13. The undersigned reserves the right to cancel/ rejects any or all the quotations without assigning any reason thereof.

**ACCEPTANCE LETTER (TO BE SUBMITTED IN ENVELOPE ALONGWITH
OTHER DOCUMENTS)**

To,
The Director,
Institute of Mathematics and Applications,
Andharua, Bhubaneswar-751029(Odisha)

Subject: Acceptance of Institute of Mathematics & Applications Quotation Conditions.

Sir,

The Quotation documents for the work “Filing of TDS/TCS & GST Returns and maintenance of accounts in tally including GST-TDS at Institute of Mathematics & Applications I/we hereby certify that I/we have inspected the quotation call notice and read the entire terms and conditions of the quotation documents made available to me/us, which shall form part of the contract agreement and I/we shall abide by the conditions/clause contained therein. I/we hereby unconditionally accept the quotation conditions of Institute of Mathematics & Applications quotation documents in its entirety for the above facility. The contents of all clauses of Terms and Conditions of Notice Inviting Quotation have been noted including one wherein it is clarified that Institute of Mathematics & Applications reserves the rights to reject the conditional quotations without assigning any reason thereto. I/we declare that I/we have not paid and will not pay any bribe to any officer of Institute of Mathematics & Applications for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of Institute of Mathematics & Applications asks for bribe/gratification, I will immediately report it to the appropriate authority in Institute of Mathematics & Applications.

Yours faithfully

Date:

(Authorized Signature and seal of the Firm)

RATE QUOTATION

Name of the Work: Filing of TDS/TCS & GST Returns including GST-TDS and maintenance of accounts in tally software at Institute of Mathematics and Applications, Andharua, Bhubaneswar.

Rate and Amount in INR

Sl. No.	Description of Item	Unit	Qty.	Rate (In figure)	Rate (In Words)	Amount
1	2	3	4	5	6	7
1	Filing of TDS issue of form 16 & GST Returns including GST-TDS	Quarterly/ monthly				
2	Maintenance of accounts of Institute of Mathematics and Applications in tally software for the year 2023-24					
3	Maintenance of accounts of Institute of Mathematics and Applications in tally software for the year 2024-25					

Total Amount (in words) Rupees _____
only.

Note: Rates must be inclusive of all types of charges excluding GST at the appropriate rate.

Date:

(Authorized Signature and seal of the Firm)

The Quotation are available in the website of IMA which can be downloaded for use.

Last date and time for submission of Quotation	30.01.2024 at 1:00P.M
Date & Time of Quotation Opening (Technical Bids):	30.01.2024 at 3:30P.M
Opening of Financial Bid:	31.1.2025 at 3:30 P.M

REGISTRAR

Memo No: IMA/35/ /2024, dated:

Copy forwarded to all notice boards for wide publications.

Memo No: IMA/35/ /2024, dated:

Copy forwarded to System Analyst, IMA, BBSR for hosting in the institute website for wide publications.

Sd/

REGISTRAR