

Bank Note Paper Mill India Private Limited, Mysore

Invites sealed quotations for providing professional services for TDS work to Bank Note Paper Mill India Private Limited-Mysore.

The enquiry is hosted on Company's website <http://www.bnpmindia.com>. Enquiry may be downloaded from the above referred website.

For any query, you may contact at Tel 0821-2401111 Fax 0821-2401120



Enquiry No. BNPM/LTE/TDS Work/1014/2019 - 20 Dated 06.01.2020

**LIMITED TENDER FOR PROFESSIONAL SERVICES TOWARDS TDS
WORK**

**CORPORATE OFFICE
BANK NOTE PAPER MILL INDIA PRIVATE LIMITED**

**Administration Building, Paper Mill Compound,
Note Mudran Nagar, Mysore-570003**

Last date for submission of tender:
Opening of Quotation:

**1300 Hours on January 15, 2020
1700 Hours on January 15, 2020**



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SECTION-I

NOTICE INVITING TENDER

Bank Note Paper Mill India Private Limited (BNPM) is a joint venture company between Bharatiya Reserve Bank Note Mudran Private Limited (A wholly owned subsidiary of Reserve Bank of India) and Security Printing and Minting Corporation of India Limited (100% owned by Government of India), incorporated for setting up & manufacturing of bank note paper at Mysore.

1. Sealed quotations are invited by BNPM from intended bidders for providing professional services towards TDS work as per the scope of work given in SECTION-III in pursuance with eligibility criteria given in SECTION-II.
2. Quotations should be addressed to General Manager, Bank Note Paper Mill India Private Limited and should be submitted on or before **1300 hrs on January 15, 2020** in sealed covers at the office of BNPM at Administration Building, Paper Mill Compound, Entry Gate No-1, Note Mudran Nagar, Mysore-570003. Quotations in person may be handed over on reception at Administrative Building, Paper Mill Compound, Note Mudran Nagar, Mysore. The bid shall be opened at **1700 Hours on January 15, 2020** at the above-mentioned address.
3. Quotations should be submitted in single copy as original in a sealed cover, at the office of the BNPM, super subscribed "Enquiry for providing of professional services towards TDS work to BNPM" containing following:
 - a) Techno-commercial as per Section IV in one envelop.
 - b) Price Bid as per format enclosed with Tender document – SECTION-V in another envelop.And above both envelops in sealed 3rd envelop.
4. Tenders not properly filled, mutilated with incorrect calculations or generally not complying with the conditions may be rejected.
5. Tenderers should quote their prices and rates both in figures and in words. No blank spaces shall be left. All erasures and corrections made while filling up the tender shall be initiated by the tenderer.
6. If the tender is made by or on behalf of an Owner it shall be signed by a person having the authorizing letter to enter into such contracts. A copy of such authorization letter shall be enclosed. If it is made by a Partnership Firm it shall be signed with the Co-Partner named by a member of the firm who shall sign in his own name and give the name and address of each partner of the firm and attach a copy of Authorization Letter with the tender, authorizing him to sign on behalf of the other partners. A certified copy of the registered partnership deed shall also be submitted along with the tender.
7. The tender shall remain open for acceptance for a period of 20 days from the date of opening of the tender.



8. Prices quoted should be for an indivisible contract basis and should include all royalties, duties, taxes, expenses and any other duties and taxes leviable by the Central and state governments and other statutory bodies. The rates quoted will be treated as all inclusive and no further claims whatsoever will be entertained in this respect.
9. If the quoted charges are not found workable, the purchaser has right to reject the quotation.
10. The acceptance of the tender will rest with the Owner, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received without assigning any reason thereof.

11. Terms of Payment:

100% on receipt and acceptance of services by the receiver and production of all required documents by the service provider in phased manner as mention below.

20% on filing of Q3 TDS Return.

20% on filing of Q4 TDS Return.

40% on providing the Form-16 Part-A, Part-B with Form-12B & BA.

20% within 30 days from the date of completion of work.

Payments to the service provider shall be made in bank account through ECS in INR only.

12. Liquidated Damages:

If the firms/service provider fails to provide any or all of the services or fails to perform the services within the time frame(s) incorporated in the contract, BNPM shall, without prejudice to other rights and remedies available to BNPM under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% (Half) percent of the delivered service price of the delayed services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed services' contract price(s).

In addition to the above, if any penalty/interest/compensation paid to statutory authority due to negligence/omission/commission/mistake/error occurred during performance of services would be recovered from the contract price.

13. Discrepancy in Prices

12.1. If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless BNPM feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.



12.2. If there is an error in a total price, which has been worked out through addition and/ or subtraction of subtotals, the subtotals shall prevail and the total corrected; and

12.3. If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to sub clause 12.1 and 12.2 above.

12.4. If, as per the judgment of BNPM, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered/speed post. If the tenderer does not agree to the observation of BNPM, the tender is liable to be ignored

14. Tender Evaluation and award of work:

Tenders will be evaluated as per the terms and based on responsiveness taking into account all relevant factors. While the lowest offer will generally be the criteria, BNPM reserves the right to reject any offer including the lowest one if the same is not conforming to its norms. The decision of BNPM in this regard will be final.

All the above terms and conditions have been read, understood and accepted by me.

Authorized Signatory

Name of the Person Signing the Tender _____

Designation _____

Seal with address _____

Address of local office _____



SECTION-II

Eligibility Criteria

Practicing Chartered Accountant / Cost Accountant / Company Secretary/ CA Firm, Cost Accountant Firm, CS Firm practicing Direct Taxation specifically in TDS having a minimum 3 year practice on the date of the bidding.



SECTION-III

Scope of TDS work

The Company have a strength of 360 - 370 employees.

1. Computation of Tax liability for each employee for the financial year 2019 - 20 in consideration with the Tax declarations submitted by the employees and forecast the TDS amount needs to be deducted in coming months (from January -2020 onwards) from the salary of employees in pursuance of IT Act.
2. Verification of Income Tax declarations with submitted proof of documents by the employees. Provide the employee wise details of observed discrepancies in submitted IT declaration or in supporting documents to quick resolution/decision.
3. Compare the computed tax with tax calculated through company system/software and provide the details of gap with suitable solutions to correct the employee's Tax computation in company system/software.
4. Filing of the TDS Return for Employees TDS deduction (24Q) for the 3rd & 4th Quarter of FY 2019-20 with in prescribed time frame of Income Tax Act/Rules.
5. Issue of Form-16 Part-A & Part-B with Form12B & 12BA to all employees on or before 10.06.2020.



SECTION- IV

PROFORMA OF TECHNO-COMMERCIAL BID

From:

Date:

Proprietor/Firm Name,
Address:

To

The General Manager,
Bank Note Paper Mill India Private Limited
Administration Building, Paper Mill Compound
Note Mudran Nagar-Mysore
570003

Dear Sir,

Ref: Your Enquiry No. _____ dated _____

We have received your enquiry cited and we are pleased to enclose the following as our technical bid for your kind consideration.

1) Our company's profile.

- Name of the firm:
- Status of the firm: Proprietor/Partnership
- GST No.:
- Income Tax P.A.N. No.:
- Bankers and their Address:

2) List of our valuable customers:

3) We confirm to providing professional services towards TDS work strictly as per your requirement on as per your schedule.

4) We confirm that we will abide by all the tender conditions and we do not have any counter conditions.

5) We have attached our bid in two envelopes one contain the techno commercial & the other price bid & both sealed in 3rd envelop.

Thanking you,
Yours faithfully,

Seal

Name & Signature with date.



SECTION- V

Price Bid Format for providing professional services towards TDS Work

S. No.	Details of heads	Rate (In Rs)
1.	Price for TDS work as mentioned in Section-III (Scope of work)	
2.	GST	
3.	Total price	
4.	Total price in words	

Authorized Signatory

Name of the Person Signing the Tender

Designation

Name of Firm

Seal with address

Address of local office



Evaluation process

- a) Tender (Techno Commercial) will be evaluated on the basis of technical and eligibility details furnished in Techno commercial bid and the price bid of the techno commercial qualified bidders only will be considered for evaluation. Bidders are requested to quote as per the format given.
- b) The all-inclusive price as per price bid shall be considered for evaluation and determination of lowest responsive bid.
- c) If there is a tie among the eligible applicants: Local firm based in Mysore shall be preferred. In case, there is a tie between two firms than the senior most firm will be preferred.

Mere meeting the qualification and / or submission of application will not confer any right for selection. Acceptance / rejection of any application will be at the sole discretion of the Management.