

**LALIT KALA AKADEMI**  
**(National Academy of Art)**  
**RABINDRA BHAVAN**  
**NEW DELHI**

**Request For Quotations (RFQ) for hiring of CA firm for filing of returns and  
advising on all matters related to Taxation, TDS, Income Tax, Goods and  
Services Tax for FY 2025-26**

File No.LK/4002/Acctts/2024-25

Dated: 06 Feb 2025

LALIT KALA AKADEMI invites sealed quotations from interested CA firms having requisite experience for filing of returns and advising on all matters related to Taxation, TDS, Income Tax, Goods and Services Tax for FY 2025-26 as per terms and conditions detailed in the tender document.

Accordingly, interested parties are requested to quote their rates with others relevant documents as prescribed in formats mentioned in a sealed cover super-scribing the envelope “Quotations for Providing Tax related services in LALIT KALA AKADEMI, RABINDRA BHAVAN NEW DELHI”. Scope of the proposed work, terms of reference, terms and conditions of the contract will be as per the following details:

Mode of Bid Submission	Manual Submission
Description of work, Terms of Reference, and conditions of contract	Detailed in Annexure-I of bid document
Techno-financial Bid format	Detailed in Annexure-II of bid document
Type of Tender	Single Stage Single Envelope Bid System
EMD Required? No	No
BID SUBMISSION START DATE AND TIME	10.02.2025
BID SUBMISSION END DATE AND TIME	20.02.2025
DATE AND TIME OF OPENING OF TENDER	Will be updated
SUBMISSION OF QUOTATION	Sealed quotations from the interested CA firms bearing the name and address of the firm should be submitted to Secretary, Lalit Kala Akademi, 35 Ferzoshah road, 2 <sup>nd</sup> floor Dispatch section Rabindra Bhavan, New Delhi. The quotation will be opened in the presence of interested firms or their authorized representative(s) who may like to be present. In case, quotations are submitted after 20.02.2025, the tenders/quotations shall be rejected summarily.

**Scope of Work**

- 1.To carry out Internal Audit of the Akademi.
- 2.Preparation of Annual Accounts of the Akademi.
- 3.TDS/Income Tax matters/GST.
  - (i) Calculation of Income Tax of employees.
  - (ii) Quarterly filling of TDS returns.
  - (iii) Yearly filling of Income Tax return.
  - (iv) Data entry in the Income tax/TDS software for filling of TDS return (TDS 26Q and TDS 24Q four quarters and other related jobs.
  - (v) Generation of form 16 and 16A.
  - (vi) Generate the replies of defaults received from Income Tax Department.
- 4.(i)GST matters related to GTS and filling of returns.
  - (ii) Replies of queries received from GST Dept. if any.
- 5.Matters pertains to Accounts.
- 6.Prepare replies of Audit Paras, received from Audit office (CAG & Others)
- 7.Attending the Income Tax/GST authorities in connection with notices etc.
- 8.To attend all tax related notices matters old and current with the tax authorities.
- 9.Filling of form 15CA, 15CB of foreign visit.
- 10.Any other Tax/Accounts related matter that may be considered appropriate for seeking CA's opinion/action.
- 11.Checking of computation of 10B report.
- 12.Preparation of Utilisation certificate for specific grant received from the Ministry from time to time.
- 13.Professional tax matters.

### **Terms of Reference:**

The award of contract will be governed by the following terms and conditions:

1. The firm should quote their rate in Lump Sum excluding GST for appointment as Tax related services in Annexure-II
2. The quotation should have proper address, telephone number and E-mail address, other relevant details with relevant supporting documents duly signed by authorized signatory.
3. Copy of attested PAN/TAN No. etc. (as required) of the agency should be attached with quotation.
4. The bidders may visit the company office to examine the financial statements, reports and related documents for assessment of work involved during office hours on working days, if so desired.
5. The bid shall remain valid for 10 days from the date of opening of quotation(s).
6. The bid document should be kept intact and signed with seal on all pages with acceptance of terms and conditions.
7. The Company reserves the right without assigning any reason to accept or reject any/all quotation(s) in whole or in part.
8. The successful tenderer shall not engage any sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
9. During the period of contract or extension, the rates will not be revised.
10. The contractor may be called anytime as and when required.
11. In the event of person deputed by CA firm being on leave/absent, the CA firm shall ensure suitable alternative arrangement to make up for such absence.

### **Extension and Termination of Contract:**

1. The contract will be initially valid for a period of one year. The period of contract is extendable by another year subject to rendering of satisfactory services by the firm & mutual consent of both the parties on the same terms & conditions. However, it shall be with the consent / written request by the CA firm in this regard.
2. The contract may be terminated by this office at any time without assigning any reason, if the work of the firm is not found satisfactory. In this connection, the decision of the company shall be final and binding on the firm.

### **Payment Terms:**

1. The rates should be quoted for the whole year (exclusive of taxes). Payment to the firm will be made in four instalments at the end of each quarter subject to satisfactory services.
2. Company will pay taxes as per Government of India norms applicable from time to time.
3. No advance payment will be made by the office. The approved firm shall submit the bill at the end of each quarter.
4. TDS under Income Tax/TDS under GST as per rule shall be deducted from the bill.

### **Evaluation Criteria and Award of Contract:**

1. The contract will be awarded to the bidder who will be technically qualified and who will quote the lowest rates in the sealed quotation.
2. Acceptance of the offer will be communicated by email/ fax/ letter or any other form of communication. Formal letter of acceptance and work order of the tenders will be forwarded as soon as possible, but the earlier instruction in the email/ fax / letter should be acted upon immediately.
3. If bidder does not accept the offers, after issue of letter of award by Lalit Kala Akademi New Delhi within 10 days, the offer made shall stand withdrawn.

**LALIT KALA AKADEMI**  
**NEW DELHI**

**[On the original letterhead of the Bidder]  
Bidder's Details**

Relevant supporting documents (duly signed by authorized signatories) to be enclosed with the quotation, wherever applicable.

1. Name of the Firm/ Company	
2. Name and Designation of Authorized Signatory	
3. Communication Address:	
4. Office Phone No: Mobile No:	
5. Fax: E-Mail ID:	
6. Experience certificates for serving in at least three govt organisations to be enclosed (for the last three financial years)	
7. Whether the firm has any legal suit/ criminal case pending against it for violation of any law of court (give details if any)	
6. GST registration Number & PAN Number:	
7. Name of the Contact Person: Designation: Phone No: Mobile No: E-Mail ID:	

Declaration I hereby certify that the information furnished above is full and correct to the best of our knowledge.

(Signature & Seal of authorized firm)

**ANNEXURE-III: SELF-DECLARATION {to be filled by the bidder}**

To, {Procuring entity},

In response to the Ref. No. \_\_\_\_\_ dated \_\_\_\_\_  
for Professional & Consultancy Services, as an Owner/ Partner/ Director/ Auth. Sign.  
of \_\_\_\_\_, I/ We hereby declare that presently  
our Company/ firm \_\_\_\_\_, at the time of bidding: -

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not have any debarment by any other procuring entity
- f) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- g) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- h) will comply with the code of integrity as specified in the bidding document. If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security (if submitted) may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder  
Signature with official seal

**ANNEXURE-IV: BID COVER LETTER & FORMAT COVER LETTER**  
**{to be submitted by the bidder on his Letter head}**

To,  
{Procuring Entity},

\_\_\_\_\_,  
Reference No. : \_\_\_\_\_

Dated: \_\_\_\_\_

Dear Sir,

We, the undersigned bidder, having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work & in conformity with the said bidding document for the same.

I / We undertake that the prices are in conformity with the specifications prescribed. The quotes/ prices are inclusive of all cost likely to be incurred for executing this work.

I / We undertake, if our bid is accepted, to provide the consultancy & professional services in accordance with the schedule specified in the schedule of Requirements.

I / We agree to abide by this bid for a period of \_\_\_\_\_ days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief. We understand that you are not bound to accept the lowest or any bid you may receive. We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Date:  
Authorized Signatory  
Name:  
Designation: