

BIHAR VIRASAT VIKAS SAMITI

(Art & Culture Department, Govt. of Bihar)

North of Patna Museum, Buddh Marg, Patna-800001

NIQ No-.....83.....

Date-.18./05/2026

Notice inviting quotation for "selection of a professional/firm for filing of E-TDS returns for Bihar Virasat Vikas Samiti

1. Bihar Virasat Vikas Samiti is an entity established by the Government of Bihar, under Societies Registration Act, 1860 to objective of protection, conservation, promotion, upgradation, beautification, research work of the archaeological/historical heritage of Bihar, attraction for domestic and foreign tourists and to create awareness about heritage among the public by developing the heritage as a resource.
2. Bihar Virasat Vikas Samiti would like to engage services of a qualified professional/firm for filing of E-TDS returns for Bihar Virasat Vikas Samiti.
3. Sealed quotations are invited from competent and responsive qualified professionals/firms along with requisite documents through Registered post/Speed Post/Courier/Hand to Hand latest by 5:00 pm on 30/05/2026. The posts are to be addressed to "The Executive Director, Bihar Virasat Vikas Samiti, North of Patna Museum, Buddh Marg, Patna, Bihar, 800001.
4. The quotations received within due date and time shall be opened at 04:00 PM on 02/06/2026.
5. Bihar Virasat Vikas Samiti will not be responsible for any delay or transit loss or late delivery of quotations to the office of the Executive Director. Quotations sent through email or submitted in unsealed cover(s) or late bids will not be accepted and such quotations shall be treated as non-responsive.
6. The quotation that complies with all requirements including eligibility criteria and offers lowest price shall be selected. Any offer that does not meet the requirement shall be rejected.
7. Bihar Virasat Vikas Samiti reserves the right to accept or reject any or all quotations or change the terms and conditions of NIQ till date of submission of quotations or cancels the NIQ without assigning any reasons at any stage and time.
8. **Eligibility:** The details and conditions for eligibility are as follows:

Sl. No.	Eligibility Criteria	Document to be submitted
i.	The professional/firm should be registered with relevant statutory authorities for PAN.	Copy of PAN card
ii.	The professional/firm should be registered with relevant statutory authorities for GST.	Copy of GST Certificate
iii.	The professional/firm should be not be blacklisted/banned/convicted by any court of law for any criminal or civil offences/declared ineligible by any entity of any State Government or Govt. of India or Public sector undertaking in India for participation in any NIT/NIQ for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason, as on the date of	A declaration letter should be submitted in support.
iv.	The professional/firm should have done at least 2 similar works (TDS returns filing) by them in last 3 years in government/semi government/PSU organizations. The experience must be supported with relevant documents.	Supporting documents such as work order/agreement/completion certificate etc. should be provided for each experience.

9. Quotation-Submission

- a. The applicant professional/firm shall submit sealed quotation in an envelope marked - "Quotation for selection of a professional/firm for filing of E-TDS for Bihar Virasat Vikas Samiti".
- b. The envelope shall clearly indicate the name, address & contact details of the bidder.
- c. The applicant professional/firm should read and examine all the terms and conditions, instructions, format etc. contained in this NIQ.
- d. All pages of all documents submitted with the quotation should be signed and stamped. The quotation shall be duly signed by the authorized person and shall not contain any erasure or overwriting.
- e. Prices are to be quoted in prescribed format only (Refer Annexure – I). Prices quoted in response to this NIQ shall be firm and inclusive of all taxes and duties including GST.
- f. The quotation of only those professionals/firms shall be considered who fulfil eligibility criteria mentioned above under para 8 and the professional/firm with the lowest quoted fee shall be selected to provide required services. In case two or more professionals/firms quote same amount in their financial quote, L1 firm shall be decided on the basis of:
 - i. Higher number of similar work (TDS return filing) done in last 3 years in government/semi-government/PSU organizations submitted against criteria mentioned under para 8(iv) of the NIQ.
- g. In case L1 professional/firm fails to provide services within specified timelines or declines to provide requisite services, then Bihar Virasat Vikas Samiti shall be at liberty to procure the services from L2, L3..... responsive bidders at L1 rate.
- h. The work order will be issued to the selected L1 professional/firm by Bihar Virasat Vikas Samiti.
- i. Bihar Virasat Vikas Samiti reserves the right to accept or reject any quotation(s) without assigning any reason to cancel or to cancel the selection process at any time prior to award of contract, without incurring any liability, whatsoever to the affected applicant firm(s).

10. Term and Termination:

- a. Services of the professional/firm selected through this notice inviting quotation shall be engaged for E-TDS return filing for Q4 of FY 2025-26 and Q1, Q2, Q3 & Q4 of FY 2026-27 at L1 rate and shall commence from date of work order/agreement. If the work is satisfactory, the period can be extended further.
- b. Bihar Virasat Vikas Samiti reserves the right to terminate the work order with immediate effect, if work of the service provider agency is unsatisfactory or in case of violation of terms and conditions of the agreement without any legal or financial obligation. Decision of Bihar Virasat Vikas Samiti shall be final and binding in this respect.
- c. Either party shall have the right to terminate this work order by giving at least 60 days advance written notice without any legal or financial obligation on any party to the contract. Payments shall be made till date of termination of agreement on pro-rata basis.

11. Scope of Work

- a. Quarterly filing of E-TDS return for Bihar Virasat Vikas Samiti on or before due date.
- b. Revisions, if any, in returns that have been filed.
- c. All work shall be conducted from Bihar Virasat Vikas Samiti Office Budh Marg, Patna in coordination with Upper Division Clerk/Dy Executive Director/Executive Director of Bihar Virasat Vikas Samiti
- d. The TDS filing & all other works should be done in accordance with prevailing rules and laws as notified by relevant authorities from time to time.
- e. The selected L1 professional/firm shall complete the work within the timelines for completion of such work as notified by relevant regulatory authorities.

12. Payment terms:

- a. The quotation submitted by the applicant agency shall remain firm for the entire duration.
- b. Payments shall be made quarterly after receipt of invoice, subject to timely submission of the invoices.
- c. Payments shall be subject to TDS as per Income Tax rules and other statutory deductions as per applicable laws.

13. Penalty Clause for non-completion of works mentioned above in scope of work within timelines for completion of such work as notified by relevant regulatory authorities shall be as follows:

- a. Penalty shall be imposed @1% of the quarterly fees for each week of delay.
- b. Penalty, if any imposed by regulatory/statutory bodies on Bihar Virasat Vikas Samiti for late submission shall be recovered from payments to be made to the professional/firm.

14. Resolution of Disputes:

- a. Any dispute or differences or claim arising out of or in relation to this NIQ shall be settled by reaching mutual agreement between parties.
- b. If any further dispute arises between the parties thereupon, the same will be settled as per the existing law of the land under the jurisdiction of Courts at Patna only.



Executive Director
Bihar Virasat Vikas Samiti



Format for Submission of Financial Quotation (To be submitted on the letterhead of the Firm)

Name of the Professional/Firm:

Address:

PAN No.:

GST No.:

Contact No.:

Email Id:

Dear Sir, With reference to your NIQ Ref. No.: dated, We hereby submit Financial Quotation for "Selection of a professional/firm for filing of E-TDS for Bihar Virasat Vikas Samiti". We have examined the NIQ documents and offer to provide above services in accordance with this NIQ. Our fee is inclusive of human resource, TA/DA, hardware/software, operation and all other aspects required for delivery of services as per terms of the NIQ, inclusive all taxes and duties including GST.

Our Financial quotation is given below:

Fees for:	Quarterly Fee	
	Amount In Rs (In Numbers)	Amount in Rs (In Words)
Quarterly filing of E-TDS return for Bihar Virasat Vikas Samiti on or before due date.		
Revisions, if any, in returns that have been filed.		

Our financial quotation shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal.

We hereby confirm that we are submitting this quotation under and in accordance with terms and condition of this NIQ.

Name of the Professional/Firm:

(Signature of Authorise Signatory)

Name and Designation of Authorised Signatory

Seal of the firm

Date: