



**Office of the Chief Executive Officer
Shri Mata Vaishno Devi Shrine Board, Katra**

Request for Inviting Quotations (RFIQ)

RFIQ No. CO/Acctts/ 5151

Dated: 21.01.2026

For and on behalf of Shri Mata Vaishno Devi Shrine Board; through Chief Executive Officer (herein after referred as SMVDSB), offers are hereby invited from **eligible Firms/ Individuals Dealing with income tax return–related works, as described in the scope of work** for appointment of Firm/ Individual in SMVDSB.

Prospective bidders are as such requested to kindly quote the rate for the same giving full details including special discount for this organization.

Terms and Conditions:

1. Documents to be submitted:

- a. PAN
- b. GST.
- c. Registration Certificate.
- d. Minimum **05 years' experience** in Income Tax matters, (documentary proof to be enclosed).
- e. Experience with Government / Autonomous Bodies preferred, (documentary proof to be enclosed)
- f. Documents as per Annexure I, II, III & IV.
- g. Experience in PAN & e-Filing registration mandatory.

2. This is just an enquiry and not a Purchase Order.

3. The engagement is initially for a period of 02 year, extendable for further 2 years on satisfactory performance and approval of Competent Authority.

4. The selection of consultant will be finalized on L-1 bid basis, subject to the approval of the Competent Authority.

5. The L-1 (Lowest Quoted) firm shall be determined based on the cumulative evaluation of the Service Charges. This cumulative assessment will be used to determine the overall reasonableness and competitiveness of the bid.

6. The price quoted by the firms should be inclusive of all taxes and expenses. No extra payment shall be admissible.

7. Scope of Work (Income Tax – Section-wise):

A. Return of Income

Section 139 (1) – Original Return

Sections 139 (4), 139(5) – Belated / Revised Return

Section 139 (8A) – Updated Return

B. TDS / TCS

Section 200 (3) – TDS Returns (Forms 24Q, 26Q, 27Q)

Section 206C (3) – TCS Return (Form 27EQ)

Sections 203 / 206C (5) – TDS/TCS Certificates (Forms 16, 16A, 27D)

C. Statements / Reporting

Section 285BA – SFT (Form 61A)

Section 285BA – Reportable Accounts (Form 61B)

Section 80G(5)(viii) – Donation Statement (Form 10BD & 10BE)

D. Audit & Trust Compliance

Section 44AB – Tax Audit (Forms 3CA/3CB & 3CD)
Sections 12A / 12AB – Audit Report (Forms 10B / 10BB)

E. Exemptions & Accumulations

Sections 12AB & 80G (5) – Registration / Renewal
Section 11(2) – Accumulation (Form 10)
Explanation to Section 11(1) – Deemed Application (Form 9A)

F. Assessments & Appeals

Notices under Sections 142(1), 143(2), 148, 148A, 156
Section 154 – Rectification
Section 246A – Appeals before CIT(A)

G. Other

Sections 207–211 – Advance Tax
Section 140A – Self-Assessment Tax
General advisory under Income Tax Act

H. Any other Income Tax and related work assigned by SMVDSB.

8. **Queries may be addressed to:**

e-Mail: cao@maavaishnodevi.net and accounts@maavaishnodevi.net,

9. **Penalty:**

In case of your failure in services within the stipulated period, penalties for the delay shall be imposed as per following:

- a) Any delay in filing of returns or in correction/rectification of any tax demand, resulting in the levy of penalty by the tax authorities on the Shrine Board, shall be the responsibility of the firm in default, and such penalty shall be borne and paid by the firm.
- b) In the event the firm fails to fulfil the contract instructions, scope of work, or any of the terms and conditions of the contract, the contract shall be deemed to have been cancelled. Further, the firm may be debarred from any further dealings with the Shri Mata Vaishno Devi Shrine Board (SMVDSB) for a period of three (03) years, without any further correspondence.

10. **Payment Terms:**

- a. No Advance payment shall be made.
- b. The payment shall be released on quarterly basis at the end of each quarter, after filing of the ITR, submission of TDS certificates and resolution of any demand / circular, if raised.

11. **Debarring**

If the successful bidder / supplier / firm fails to comply with the terms and conditions after successful culmination of the Bid and placing of Services, the firm may be debarred from further dealing with SMVDSB for a period of 03 years without any communication.

12. **Rights reserved by SMVDSB:**

The Competent authority of SMVDSB reserves the right: -

- a. To cancel/ terminate the RFIQ / Work Order during the period of its validity without assigning any reason thereof.

- b. Grant of extension with or without imposing penalty, as deemed fit.
- c. Shrine Board also reserves the right to re-invite the quotations at its sole discretion.
- d. SMVDSB reserves the right to reject, accept or prefer any bid in part or full without assigning any reason whatsoever at any stage.

13. Arbitration:

- a. In case of any dispute arising between the parties during the supply of material and all matters connected therewith shall be referred to the arbitrator to be appointed/nominated by the Competent Authority under The Arbitration and Conciliation Act., 1996, whose decision shall be final and binding upon both the parties.
- b. However, on failure of arbitration, the dispute / matter will be subjected to the jurisdiction of Civil Court of Katra / Reasi.
- c. All disputes arising hereto are subject to Jurisdiction of the Courts of Law at Katra / Reasi.

14. The successful bidder shall be solely responsible for maintaining the confidentiality and security of all data, information, and records related to this contract, both during the validity of the contract and after its completion/termination. Any breach of confidentiality or negligence in handling such data shall render the services liable for termination, without prejudice to any other action as deemed appropriate by the competent authority.

15. Procedure for submission of Bid:

Bidders are required to submit their price bids via email at cao@maavaishnodevi.net in prescribed format attached in Annexure-A: with subject on email "Quotation for Appointment of Income Tax Consultant (Income Tax matters only)" against **RFIQ NO. CO/Acctts/5151 dated: 21.01.2026**

- The Price Bid must be absolute and unconditional.
- Conditional bids shall be summarily rejected.
- Rates must be quoted strictly as per the prescribed format without any deviation.

Bids received after the due date and time will not be considered under any circumstance.

16. Interested bidders are required to submit their quotations **within seven (07) days from the date of publication of the Request for Quotation (RFQ)**. Quotations received **after seven (07) days from the date of publication of the RFQ shall not be considered.**

17. The Shrine Board shall not be responsible for any delay on the part of the bidder in submitting the quotation through email. Any conditional offer, or offers not submitted strictly as per the prescribed format explained above, or offers received after the stipulated date and time, shall not be entertained. Any cutting, overwriting, or alteration in the submitted documents shall render the bid liable for rejection.

Sd/-
(Pawan Kumar Sharma), JKAS
FA/Chief Accounts Officer

Seal and Sign of the firm

****Please read terms and conditions before submitting the quotation.***

(On the letter head of the firm)

PRICE BID

To,
The FA/Chief Accounts Officer,
Shri Mata Vaishno Devi Shrine Board, Katra.

Subject: **Quotation for Appointment of Income Tax Consultant in SMVDSB.**

RFIQ No: **CO/Acctts/5151 Dated: 21.01.2026**

Sir,

I, _____ representative / proprietor of M/s _____
hereby submit the Service charges for **Appointment of Income Tax Consultant in SMVDSB:-**

| S. No. | Description | Rates Offered (in Rs. Per Quarter) |
|---------------|----------------------------------|---|
| 1 | Professional Fee (including GST) | |
| 2. | Other Taxes, if any | |

Notwithstanding anything mentioned in our price bid, we hereby accept all the terms and conditions mentioned in the RFIQ which are being signed in token of my acceptance. We hereby undertake and confirm that I/we have understood the specifications properly and shall supply the material as per the required specifications to SMVDSB.

I further affirm that in case, I fail to abide-by the conditions or upto the entire satisfaction of the Shrine Board; I shall be liable to the penalties under rules. I further hereby declare that my firm is not blacklisted.

Yours faithfully,

Seal & Signature _____ M/s

Contact Person: _____ Contact No: _____

Full Address: _____ E-mail Id: _____

The price to be quoted / offered on the letter head of the firm only as per the price bid format.

(ON THE LETTER HEAD OF THE FIRM)

Ref. No: CO/Acctts./5151

Dated: 21.01.2026

DECLARATION

I / We hereby declare that no case is pending with the police / court against the bidder / firm / company (Agency). Also, I / We have not been suspended / blacklisted by any PSU / Government Department / Financial Institution / Court etc.

Seal and Signature of the bidder

Place:

Date:

(ON THE LETTER HEAD OF THE FIRM)

Ref. No: CO/Acctts./5151

Dated:21.01.2026

DECLARATION

I/We hereby declare that no disciplinary proceedings are pending against me/us before ICAI as on date.

Seal and Signature of the bidder

Place:

Date

(ON THE LETTER HEAD OF THE FIRM)

Ref. No: CO/Acctts./5151

Dated: 21.01.2026

NO DEVIATION CERTIFICATE

Notwithstanding anything mentioned in our bid, we hereby accept and understood all the terms and conditions mentioned in the RFIQ and shall render the services to the entire satisfaction of SMVDSB.

Seal and Signature of the bidder

Place:

Date:

(ON THE LETTER HEAD OF THE FIRM)

Ref. No: CO/Acctts./5151

Dated: 21.01.2026

DECLARATION w.r.t. CONFIDENTIALITY / TERMINATION

I/We hereby declare that I/We shall be solely responsible for maintaining the confidentiality and security of all data, information, and records pertaining to the contract, both during the subsistence of the contract and after its completion or termination, from our end.

I/We further undertake that any breach of confidentiality or negligence in handling such data attributable to us shall render our services liable for termination, without prejudice to any other action that may be deemed appropriate by the competent authority under the applicable rules

Seal and Signature of the bidder

Place:

Date: