

**Expression of Interest for Hiring of consultant for filing IT, TDS, GST and PT returns  
for Rural Drinking Water and Sanitation Department**

**1. Background**

The Rural Drinking Water and Sanitation Department (RDW&SD), Government of Karnataka, is the nodal agency for implementing flagship programs such as Swachh Bharat Mission (Gramin) and Jal Jeevan Mission (JJM). These schemes involve substantial financial transactions, necessitating strict compliance with statutory obligations such as Income Tax (IT), Tax Deducted at Source (TDS), Goods and Services Tax (GST), and Professional Tax (PT).

To ensure proper handling of these statutory requirements, RDW&SD intends to engage a reputed and experienced consultant/firm for providing support in filing related returns and managing associated compliance tasks at the Head Office in Bengaluru.

**2. Scope of Work**

The selected consultant/firm will be responsible for:

1. Advising on matters related to Income Tax and TDS.
2. Generating Form 16 (Part A & B), 16A, 24AS, 24Q, and 26Q periodically.
3. Filing quarterly TDS returns.
4. Coordinating with the Income Tax Department.
5. Reconciling all relevant records and documents prior to return submission.
6. Providing advisory and filing support for GST and Professional Tax.
7. Filing monthly GST and PT returns.
8. Liaising with Commercial Tax Department for related issues.

**3. Objective**

To manage and ensure timely and accurate compliance of IT, TDS, GST, and PT returns, in line with the regulations of both Government of India and Government of Karnataka.

**4. Tasks to be Performed**

The consultant/firm shall:

1. Verify payment vouchers.
2. Verify bank statements for deductions.
3. Review and verify statutory deductions including IT, TDS, GST, and PT.
4. Examine other related documents and files.
5. Undertake additional tasks as assigned by RDW&SD.

**5. Schedule for Completion**

- **1st week of every month:** Collection of required information.
- **Before 10th of each month:** Filing of GST returns.
- **Before 20th of each month:** Filing of PT returns.
- **Before 15th of the following month:** Filing of quarterly TDS returns.

## 6. Payment Schedule

- 25% of the Contract Price per Quarter, upon Filing of GST and PT (monthly), Filing of TDS (quarterly) and Submission of completion report

All payments will be made in Indian Rupees.

## 7. Technical Evaluation Criteria

Proposals will be evaluated based on the following mandatory criteria:

- Minimum 3 years of experience in handling TDS, IT, GST, and PT for State Government schemes.
- Experience in filing IT Returns for Government Departments in the past 3 years.

**Note:** Valid documentary evidence must be submitted. Failure to comply will result in rejection of the proposal.

## 8. Financial Evaluation

Financial proposals will be assessed based on the Least Cost Selection (LCS) method.

## 9. Eligibility Criteria

- Firms currently providing audit services to any RDW&SD divisions are not eligible.
- Only firms based in Karnataka with an office in Bengaluru are eligible.
- Firms located outside Bengaluru are not eligible.

## 10. Tenure of Consultancy

The initial contract is for 1 year. It may be extended up to 3 years based on satisfactory performance and mutual consent. No escalation in service fees shall be permitted during the extended period.

## 11. Submission of Proposals

The Firm /Organization/ Consultants shall submit to their technical and financial proposals in separate covers in hard copy. Superscribing the proposals envelope in the name of "Hiring of Consultant for filing of IT, TDS, GST and P T returns for Rural Drinking Water & Sanitation Department" to the Chief Accounts Officer, RDW&SD, Bengaluru

The last date for submission for proposals is ~~18~~<sup>19</sup>-05-2025. Any proposals received after due date for submission shall be rejected.

  
Director,

Rural Drinking Water and Sanitation  
Department

