

NOTICE INVITING QUOTATIONS

National Institute of Fashion Technology, Daman invites sealed quotations from the Chartered Accountant Firms for the **Professional Services to NIFT, Daman for filing TDS Income Tax, GST, TDS GST Monthly/Quarterly/Years returns for a period of one year from January, 2026 to December, 2026. The sealed quotation should be sent to following address in hard copy in seal cover with all attachment duly signed.**

To,
Assistant Director,
National Institute of Fashion Technology ,
NIFT Daman,
Block 5-6, Govt. Engineering College Campus
Mota Falia Varkund
Nani Daman, Daman-396210

Introduction:

National Institute of Fashion Technology (NIFT) was set up by the Ministry of Textiles, Government of India in 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology. NIFT provides fashion business education across the country through its network of 20 centers. It provides four years under graduate (UG) program, two years Post Graduate (PG) program and short duration courses.

NIFT, Daman is running 2 UG & 1 PG Courses with the students strength around 200. NIFT, Daman is GST registered organization and all the IT, PF, EDLI etc., compliances are applicable. GST is applicable readmission fee , Late Fee , fines, mark sheets etc.

Terms & Conditions:

1. The Service Provider has to file monthly TDS Income Tax (Salary, Contractors & Professional Services), GST (GSTR-1, GSTR-3B) & TDS GST (GSTR-7) liability to be remitted to the authorities under Income Tax & GST Act from time to time and returns shall be filed within the due dates without delays. Monthly/Quarterly/Annual returns to be filed for TDS Income Tax (Form-16 & 16A to be issued), GST (GSTR 9-C) & TDS GST based on details communicated by Accounts Department, NIFT, Daman through mail.
2. If any delay in filing of prescribed returns due to default of the Consultant, levy of late fee/penalty would be borne by the Consultant.
3. The Service Provider should be at least 5 years in operation and must have the experience of filing TDS Income Tax & GST returns and liaison with the GST & IT authorities. The quotation must be submitted along with the PAN, GST, Firm Registration Certificate and Membership Certificate of Proprietorship.
4. The Service Provider must submit Client's list where they are providing similar services.
5. The Service Provider must submit last 3 years IT Returns, P & L Account and Balance Sheet.
6. Profession Fee and GST should be mentioned separately and no further enhancement of fee would be entertained during the period mentioned.

7. The service provider shall furnish EMD of Rs.2,500.00 (Rupees Two Thousand Five Hundred Only) in favor of NIFT payable at Daman in the form of Demand draft / RTGS from any bank as earnest money deposit (EMD). The bank details of NIFT Daman Campus are mentioned below:

NIFT Daman General

Account No.528102010089506

IFSC Code. UBIN0552810

Bank Name: Union Bank of India, Daman (U.T.),

Branch Daman – 396210. Daman

8. Quotations without paying EMD shall be DISQUALIFIED.
9. The lowest bidder will qualify for providing Professional Services to NIFT, Daman.
10. The EMD's shall be returned to the unsuccessful bidders within 15 days after awarding the Work Order to the successful L-1 bidder.
11. The EMD of the successful Service Provider shall be returned after the expiry of the contract period.
12. Tax invoices (Bills) for the service rendered may be claimed quarterly and payments would be released after deduction of TDS.
13. The contract can be terminated from either side by giving one-month notice.
14. The contract is initially for a period of one year and the same can be extended on the agreed terms and conditions for a further period of two years (totally not more than three years) based on the performance assessment each year.
15. NIFT Reserves right to cancel the NIQ at any time without giving any reason.
16. Sealed envelope containing prescribed format (Annexure-A) along with documents should be addressed to the “
17. The last date of submission is 14 days after published on Website.

To,
Assistant Director,
National Institute of Fashion Technology ,
NIFT Daman,
Block 5-6, Govt. Engineering College Campus
Mota Falia Varkund
Nani Daman, Daman-396210”

Sd/-
(Asst. Director)
NIFT, Daman

Annexure-A

Quotation for Providing Professional Services to NIFT, Daman for filing TDS Income Tax, GST, TDS GST Monthly/Quarterly/Years returns for a period of one year from January, 2026 to December, 2026

- 1. Name & Address of the CA Firm with Contact No:**
- 2. Firm Registration No:**
- 3. Membership No:**
- 4. Pan No:**
- 5. GST No:**
- 6. EMD Details of Rs.2,500/- in favour of NIFT:**
- 7. Profit & Loss Account, Balance Sheet, Computation of Total Income & IT Returns of Last 3 years:**
- 8. Client Details:**
- 9. Quote for fee per month (Fee & GST separately):**

(Signature of the Partner/Proprietor)

Note: Supporting documents to be submitted for Sl. No. 2 to 7.