

Government of India
Ministry of Finance, Department of Revenue
Directorate General of Inspection , Customs and Central Excise
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TENDER DOCUMENT

For

E-FILING OF INCOME TAX RETURN FOR TDS FOR SALARIES & NON-SALARIES

Tender No.	0001/2014-/Accts
Issue Date	25 th April 2014
Closing Date & Time	07 May , 2014, 3:00 p.m.
EMD Amount (if any)	NIL
Opening Date & Time	May8, 2014, 11:00 noon, for which all bidders are invited


Administrative Officer (DDO)
Phone: 011-23370987

1.0 Work Requirements

Bids are invited for e-filing of 24-Q and 26-Q Quarterly Income Tax Returns and issue of Form-16 and Form 16-A for the Financial Year 2014-15.

2.0 Scope of Work – Both in respect of 24-Q and 26-Q

- 2.1 Compilation of the required data from the Accounts Section DGICCE, New Delhi Under the signature of DDO.
- 2.2 Preparation of Quarterly TDS returns in the electronic format as per the format provided by Income Tax Department from time to time.
- 2.3 Preparation of 27-A form and obtaining the DDO's signature on the same for submission to the Income Tax Department / TIN Facilitation Centre while e-filing.
- 2.4 Uploading and E-filing of the TDS return with the TIN Facilitation Centre or as per the Income Tax rules at force at the time, within the due dates announced by Income Tax Department from time to time.
- 2.5 Furnishing the original e-filing acknowledgement to DGICCE.
- 2.6 Sharing a soft copy (in readable form like PDF, Word or Excel) / hard copy of the return filed, with DGICCE.
- 2.7 If necessity arises, making corrections / additions / deletions in the data of the returns filed as per the rules of Income Tax Department, furnishing original acknowledgement from the Income Tax Department for such corrections / additions / deletions and sharing a copy of the soft copy (in readable form like PDF, Word or Excel) / hard copy for the same.
- 2.8 Generation of Form-16 in readable soft copy (for 24-Q) for all the employees for whom TDS and furnishing the same to DGICCE for verification and distribution by DDO. Form-16 should be furnished to DDO in such a way that DDO has sufficient time to verify and distribute the same to the concerned employees within the due date earmarked for issue of Form-16.
- 2.9 Generation of Form 16-A (for 26-Q) and furnishing the same to DDO after every quarter in such a way that DDO has sufficient time

to verify and distribute the same to the concerned vendor / supplier within the due date earmarked for issue of Form 16-A.

- 2.10 They will also extend necessary help / assistance in solving the problems that may arise out of any orders passed / queries raised by the Income Tax Department based on the e-returns filed.
- 2.11 They shall also provide applicable software CD used for e-filing TDS returns in addition to the e-filing services provided by them.
- 2.12 The number of records per quarter for 24Q may be 100 to 150 and for 26Q, it may be a maximum of 75 records.

Terms & Conditions

1. Bidders shall submit the following primary information / documents, **as applicable** with their quotation.
 - (a) Firm's Trace Licence / Company Registration Number; (b) VAT / Service Tax Registration Number; (c) Income Tax PAN number; (d) Company's Income Tax Return for the last 3 years; (e) Mandate form for e-payment (Account Number, Account Type, Account Holder's Name, Name and Branch of the Bank, IFSC / NEFT Code, MICR Code etc.)
2. Bidders shall quote rates per quarter for 24-Q and 26-Q distinctly. They shall also specifically mention the applicable service taxes etc. Otherwise quotation will not be accepted.
3. Bidders must indicate if their rate is inclusive of VAT / Sales Tax / Excise Duty / Service Tax.
4. Quotation should be submitted with required documents within the closing date in sealed envelopes, superscribed with "Tender Number & Closing Date" on the envelope. Quotation received after the closing date will not be entertained and any revision in the price will render the bid invalid. Quotation should indicate clearly the period of validity, preferably not less than three months.
5. In case of an offer for items having multiple options, bidder should clearly indicate item-specific price(s). Please quote separate item-wise rate(s), when quotation has been asked for so. For every offer, packing and

