NOTICE

Subject: Calling of fresh tender for Quarterly E-filing of TDS return (salaried/non-salaried) – reg.

Gentleman,

I am directed to say that this Department intends to enter into contract for the following:-

i) Electronic filing of TDS;
ii) Preparation of Form -16 and downloading of Form-16A from the portal of Income Tax;
iii) Preparation of TDS return;
iv) Data entries of all the bills of the party along-with appropriate sections under which tax needs to be deducted.
v) e-filing of TDS returns.
vi) reconciliation of data with PAO.

The terms and conditions of the contract will be given as under:-

i) The contractor will be bound to perform the above jobs every month.
ii) The period of contract will be valid for one year from the day it is entered into or till a fresh contract is signed, whichever is earlier.
iii) The JS(AA), Ministry of Commerce and Industry, D/o PIIT, New Delhi reserves the right to reject any or all the quotations including the highest bidder either in part or in full without assigning any reason thereof.
iv) The quotation should be accompanied with an earnest money of Rs.5,000/- (Rs. Five thousand only) in the form of Demand Draft from any Scheduled bank in the name of DDO, M/o Commerce and Industry, D/o PIIT, New Delhi, failing which the quotation is liable to be rejected. The earnest money will be refunded to the tenderer after the quotations are opened, except whose tender is accepted. The earnest money will be refunded only after the contract (who win the contract), deposited the
security amount of Rs.10,000/- (Rs. Ten thousand only). The tenderer is bound to sign the contract failing which his earnest money is to be forfeited.

v) The security amount of Rs.10,000/- (Rs. Ten thousand only) is to be deposited in the form of DD from any Scheduled Bank in the name of DDO, M/o Commerce and Industry, D/o P IIT, New Delhi, within one week of issue of letter awarding the contract.

vi) Received quotations will be opened on 21st May, 2019 in the room No.419, DDO, Udyog Bhawan at 3.00 PM in the presence of DS(NK), members of tender committee and the tenderers who would like to be present.

vii) The Government reserves the right to forfeit the security of Rs.10,000 in full or in part in case the contractor fails to follow the agreed terms and conditions during the contract period.

Yours faithfully,

[Signature]
(R.K. PUMA) 15/5/19
DDO.(Cash-PR)