

A-42/31/2019-ESTB and CASH Sec
Government of India
Ministry of Development of North Eastern Region

Vigyan Bhawan Annexe,
Maulana Azad Road,
New Delhi-110011.
Dated the 25th May 2022.

Subject: Annual Contract for providing services of filing E-Tax Returns in the Ministry of Development of North Eastern Region-reg.

Sirs,

I am directed to say that this Ministry needs the services of reputed experienced and financially sound firms for awarding an annual contract for providing services of e-filing Quarterly Salary and Non-Salary returns, annually E-Tds to Income Tax Department and TDS-GST return. Details of services required by the Ministry to be covered under contract are given below:

Sr. No.	Specification of Services	Rates	Remarks
i.	Submission of Salary Return (24Q1, 24Q2, 24Q3) on a Quarterly basis		
ii.	Submission of Salary-cum-annual return 24Q for the fourth quarter.		
iii.	Generation of Form-16		
Iv	Submission of E-TDS return related to TDS deducted from the payment to suppliers on a quarterly basis		
V	Generation of Form-16A.		
Vi	CD Charges.		
Vii	Uploading Charges.		
Viii	Revised return Charges		
ix.	Submission of TDS-GST return on a monthly basis		

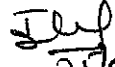
2. The terms and conditions governing the annual contract are as under:
- i. If any discrepancy/ notices are received from the Income Tax Department for the Quarter for which the company files returns, corrections/ revised returns would be made by the firm without any additional cost.
 - ii. Payment will be made on the successful submission of the E-Tax return at the end of the financial year.
 - iii. The contract can be terminated anytime if the services are not found satisfactory.
 - iv. The period of the contract shall be effective from the date it would be awarded and shall remain in force initially for a period of one year. However, the contract may be extended for another year and a maximum of up to three years on mutual consent & on the same rates and terms & conditions.
 - v. The firm should submit the PAN.
 - vi. No request/claim for any hike in the approved rates would be entertained, under any circumstances, during the period of the contract.

vii. The Ministry of DoNER reserves the right to accept or reject any or all quotation(s) without assigning any reason(s) therefore.

3. You are requested to submit the rates of all services mentioned above, strictly, as per proforma, in a sealed cover, super-scribed "Quotation for Annual Contract for providing services of filing E-Tax returns" addressed to the Under Secretary (Admn.), Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, Maulana Azad Road, New Delhi-110011. The sealed quotation should be deposited in the letterbox of the Ministry placed near reception, Vigyan Bhawan Annexe, New Delhi latest by 03:00 pm on 31st May 2022. It may be noted that quotation shall not be accepted by any other mode.

4. The quotation will be opened on the same day at 04:30 P.M. in the presence of such bidders or their authorized representative who may wish to be present. The quotation will be analyzed or evaluated by the Consultancy Evaluation Committee (CEC) and the Least Cost System (LCS) will be followed. The quotation(s) which are not complete in all respects and having cutting(s) and overwriting are liable to be rejected. The Ministry reserves the right to reject or accept all or any quotations, whole or in part, without assigning any reasons therefor.

Yours faithfully,


28/5/2022

(Jaya Shah),

Under Secretary to the Govt. of India
Tel 23022025

Copy to: The Web Manager, NIC, MDONER with a request to upload tender on the website of the Ministry for wide publicity.