

File No 8/5/2020 – OAS
Press Information Bureau
Office Automation Section

New Delhi dated 17 September, 2020.

To,

Subject: Quotations for

(i) Professional work for preparation & e-filing of TDS return for the financial year 2020-21

(ii) Professional work for preparation & e-filing of GST return for financial year 2020-21

Sir/Madam,

The services of an eminent Chartered Accountant (CA) are required in Press Information Bureau (PIB), New Delhi for the following work:

- (i) Professional work for preparation & e-filing of TDS return for the FY 2020-21.
- (ii) Professional work for preparation & e-filing of GST return for the FY 2020-21.

Scope of work under (i) above would include

(For Salaried Employees & Non-Salaried Employees)

1. Provide Income Tax software for FY 2020-21
2. Data entry
3. Tax calculation of each employee
4. Consultancy and providing updates relating to Income Tax from time to time
5. Provide MIS relating to Income Tax of employees from time to time
6. E-filing of quarterly return and fulfilling of all statutory obligations relating to TDS matters
7. To provide quarterly Form 16A to Non-Salaried person and Form 16 (Both part A and part B) to Salaried person on yearly basis

Scope of work under (ii) above would include

1. Provide assistance to maintain deductee wise information
2. Data entry
3. Preparation of total Tax calculation of each deductee and provide assistance in submission of payment of GST monthly
4. Provide consultancy and provide updates relating to GST from time to time
5. Preparation & e-filing of GST return on monthly basis

6. To provide monthly certificate of TDS

2. Your quotations must be submitted strictly in the following format:

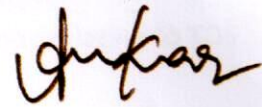
- (i) Professional work for preparation & e-filing of TDS return for the FY 2020-21
- Professional fee for preparation & e-filing of 24Q for salaried persons and 26Q for non-salaried persons on quarterly basis
 - E-filing fee payable to NSDL
 - Fee relating to previous year notices etc. / revised return plus NSDL charges if any
- (ii) Professional work for preparation & e-filing of GST Return for the FY 2020-21
- From 0-50 deductees – Rs. ____ per deductee
 - From 51-75 deductees – Rs. ____ per deductee
 - From 76-100 deductees – Rs. ____ per deductee
 - Above 100 deductees – Rs. ____ per deductee

3. **Details regarding Experience of working in Central Ministries/ Departments may also be provided.**

4. You are requested to submit your quotations in sealed envelopes to the undersigned at Room No. 1, National Media Center, Raisina Road, New Delhi – 110001, latest **by 12:00 Noon of 23 Sep 2020**. Quotations received thereafter would not be considered.

5. Presently, the period of contract is for six months which may be extended on a year to year basis if the previous performance is found satisfactory.

Yours faithfully,



(Arun Kumar P)

Deputy Director (M & C)

p: 01123388135 m: 9971390995

Copy to : NIC, PIB for uploading the same on PIB's website.