



GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE,
NEW DELHI

F.No. CPAO/Admn./TDS/2018-19 109

Dated: 29/03/2019

NOTICE INVITING QUOTATIONS

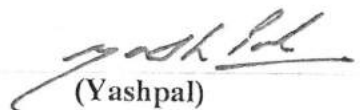
Sub: Applications for inviting rate quotations for filing of e-TDS.

Central Pension Accounting Office, Department of Expenditure, Ministry of Finance invites sealed cover Quotations from eligible and qualified bidders for award of contract for e-filing of TDS returns (for salaried and non salaried) for the financial year 2019-20 in respect of CPAO. The closing date for submission of rate quotations is 3rd April, 2019 upto 11 AM. The quotations will be opened on 3rd April, 2019 at 11.30 AM.

The scope of work is given in the Annexure – I.

The pre-eligibility criteria of the work are given in the Annexure – II.

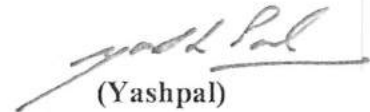
The rates for the said work may be quoted in the format given in Annexure - III.


(Yashpal)
Sr. Accounts Officer (Admn.)

SCOPE OF SERVICES TO BE PROVIDED FOR E-FILING OF TDS BY BIDDERS.

1. Compilation of required data on monthly basis from CPAO, New Delhi under the signature of Drawing and Disbursing Officer in connection with the preparation of quarterly TDS returns.
2. Preparation of quarterly TDS returns Form no. 24Q and 26Q (Regular) in the electronic format as per the format provided by the Income Tax Department from time to time.
3. Preparation of Form No. 27-A and obtaining the Drawing and Disbursing Officer's signature on the same for submission to the Income Tax Department while e-filing.
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.
5. Preparation and filing of correction / revised statements against the defaults generated by TIN facilitation centre and against the notices received from Income Tax Department during the period of engagement irrespective of the period to which the correction statement / return belongs.
6. Attending to replies to the income tax department in respect of notices / communications received by CPAO, New Delhi in connection with the filing of e-TDS returns during the period of engagement irrespective of the period to which the notices belong to.
7. Preparation and filing to correction statements, whenever found necessary by CPAO, New Delhi on detection of any errors in the data maintained by this office.
8. Furnishing the original e-filing acknowledgement to CPAO, New Delhi.
9. Sharing a soft copy (in readable format like PDF, word or Excel/hard copy of the return filed with CPAO, New Delhi).
10. Generation of Form No. 16 (for 24Q) for all salaried employees for whom tax is deducted at source and furnishing the same to CPAO, New Delhi immediately after 31st March in such a way that DDO has sufficient time to verify and distribute the same to the concerned employee within the due date earmarked for issue of Form No. 16.
11. Generation of Form No. 16-A on quarterly basis (for 26Q) and furnishing the same to CPAO, New Delhi immediately after every quarter in such a way that DDO has sufficient time to verify and distribute the same to the Vendors / contractors within the due date earmarked for issue of Form No. 16-A

12. They will also extend necessary help/queries raised by the Income Tax Department based on e-return filed.
13. The number of records per quarter for 24Q and 26Q may vary from time to time.
14. Filing of monthly TDS –GST return GSTR7 data entry, matching of data etc.



(Yashpal)
Sr. Accounts Officer (Admn.)

PRE-ELIGIBILITY CRITERIA:

1. The firm must be registered with the Institute of Chartered Accountant of India with minimum 03 years of work experience.
2. The firm must have valid PAN.
3. The firm must have Service Tax Registration/GST Registration number.
4. Quotations of firms imposing their own terms & conditions shall be treated as rejected straightway.
5. Incomplete quotations and late quotations are liable to be rejected.
6. Consolidated rate should be quoted including GST etc.
7. Rates should be quoted in words and figures. In case rates quoted in figure and words differ, the rates quoted in words shall be taken as final.
8. The department shall have every right to cancel the quotations at any time during the period of the contract or at tendering stage without assigning any reason.
9. Quotations should be endorsed to Sr.AO (Admn),CPAO, New Delhi -110066 with name of work superscribed on the envelopes and deposited with Shri Raghdoor Singh ,AAO (Admn) in Room No. 208
10. Quotations rates shall remain valid for one year.
11. Firm will be responsible for completion of work to the satisfactions of office.
12. Quotations submitted without the documents will not be considered and summarily rejected.-


Yashpal
Sr. Accounts Officer (Admin.)

Copy to:

1. PS to CC(P)
2. PA to ACA
3. Sr. TD (NIC) with the request to upload the same on CPAO website

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QUOTATION – PROFORMA

S.No.	Description of work	Rates (In Rs.)
1	FOR SALARY (24Q) Preparation and filing of quarterly e- TDS returns and other related work as per scope of work (for 4 Quarters) (Approximate recorded entries are 150 Nos.)	Per quarter (Rs.....) (in figures) (Rs.....) (in words)
2	FOR OTHER THAN SALARY (26Q) Preparation and filing of quarterly e- TDS returns and other related work as per scope of work (for 4 Quarters) (Approximate recorded entries are 200 Nos.)	Per quarter (Rs.....) (in figures) (Rs.....) (in words)
3	GSTR-7 Return for DDOs	Per month (Rs.....) (in figures) (Rs.....) (in words)

Note : Applicable taxes may be shown separately.

Signature of the authorized person of the Firm/Company/Agency Full Name Seal.