



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
सीएसआईआर - राष्ट्रीय विज्ञान, प्रौद्योगिकी और विकास अध्ययन संस्थान (निस्टैड्स)
पूसा गेट, डा० के० एस० कृष्णन मार्ग, नई दिल्ली-110022



COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
CSIR - NATIONAL INSTITUTE OF SCIENCE, TECHNOLOGY AND DEVELOPMENT STUDIES (NISTADS)

Pusa Gate, Dr. K.S. Krishnan Marg, New Delhi-110012

No. 8(10)/Income Tax/2019

Dated : 28.3.2019

Sub : Invitation of Quotations for hiring the services of authorized agent for preparation and filing/uploading of e-TDS return etc. of CSIR-NISTADS, New Delhi

Sir,

This office is interested for engagement of Authorized agent for processing all the work related to e-filing of TDS quarterly returns for salaried and non salaried parties and other related filing work etc. as per Income Tax rules.

The period of contract will be for a period of one year from the date of award of work and extendable for a further period as may be decided by the Competent Authority subject to satisfactory performance.

You are requested kindly to submit your quotation in the attached format in sealed envelopes superscribing "Quotation for Income Tax work" on the top of the envelope addressed to the Director, CSIR-NISTADS, Dr. K.S. Krishnan Marg, Pusa Gate, New Delhi-110012 either delivered personally or dropped in the Tender Box kept in Administrative Block, NISTADS so as to reach this office latest by 3.00 P.M. on 22.04.2019. The quotation will be opened at 3.30 P.M. on the same day in the presence of the tenderers who wish to be present at the time of opening.

Yours faithfully,

(Brij Bihari)
Section Officer

Encl : above

✓ Copy to : Head, IT Division --- for uploading on NISTADS website

QUOTATION DOCUMENTS

Sub : Quotation for hiring the services of authorized agent for preparation and filing/uploading of e-TDS return etc. of CSIR-NISTADS, New Delhi

Quotation : No. 8(10)/Income Tax/2019

Date of issue/downloading of Quotation : 29.03.2019
from NISTADS website

Last date for submission of Quotation : 22.04.2019 at 3.00 p.m.

Date of Opening of Quotation : 22.04.2019 at 3.30 p.m.

Sl.No.	Description of work	Rates	
		(in figure)	(in word)
1.	Data Entry for Staff (150 i.e. serving and pensioner approximately) per quarter		
2.	Data entry for vendors (10-50 parties approximately) per quarter		
3.	e-filing of quarterly return		
4.	Generation of Form24Q for salaries employees & pensioners		
5	Generation of Form26Q for non salaried		
6	To prepare Form 16 for salaried employees and pensioners		
7	To prepare Form 16 A for non salaried (vendors)		
8	Revised Returns if required		
9	To Assist & Process the reply of Notices etc to IT Department, if any		

(Signature of Tenderer)

Name of Tenderer:_____

Address :_____

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Terms & Conditions for hiring the services of authorized agent for preparation and filing/ uploading of e-TDS return etc. of CSIR-NISTADS, New Delhi

1. The firm will prepare the data for e-filing of quarterly returns as per data provided by the NISTADS.
2. The Firm will generate form 24Q, 26Q and Form 27 A etc
3. Submission of Quarterly returns with NSDL well in time as per prescribed dates given by the Income Tax Department.
4. Preparation of Form 16 and Form 16A for NISTADS staff and Vendors respectively as per provision of Income Tax Department.
5. The firm shall also advise on other compliances to be undertaken by the NISTADS under the IT regime and any other eventual queries that may arise alongwith timely implementation of any relevant circulars/notifications/amendments
6. If a notice/query is served to NISTADS by Income Tax Department then it will be the duty of the Firm to resolve the issue without any extra charges.
7. The power to accept the quotation will vest with the Director, NISTADS, who does not bind himself to accept the lowest quotation and reserve the right to reject, or partially accept any or all the quotations received, without assigning any reason.
8. Quotation should be addressed to Director, NISTADS, Dr. K.S. Krishnan Marg, Pusa Gate, New Delhi-110012 superscribed with the name of the : Quotation for the Income Tax related work
9. Rates should be given both in words and figure clearly.
10. Taxes, if any applicable may be clearly mentioned in the quotation.
11. The quotation will be opened in the presence of the representatives, if any of the quoting firms.
12. The quotations are liable to be rejected if any of the above conditions are not complied with.
13. The Tenderers are requested to provide RTGS/NEFT details
14. The payment will be made after submission of the bill on the quarterly basis.

Signature of the Tenderer with date:_____

Name of the Tenderer:_____