

**INDIAN COUNCIL FOR CULTURAL RELATIONS**  
**(FINANCE & ACCOUNTS SECTION)**  
**AZAD BHAWAN, NEW DELHI-110002**

No. BFA/Accounts/I.Tax-GST Return/2022-23

Dated: 8<sup>th</sup> February, 2022

**Inviting for Rates for filling of E-TDS & GST-TDS Return**

Indian Council for Cultural Relations invite quotations from reputed firms for performing all the works related to E-TDS and GST-TDS return. The work includes:

- (1) Filing of quarterly TDS return pertaining to Salaried persons/Pensioners (about 300 to 350)
- (2) Filing of quarterly TDS return pertaining to Contractors/Rent/Professionals (300 to 400 per quarter)
- (3) Filing of GST-TDS return every month (about 175 to 200 per month)
- (4) Preparation of Form 16, pertaining to salaried persons and Pensioners for whose TDS has been made and also to those whose TDS has not been deducted.
- (5) Preparation of Form 16, pertaining to Contractors/Rent/Professional (per quarter)
- (6) Filing of annual return in respect of ICCR
- (7) Revision of E-TDS return, if required.
- (8) Payment /deposition of NSDL fees on actual basis.
- (9) Clearing of outstanding dues relating to TDS/GST, if any, shown on TRACES.
- (10) Filing of GST input credit return, if any.
- (11) Any other work relating to Income Tax E-Return etc. and give technical advice in respect of Income tax/GST etc, if any.

**Terms & Conditions**

1. The detailed data quarterly/monthly, as the case may be, to be collected from this office. (i.e. to be taken from PBR/Pension register by themselves)
2. Salary data to be prepared by the Vendor from the monthly salary/Pension bills.
3. Other Data i.e. in respect of private parties/professionals etc. will be provided by ICCR.
4. In case the return is filed late, after due date, due to delay on the part of service provider, the late fee to be borne by the Service Provider.
5. The data to be collected from this office at least 10 days in advance and the return to be filed four **days** before due dates.
6. Performance Security @ 3% of the annual cost of works will have to be deposited with ICCR after awarding of contract, within ten days.
7. In case the work will not attended in time/due date or cancel the contract before due date if any, 10% of the anticipated amount of the bills etc. to be deducted in case the vendor cancel the contract before closing the due date, ICCR will hire


- vendor from open market and complete the works and if any extra amount so incurred will be deducted from Performance security:
8. For pre-termination of the contract by either side, at least three months' notice will be required to serve to the other party.
  9. The rate to be quoted in the enclosed Performa in Appendix A. No column of the Appendix should be left blank
  10. The work will be awarded to the L1 firm.
  11. Payment will be made on the quarterly basis.
  12. Conditional quotations will not be accepted.
  13. Those who have experience at least three years in this field may quote their rates.
  14. The undersigned reserved to cancel the any of the above item or in whole without assigning any reason.

Interested parties may submit their willingness, **latest by 07.03.2022**, quoting the rates desired against each tem of work, in a sealed envelope addressed to Deputy Director General(Admn.), ICCR, Azad Bhawan, IP Estate, New Delhi 110002. "Quotation for E-TDS work" should be indicated at the top of the sealed envelope. This can be download from ICCR website [www.iccr.gov.in](http://www.iccr.gov.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in). The quotation will be opened on 08.03.2022 at 11.00 AM .

  
(Awanish Tiwari)  
Director(F&P)

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please upload the quotation in portal  
or portal of iccr or eprocure

  
(FCIT) <sup>My</sup> Dimple

**Indian Council for Cultural Relations, New Delhi**

Appendix A

Performa for quoting rates for filing of E-TDS and GST-TDS etc.

Name of the firm and Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

S.No.	Nature of work	Rate	Total annual amount (Rs.)
1	Filing of quarterly TDS return pertaining to salaried person and Pensioners		
2	Filing of quarterly TDS return pertaining to Contractors/Rent/Professionals		
3	Generate E Challan and filing of GST return every month (details will be supplied by ICCR)		
4	Preparation of Form 16, pertaining to Salaried Persons and Pensioners. (annually)		
5	Preparation of Form 16, pertaining to Contractors/Rent/Professionals(quarterly)		
	<b>Sub Total</b>		
	<b>GST</b>		
	<b>Total amount</b>		
6	Revision of E-TDS return, if required (rate per revision)		
7	Clearing of outstanding dues relating to TDS, if any shown on TRACES and also GST TDS		
8	Payment /deposition of NSDL fees		

9	Any other works relating to Income Tax E-Return		
10	Experience (with documents)		
11	Terms & conditions of the Vendor regarding payment etc.		

Note: The rates are inclusive of all other expenditure regarding collection of data etc. from ICCR.

Signature of the Service Provider

Dated: