

INDIAN COUNCIL FOR CULTURAL RELATIONS

REGIONAL OFFICE: - AHMEDABAD, GUJARAT

Date: - 10-06-2019

Invitation for rates for filing E-TDS Return and Preparation of monthly accounts

ICCR invites quotations from reputed firms for performing all the work related to E-TDS return. The work will include:-

- 1) Filing of quarterly TDS return pertaining to salaried person. (About 02)
- 2) Filing of quarterly TDS return pertaining to contractors/Rent/Professionals. (10-15 entries per quarter)
- 3) Preparation of Form 16, pertaining to salaried person. (About 02)
- 4) Preparation of Form 16, pertaining to Contractors / Rent/ Professionals. (10-15 entries per quarter)
- 5) Revision of E-TDS Return, if required.
- 6) Clearing of outstanding dues relating to TDS, if any, shown on TRACES.
- 7) Payment / deposition of NSDL Fees.
- 8) Any other work relating to Income Tax E-Return.
- 9) Preparation of Monthly Accounts. (02 Accounts)

Terms & Conditions

- 1) The detailed data quarterly / monthly, as the case may be, to be collected from this office.
- 2) Salary data to be prepared by the vendor from the monthly salary bills.
- 3) Other data i.e. in respect of Pvt. 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 vendor, the late fee to be borne by the vendor.

Interested parties may submit their willingness, latest by ^{25/6/2019} ~~25~~ 06-2019, quoting the rates desired against the each item of work, in a sealed envelope addressed to Consultant cum Regional Director, Indian Council for Cultural Relations, 04/19 & 4/20, HRDC Hostel, Teacher's Quarters, Next to NRI Girl's Hostel, Near Hanumanji Temple, Gujarat University Campus, Navrangpura, Ahmedabad, 380009. "Quotation for E-TDS Work" should be indicated at the top of the sealed envelope. This can be downloaded from ICCR website www.iccr.gov.in or www.eprocure.gov.in.