

**NOTICE INVITING TENDER FOR PROVIDING E-FILING SERVICES OF  
TDS & GST RETURN**

**Subject: Quotation for hiring of Agency/Firm for e-filing of TDS/GST  
Return- reg.**

Sir,

Sealed quotations are invited for hiring of any Agency/Firm for providing e-filing services of **TDS/GST Return**, on the following terms & conditions :-

- (a) The agency/firm should be empanelled with Comptroller & Auditor General of India and in practice of minimum 10 years or more.
- (b) The agency/firm should have Delhi based Head Office/Branch Office.
- (c) The agency/firm should have atleast 3 years experience in filling of TDS and GST Return in a Govt of India Ministry/Department.
- (d) Agency/firm will be responsible for e-filing of monthly GST Return and will collect monthly data from Cash Section, DPE on last working day of the month.
- (e) Agency/firm will be responsible for e-filing of Quarterly TDS of (Official & Non Official) and quarterly data will be collected from Cash Section, DPE during the 1<sup>st</sup> week of next quarter.
- (f) Agency/firm will be responsible to reconcile quarterwise data and to provide **soft copies of Form No 16 (Part A & B both) for regular salaried employees and Form No 16-A for non salaried agencies/officials on quarterly basis.**
- (g) Charges for any work for correction/refilling for past period will be paid as per actual.
- (h) The contract can be terminated any time without assigning any reason thereof, if the work of the agency/firm is found to be unsatisfactory. It would be entrusted to other party at the risk and cost of the firm. In this connection, the decision of the competent authority shall be final and binding upon the agency/firm.
- (i) The rates should be quoted in Rupees (both in amount and words) for providing e-filing services of TDS & GST Return for the period w.e.f. 01.07.2022 to 30.06.2023.

(j) The payment of the contract charges will be made on quarterly basis only after completion of successful & satisfactory services.

(k) The contract can be extended for a further period of 2 years on year to year basis on the same terms and conditions.

2. The quotation may be submitted in a 'Sealed Cover" clearly indicating on the envelope 'Quotation for hiring of any Agency/Firm for providing e-filling services of TDS/GST Return at the following address by post/in person, **latest by 3.00 pm on 20.06.2022:-**

The Under Secretary (Admn.)  
Department of Public Enterprises  
Room No. 409A, Block No. 14,  
CGO Complex, Lodi Road,  
New Delhi-110003



(Naresh Kumar)  
Under Secretary to the Govt. of India  
T. No. 24366820