

File No.ITPO/Mumbai/A/c/2015

INDIA TRADE PROMOTION ORGANISATION
7, Cooperage Road, 3rd Floor, Jhansi Castle, Mumbai – 400001
Tel : 91-22-22026629 / 22021730 Fax : 022-22044922

QUOTATIONS INVITED FOR E-TDS RELATED WORK FROM 01/01/2016 TO 31/03/2017

P A R T I C U L A R S	
Sealed Quotations addressed to The Deputy Manager (Finance), India Trade Promotion Organisation, Mumbai are invited from Practicing Chartered Accountants or Cost Accountants for E-TDS related work of ITPO, Mumbai office, from 01/01/2016 to 31/03/2017. The work shall inter alia include :	
1. 2. 3. 4. 5. 6. 7.	<ul style="list-style-type: none">• Filing of E-TDS in respect of employees (Presently 17)• Filing of E-TDS other than Salary u/s 194I (transactions per month 3 to 4 Nos. approx.), 194J (Yearly 2 to 3 Nos. approx.) and 194C (yearly 15 Nos. approx.) etc.• Issue of Form 16 and 16A• Filing of TDS/Revised TDS Returns for the respective quarters. (If required)• Obtaining justification reports from Income Tax Office as applicable, if required.• Generating forms 24Q and 26Q.• Attending to Notices received from the Income Tax Department and Sending suitable replies to Income Tax Deptt. in consultation with ITPO, Mumbai.

TERMS AND CONDITIONS

1.	All the details required for e-TDS filing to be collected from ITPO office before filing e-TDS.
2.	Filing of e-TDS before due date as per Income Tax Rules, after collecting all the details including signature of ITPO officials on form 27 (Salary & other than salary).
3.	After e-TDS filing, the original acknowledgement to be submitted to ITPO, Mumbai office immediately.
4.	Work relating to Quarter Ending March, 2017 & Year Ending March, 2017 is also included in the scope of work.
5.	Rates quoted should be lumpsum for 5 quarters (Taxes included) payable quarterly, on proportionate basis, on receipt of bill with supporting documents. Rates to be inclusive of e-TDS filing fees, printing charges for Form 16, 16A etc.
6.	The applicant firm should have an experience of similar E- TDS work, working with at least one company (which had a turnover of Rs. 10.00 crores (minimum), during the year 2014 – 15). Proof of turnover and adequate proof of working of the applicant with such a company, be submitted along with tender.

Rates Quoted Rs. (Taxes included), for Five Quarters

- ◆ Last date for submission of quotation is 15/01/2016 at 04.00 P.M. Please quote rates on applicant Company's Letter Head.

Name &
Signature of Authorised Signatory _____

Company Seal with full address, Membership No. &
Telephone No.