

F. No. 1-3/2008-Acs.
Government of India
National Commission for Minorities

5th floor, Lok Nayak Bhawan,
Khan Market, New Delhi-3
Dated: 29.06.2016

Subject: Quotations for E-filing of TDS Return of NCM for the year 2016-17.

Sealed quotations are invited from reputed Tax consultancy firms having minimum 2 years experience of similar work in Government Departments for providing/uploading services of E-TDS returns in this Commission of 45 persons for salary and 10 contract/appointees, (approximate) as per details given below:-

- (i) E-Filing of Annual Returns for the year 2016-17.
- (ii) Generation of form 16-A for contractors and Form-16 for all employees & Officers.
- (iii) Data Entry from PBR of the above year.
- (iv) Income Tax calculation for the employees and Officers.
- (v) Any other related work pertaining to current year & previous year, if any.

2. The tenderers will have to submit the following papers in the technical bid in a separate envelope and super scribe as "TECHNICAL BID".

- (i) Certificate of registration of firm/Certificate of incorporation.
- (ii) Documents in support of relevant working experiences.

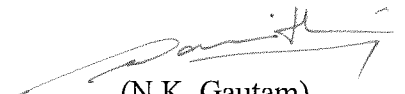
The quotations should be given for annual chargeable fee in the following format.

Annual fees	Service Charge/Tax as applicable	NSDL fees as applicable	Total Amount

The quotations/price bids will have to be submitted in a separate envelope Super Scribed as "PRICE BID" Both the above mentioned envelopes will have to be placed in a bigger envelope sealed and super scribed with **Quotation for Filing of TDS returns** addressed to Under Secretary (Admn) National Commission for Minorities Lok Nayak Bhawan, New Delhi so as to reach him by 4.00 P.M on 12.07.2016. The quotations will be opened on the same date at 4.30 P.M. in which tenderers may be present. Incomplete quotations such as not supported with documents etc, or deficient in any manner shall be summarily rejected.

3. The services of the selected consultant may be extended for 2017-18 also on mutual agreement. In case of any deficiency or delay on part of tax consultant in discharging his duties, competent authority will have the right to deduct suitable amount from the fees payable to the consultant and the firm may be debarred from any consultancy work in NCM in future.

4. The Commission reserves the right to accept or reject any or all tenders without assigning any reason thereof.



(N.K. Gautam)
Administrative Officer