

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 UPTO 31.3.2017

P A R T I C U L A R S	
Sealed Quotations addressed to India Trade Promotion Organisation, Mumbai, are invited from Practicing Chartered Accountants / Firms for ETDS related work of ITPO, Mumbai office up to 31/03/2017. The work shall inter alia include :	
1.	Filing of E-TDS in respect of employees (Presently 17)
2.	Filing of E-TDS other than Salary u/s 194I (monthly average 3 to 4 Nos. approx.), 194J (Yearly 2 to 3 Nos. approx.) and 194C (yearly 15 Nos. approx.) etc.
3.	Issue of Form 16 and 16A
4.	Filing of TDS/Revised TDS Returns for the respective quarters.
5.	Obtaining justification reports from Income Tax Office as applicable, if required.
6.	Generating forms 24Q and 26Q.
7.	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.	After collecting all the details, e-TDS may be filed before due date as per Income Tax rules.
3.	After e-TDS filing, the original acknowledgement may be submitted to ITPO, Mumbai office.
4.	Work relating to Quarter Ending March, 2017 & Year Ending March, 2017 is also included the scope of work.
5.	Rates quoted should be lump sum for 7 quarters (Taxes Extra), 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.

Rates Quoted Rs.

Last date for submission of quotation is 14/09/2015. Please quote rates on applicant Company's Letter Head.

Signature of Authorised Signatory.....

Company Seal