

CSIR-HUMAN RESOURCE DEVELOPMENT CENTRE  
Sector-19, Central govt. Enclave, Kamla Nehru Nagar  
Ghaziabad-201002

**Open Quotation for E-filing TDS and GST**

**E-TENDER ID: 2022\_CSIR\_119311\_1**

CSIR-HRDC a Unit of Council of Scientific & Industrial Research wish to engage a firm for e-filing of TDS & GST for FY 2022-23 (IInd qtr.) extendable to another one year i.e. for 2023-24 on the basis of satisfactory services for which bids are invited on open tender basis.

**SCOPE OF ACTIVITIES**

1. Preparation and submission of quarterly/annually e-TDS returns for salaries and others (contractors, professional and technical etc. with the assessing authorities on the basis of details provided by HRDC to the concerned department in stipulated time to avoid any levy of penalty for FY. 2022-23 (IInd qtr.) Generation of form 24Q, 26Q generation of FUV file, NSDL validation, generation of form 27A, Correction filing etc.
2. Preparation and submission of monthly/quarterly/halfyearly/Annually GST filing/Generation of GST forms and all other work related to GST.
3. Providing notification/instructions issued by the concerned department i.e. TDS purposes and GST.
4. Compliance of all notices/letters from income Tax AUTHORITIES RECEIVED DURING THE YEAR.
5. To execute any other TDS/GST related assignment as requested by HRDC such as correction filling.
6. Only those agencies need to apply who have CA Registration in absence of which tender will be rejected.
7. Successful bidder will furnish performance security of Rs 5000/- in form of bank guarantee from a nationalized/scheduled bank in favour of HRDC, Ghaziabad and that should be valid for a period of 60 days beyond the date of completion of work.
8. In case of any discrepancy between English and Hinde version, English version will be final.

**PERIOD OF THE CONTRACT**

The period of contract shall be IInd qtr. of FY2022-23 which can be extended for another one year on satisfactory performance of the firm on same rates and terms and conditions.

**TERMS OF PAYMENT**

The fees will be paid on completion of each quarter on submission of quarterly returns/GST filing.

**DOCUMENTS TO BE FURNISHED**

1. Profile of the agency indicating the experience in the above mentioned activities along with the copy of certificate of practice.
2. Copy of GST Registration.
3. Copy of PAN Card
4. Copy of CA Registration.

**Signature of tenderer**