

File No. PAO/PNG/24G/2021-22/ 804
Government of India
O/o The Chief Controller of Accounts
Pr. Cum Pay & Accounts Office
Ministry of Petroleum & Natural Gas
Shastri Bhawan
New Delhi

Date: 15/03/2022


NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited for Outsourcing of Income Tax Return Filing in the Pay & Accounts Office, M/o Petroleum & Natural Gas, Room No.-314A, B Wing, Shastri Bhawan, New Delhi for all four quarters of the Current Financial Year (CFY) 2022-23 w.e.f. 15.03.2022 to 18/03/2022 as per following terms & conditions mentioned below. Quotations will be opened at 3.00PM on 23/03/2022.

S.No.	Descriptions	Period
01.	Data Entry, Tax Calculation, e-filing, submission of Quarterly return, Generation of Form-24Q for Salaried Employee and Form 26Q for non-salaried employee, Form 24G E-Filing Services , Generation of FVU File, NSDL Validation, Generation of Form 27A, Form 16 & Form 16A	2023-2024

Terms and Conditions:-

- Payment shall be made after satisfactory filing of Income Tax return on Quarterly basis & 24G on monthly basis and proof of receipt from NSDL. Copy of Quarterly return data & 24 G to be submitted in PAO, M/o PNG.
- Agency will provide free software from time to time when ever any changes occur through Income Tax department for Taxation purpose.
- Filing to be done as per Income Tax norms and before due date of each quarter.
- All the printed Form 16 & 16A to be delivered before 30.04.2023.
- Details of working experience at Government Sector must be sent.


(Rajiv Kumar Srivastava)
Senior Accounts Officer

Copy to:

- ✓ 1. NIC is requested to upload on PNG website.
2. Notice Board(P&NG)