

File No.PAO/PNG/24G/2016-17/597-598
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: **15.7.2016**
18.7.216

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) 2016-17 by 3PM on 25.7.2016 as per following terms & conditions mentioned below. Quotations will be opened at 3.30PM on 26.7.2016.

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	2016-2017

Terms and Conditions:-

- (i) 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/oPNG.
- (ii) Agency will provide free software from time to time when ever any changes occur through Income Tax department for Taxation purpose.
- (iii) Filing to be done as per Income Tax norms and before due date of each quarter.
- (iv) All the printed Form 16 & 16A to be delivered before 30.04.2017.

(Subhash Chander)
Sr. Accounts Officer

Copy to: (i) NIC is requested to upload on PNG website.
(ii) Notice Board(P&NG)

(Subhash Chander)
Sr. Accounts Officer