

No.G-12011/03/2015-Cash
Government of India
Ministry of Petroleum & Natural Gas
(Cash Section)

**Shastri Bhawan, 2nd Floor, Room No.215(b), 'B' Wing,
New Delhi Dated the 27/04/2018.**

Subject:- Inviting Quotations for Outsourcing of Income Tax Return filing for the Current Financial Year 2018-19 regarding.

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Ministry of Petroleum & Natural Gas invites sealed Quotations from experienced and resourceful Outsourcing Agencies for Filing of Income Tax Return for the Current Financial Year (CFY) 2018-2019.

2. Interested parties may please submit their quotations in sealed cover addressed to Drawing & Disbursing Officer, Ministry of Petroleum & Natural Gas, Room No.215(b), Cash Section, 'B' Wing, Shastri Bhawan, New Delhi-110001 **latest by 9th May, 2018 upto 3.00 P.M.** The words "Quotation for Outsourcing of Income Tax Return Filing for CFY 2018-19" should be inscribed on the outer cover. The quotations are processed on the same date. The details and terms and conditions are as follows:-

DETAILS:-

Sl. No.	DESCRIPTIONS	PERIOD & No. of Employees
1.	Data entry, Tax Calculation, e-filing, submission of Quarterly Return, Generation of Form - 24Q for Salaried Employees and Form - 26Q for Non-Salaried Employees, Generation of FVU File, NSDL Validation, Generation of Form - 27-A, Form-16 and Form-16A. It required refiling may be done.	2018-2019 220 employees

Terms and Conditions:-

- Payment shall be made after satisfactory filing of Income Tax Return on Quarterly basis and proof of receipt from NSDL. Copy of Quarterly Return data submitted to Income Tax Department has also to be submitted in Cash Section of this Ministry for making / releasing of payment.
- 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 the due date of each quarter.
- All printed Form 16 & Form 16A to be delivered before 30th April, 2019.

v) If the works satisfied by the authority the contact may be renewed for another two years.

3. The complete Quotations should be submitted in this Office latest before the date and time indicated at the para 2 above. The Quotations received after the scheduled date and time will not be accepted. **Rate for the CFY 2018-19 may be indicated in lump-sum and not per person.**

4. The Quotations shall invariably abide by the rules and regulgtaiions/instructions of the Government as issued from time to time.

Yours faithfully,



(Valerian Tirkey)

Under Secretary to the Govt. of India
Tele. No.011-23388602