

File No.PAO/PNG/24G/2019-20/156
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: 14/05/2019

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) 2019-20 & the quotations shall be submitted in Room No.314A, B Wing, Shastri Bhawan, New Delhi by 2PM on 20.05.2019. The terms & conditions of the contract is mentioned below. Quotations will be opened at 3.00PM on 20.05.2019.

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	2019-2020

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/o PNG.
- (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.
- (v) Details of Working Experience at Government Sector must be sent.
- (vi) This Office at any time can cancel the contract if not satisfactory.


Sr. Accounts Officer(H.O.O.)

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


(H.S.Chhabra)
Sr. Accounts Officer(H.O.O.)