

Prasar Bharati
(India's Public Broadcaster Service)
Doordarshan Kendra : Hyderabad – 500 013.

No.TVH/Admn.(TDS)/2019-20

Dt: 30.08.2019

SUB:- Inviting sealed quotations for filing of E-TDS Returns etc., pertaining to the staff of this Kendra - REG.

Sir,

Please furnish your quotation for filing of E-TDS Returns etc., pertaining to the staff of this Kendra (approximately 300 officials) as per the Description of the works given below mentioned table. The sealed quotations addressed to the undersigned by name may be sent so as to reach on or before 20/09/2019 at 11.00 am. The cover should be super scribed with the following details.

1. Work for which quotation is enclosed.
2. Reference to letter of enquiry and
3. Due date of opening of quotation.

The quotation will be opened by the undersigned in the presence of the CA or their representatives as may be on 20/09/2019 at 03.00 pm. Incase your quotation is accepted, and the lowest rates will be valid for a period of one year with effect from the date of acceptance, which will be extended based on the performance. It may please be noted that payment will be made after completion of works to the satisfaction of this office, through NEFT Transfer in favour of the name of the Firm only. You are required to submit the following along with the quotation:-

- 1) Registration certificate of the Firm.
- 2) GST Registration Number
- 3) Bank Account details with a copy of the first page of the pass Book/Mandate form.
- 4) Income Tax Assessment Certificate for the year 2018-2019 with copy of Pan Card.
- 5) Experience Certificate in the relevant field at least for 5 years.

The Description of items are as under:-

Description of Works (For Form 24 Q & 26 Q)	Rate per official (Rs.)	GST if any
Filing of E-TDS Returns – completion of entire process like uploading, printing, filing, carrying out corrections and other works involved during the entire financial year. (Total employees of this Kendra is 290)		

Yours faithfully,

Sd/-
(P. CHAKRABORTY)
Sr. ADMINISTRATIVE OFFICER
FOR DY.DIRECTOR GENERAL (E)

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The terms and conditions are as follows:

1. CA or his representative should attend the office on call whenever necessary to collect the data and data should not be passed on/ leak to any unauthorized persons/firms etc.,
2. The data provided by this Kendra is to be properly processed and see that no discrepancy arises while filing the E-TDS from time to time.
3. Traces etc., related with regard to filing of e-TDS are to be provided from time to time or on quarterly basis.
4. Any other matter related to e-TDS filing for the entire financial year.
5. The contract shall be for a period of one year from which the contract is signed/accepted, which will be extended by this office, if found fit/satisfactory.
6. The contract can be terminated, if work is found unsatisfactory without assigning any reason at any time and without any notice at the discretion of this office.
7. Payment shall be made on quarterly basis on providing satisfactory services duly certified by the competent authority. No advance payment will be made.
8. The bills have to be submitted in duplicate duly pre-receipted along with service reports (month-wise), which will be maintained by the CA. The service reports are to be duly signed by this office . GST Number of this Kendra is : **36AAAJP0288R2ZF**
9. All complaints / problems reported should be rectified to the satisfaction by the CA or by their representative in time.

Signature of the Authorized Person
Of the Firm with Seal.

Sd/-
(P. CHAKRABORTY)
Sr. ADMINISTRATIVE OFFICER
FOR DY.DIRECTOR GENERAL (E)