

National Commission for Women  
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No. 4-23/2004-05/II

30<sup>th</sup> March, 2012

**Invitation of Quotation for Filing of E-TDS Returns  
for the Financial Year 2012-13**

**The National Commission for Women**, invites sealed tenders from Firms/Limited Liability Partnership (LLPs)/Companies experienced in filing of returns on behalf of Government/Statutory Bodies. The work related to filing of e-TDS work and preparation of Form 16 and 16A (approx 100 deductees) alongwith replay of any notice received from Income Tax Department regarding TDS returns for the period of nine months on the following terms and conditions :

1. Advice on all matters related to compliance of TDS/TCS provisions.
2. Periodic review of TDS/withholding Tax compliance.
3. Computation of monthly TDS.
4. Monthly reconciliation of TDS due and deposited.
5. Monthly deposit of TDS electronically/manually.
6. Issue of monthly/annual TDS certificates.
7. Filing of correction statement.
8. TDS assessment.
9. Preparation of Form 16 and 16A
10. NCW reserves the right to cancel the contract earlier on account of unsatisfactory services.
11. Should have had experience in filing of returns on behalf of Govt./Statutory Bodies for at least 2 years.

The contract period is for 12 months (financial year 2012-13).

The interested agencies are required to submit their quotation by registered post/Courier/by hand and should reach to the undersigned at 1500 hrs. on or before 10<sup>th</sup> April, 2012. The quotation shall be opened on the same day at 1530 hrs. at NCW.

***Note: Quotations received after due date and time will not be entertained. The Commission will not be responsible for any postal delay.***

Sd/-  
(Sraddha Paul)  
Under Secretary