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**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
MAIDAN GARHI, NEW DELHI - 110 068
Finance & Accounts Division**

**F.NO.IG/F&A/2017
Dated: 8th May,2017**

**D K VERMA
ASSISTANT REGISTRAR**

To

M/S _____

Dear Sir/ Madam,

Sub: Empanelment of firms for preparation, uploading & filling of e-TDS Return and other related matters.

- 1. The University wishes to empanel the services of reputed & registered Chartered Accountant firms with relevant exposure in the field for the following jobs:**
 - a) Preparation, uploading and filing of e-TDS Returns/WCT/Labour cess in relating form in Form No. 24Q & 26Q for various TAN holders i.e schools/units/division of IGNOU. This may include visiting to IGNOU as and when required by any of the TAN holder/s at the time of preparation and filing e>Returns.**
 - b) Filing of Income Tax Return.**
 - c) Filling Appeals and representing the case/s before the Income Tax Authorities/Appellate Authorities.**
 - d) Preparation/Filling of reply to notices issued by Income Tax Authorities.**
 - e) Providing Consultancy in respect of TDS matters to the TAN holder/s.**
 - f) Revision of TDS return.**

g) Change of preparation of TDS file WCT/Labour cess for Certificate. Statutory dates of filing TDS are as under:

h) Issue of certificate 15 CA and 15 CB

S.NO	Period	E-Return		Tax Deposited		TDS/WCT/Labour/Cess Certificates	
		24Q	26Q	24Q	26Q	24Q	26Q
1	June Quarter-1 st	15 th July	15 th July	7 th next month	7 th next month	Reqd.	30 th July
2	September Quarter-2 nd	15 th Oct	15 th Oct	Do	Do	Reqd.	30 th July
3	December Quarter-3 rd	15 th Jan	15 th Jan	Do	Do	Reqd.	30 th Jan
4	March Quarter-4 th	15 th May	15 th May	Do for Jan & Feb and for March 30 th April	Do for Jan & Feb and for March 30 th April	Annual 31 st May	30 th May

- The Bidders must have a Turn over of Rs. 30.00 lacs per annum for last 3 years with a least 8(eight) year of practice before the Income Tax Authorities.
- Item wise rates for various jobs, as mentioned in Para 1 above, may be specified for a period of one year. For items : II & III under Para I above may be mentioned on case basis and not per hearing basis.
- Based on the experience, the Firms for empanelment should accept the item wise L1 rates selected on the basis of quotation.
- The quotations may be submitted in a sealed envelope super-scribing “Empanelment of Firm of Preparation, Uploading & Filing of e- TDS Returns” The quotations complete in all respects may be submitted to the under signed in Room No. 7 , Block-2 IGNOU Maidan Garhi, New Delhi -110068 latest by 26th May 2017 upto 3.00pm. Bids will be opened on same day at 3. 30pm
- The tendered will initiate/undertake upload/ job within 15 days of receipt of work order. However, in case of failure to file the e-TDS Returns within the stipulated dates, the penalty

along with the interest imposed by the Income Tax Department, Govt. of India will have to be paid by the said firm.

7. Validity of offer in respect of rates will be for one year from the date of opening of bids.
8. No Conveyance/Transportation charges shall be paid by IGNOU, Maidan Garhi New Delhi.
9. Approximately, 10 firms are likely to be empanelled for each job.
10. The Service Tax will be paid as applicable, if any.
11. The Details of VAT No:_____PAN NO:_____
12. IGNOU reserves the right to accept or reject any or all tender without assigning any reason thereof.
13. The University reserves the right to increase or decrease the quantum of e-TDS Returns.

Thanking You,

Your Sincerely,

Sd/-
D.K. Verma
AR,(F&AD)