

No. ADMN/15/2023-DGTR
Government of India
Ministry of Commerce and Industry
Department of Commerce
Directorate General of Trade Remedies

7th March, 2023

NOTICE

Subject: Invitation of Quotations for e-filing of GST and TDS returns in respect of DGTR-reg.

Sealed quotations are invited from registered qualified firms, at least having one year of experience, for e-filing of GST and TDS returns in respect of DGTR for the financial year 2023-2024.

2. DGTR, having a sanctioned strength of about 65 officials, proposes to hire services of registered qualified firms for filing of GST, TDS and other returns in respect of DGTR, on the following terms & conditions:

- i. Liaison with Office of DGTR and visiting DGTR office on need basis or whenever called by DGTR office;
- ii. Liaison with DGTR Office to get all relevant details necessary for filing of returns;
- iii. Assist officials of DGTR assigned with the work in MS Excel and Data Entry operations for filing GST returns for DGTR. Should be able to work on PFMS;
- iv. The contract will be valid from 1st April, 2023 to 31st March, 2024;
- v. The service provider or her representative shall abide by the rules and regulation of data security and privacy and ensure that the data in respect of officials of DGTR should not be divulged to any other person other than Income-Tax authorities;
- vi. It will be the responsibility of the firm to collect & compile data with regard to salary and non-salary available on PFMS on monthly basis from DDO, DGTR;
- vii. to work out and reconcile the e-TDS data from DDO, DGTR/PAO, Commerce;
- viii. regularly e-file TDS return by the due dates as notified by Income-tax department from time to time;
- ix. to generate 16, 16A, 24Q, 26Q, 27A and other forms as per guidelines of Income-tax Department;
- x. to follow all the guidelines issued by Central Government/Income Tax department regarding filing of GST/TDS returns;
- xi. assist the staff of DGTR in preparation of Form 26AS and individual income-tax returns, whenever required;
- xii. liaison with DGTR office for proper maintenance of accounts, income-tax details of individual officers and other ancillary works;
- xiii. preparation of Income-tax calculation sheet for the financial year in respect of officers;
- xiv. to assist the staff of DGTR for making entries in PFMS mode under IT Act with regard to deduction of Income-tax at source, calculation of individual official's liability on account of Income-tax and other related matters;
- xv. In case, the services are not found to be satisfactory, the HoD, DGTR reserves the right to terminate the contract at any stage with a notice of 30 days without assigning any reason whatsoever;

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- xvi. No advance payment shall be made. The payment will be made on successful completion of work on quarterly basis. The firm shall submit pre-receipted bill in duplicate to this office after completion of the work. All type of taxes as applicable shall be deducted from the bill of the contractors as per rules amended from time to time;
- xvii. The firm has to deposit security in the form of bank guarantee at the rate of 3% of the total annual contract (exemptions are applicable as per the relevant provisions of the GOI)
- xviii. Contract is extendable, upon mutual consent, for a period of one year on the same rates & terms and conditions.
3. The quotations are to be submitted within a period of 15 (fifteen days) from the date of issue of this notice. The envelope should be addressed to the Deputy Secretary (Admn) Directorate General of Trade Remedies, 4th Floor, Jeevan Tara Building, Parliament Street, New Delhi-110001.


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