
	<p>भारत सरकार / Government of India पत्तन, पोत परिवहन और जलमार्ग मंत्रालय / Ministry of Ports, Shipping and Waterways दीपस्तंभ और दीपपोत निदेशालय / Directorate of Lighthouses and Lightships दीपभवन, पोर्ट रेजिडेन्शियल एरिया, सालिग्रामपुरम Deep Bhavan, Port Residential Area, Saligrampuram विशाखापट्टनम-530024 / Visakhapatnam-530024</p>	
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संख्या: AC-VSP-01003/1/2020-Account

दिनांक: 07/06/2024

भावपत्रक आमंत्रण सूचना/ Notice Inviting Quotation

विषय/Sub: Quotation for Quarterly TDS return and GST return filing of Directorate of Lighthouses and Lightships (DLL), Visakhapatnam.

Please send your rate/quotation in the format enclosed as Annexure-I for providing Quarterly TDS return filing of Directorate of Lighthouses and Lightships, Visakhapatnam as per the terms & conditions to THE DIRECTOR, DIRECTORATE OF LIGHTHOUSES AND LIGHTSHIPS, VISAKHAPATNAM in an envelope duly super scribed with “**Quotation for Quarterly TDS return and GST return filing of DLL, Visakhapatnam**” on or before 19/06/2024 at 16.00 Hrs.

The detail scope of work will be as per Annexure-II.



निदेशक/ Director

दीपस्तंभ और दीपपोत निदेशालय/

Directorate of Lighthouses & Lightships,

विशाखापट्टनम/ Visakhapatnam

Annexure - I

वाणिज्यिक बोली प्रपत्र/ Commercial Bid Form

कार्य का नाम/Name of work: Quarterly TDS return and GST return filing of Directorate of Lighthouses and Lightships (DLL), Visakhapatnam.

क्र.सं/ S. No.	विवरण / Description	तिमाही दर सभी कर सहित/ Quarterly Rate incl. of all taxes
1	Compliance regarding to TDS returns and GST returns on Quarterly basis as per the scope of work (Annexure II)	

The bidder should quote item rate for the above Item.

Note: The uploading charges for filing the TDS/GST returns shall be paid as per actuals.

Place:

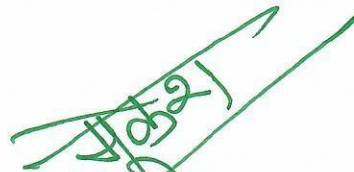
Date:

Signature of Bidder
with seal and address

Annexure -II

कार्य का विस्तृत दायरा / Detailed Scope of Work

1. Your rate shall be inclusive of all taxes.
2. Scope of work regarding TDS shall include the following:
 - a) Calculating of TDS and guidance thereof.
 - b) Quarterly filing of TDS returns (24Q for salaried employees and 26Q for Contractors).
 - c) Generating and issuing TDS certificate (Quarterly).
 - d) Generating Form 16 (Salary Certificate) annually.
 - e) Correcting/ revising TDS quarterly statement, as per requirement.
 - f) Complying & replying with justification/ default reports after statement processing at CPC.
 - g) Timely submission of returns to ensure compliance with regulatory requirements.
3. Scope of work regarding GST shall include the following:
 - a) General guidance to the application provisions.
 - b) Complying with applicable GST sections (specifically with TDS provisions).
 - c) Quarterly filing of GST returns.
 - d) General guidance for GST for clearing vendor/ contractor's invoices.



निदेशक/ Director

दीपस्तंभ और दीपपोत निदेशालय/

Directorate of Lighthouses & Lightships,

विशाखापट्टनम/ Visakhapatnam