



SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(Government of India: Ministry of Home Affairs)
Hyderabad – 500 052

No.14011/26/2015-16-Accounts

Dated, the 02 June, 2017

NOTICE INVITING QUOTATIONS

Sub : E-filing of TDS Returns of SVP National Police Academy, Hyderabad for Financial year 2017-18 – Reg.


S.V.P. National Police Academy, Hyderabad, intends to e-filing/upload of its TDS returns for the financial year 2017-18 through one of the NSDL licensed uploading centres i.e. Tax Information Network (TIN) centres in Hyderabad.

2. The following tasks are needed to be taken up for the said purpose:
- Data to be collected in physical / soft copy in prescribed format.
 - Converting the data into electronic format.
 - Conversion of electronic data into FVU (File Validation Utility).
 - Uploading FVU to Income Tax Department through NSDL.
 - Generating provisional receipts and bills/ Form-16/Quarterly Reports.
 - If there are any payments made by us to the IT Department through challans are verified with OLTAS list to ensure that all payments are made is correctly reflected. In case payment is not reflected, it will be brought to our notice as there will no credit to the relevant PAN account.
 - All the PAN numbers of the deductees will verified for their validity. Invalid PAN Numbers will be brought to the notice of the client.
 - Provide a details hard copy showing all the particulars of the deductees, along with the NSDL acknowledgement.
 - Liaising with IT for the notices / summons pertaining to the TDS deficiencies.
 - Liaise with IT department for correction of two errors – wrong mention of TAN number on challans and wrong code ; and
 - Maintain a back up of the returns filed to facilitate for a revised returns.
 - NSDL License/TIN No. may invariably mention in the Quotation.

3. To take up the above said task and acceptance of above conditions, you are requested to submit your quotation in a sealed cover duly indicating the rates including all service charges and taxes for uploading the TDS returns. The quotation along with any other brochures / information leaflets, shall be sent in a sealed cover to the undersigned, duly superscribed as **“QUOTATION FOR E-FILING OF TDS RETURNS FOR FINANCIAL YEAR 2017-18 OF SVP NPA – NOT TO BE OPENED BEFORE : 16/06/2017.**

5. The last date for receipt of quotations is 16/06/2017 by 1730 hrs.

Yours faithfully


(K.S.S. Balasubramanyam)
Administrative Officer (Adm)
SVP National Police Academy

Copy to : Programmer, SVP National Police Academy for hosting this Tender Enquiry on the Academy website.