



File No. 36/1/NCST/2022-Admn.

National Commission for Scheduled Tribes

(A Constitutional body under Article 338A of the Constitution of India)

6<sup>th</sup> Floor, B-Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003.

Dated: 04.07.2024

**TENDER NOTICE**

Sub.: Quotation is invited from the bidders for hiring an agency in NCST for the works related to various tax matters.

NCST is inviting sealed quotation from the reputed firms registered with Chartered Accountant Institute and having valid Firm Registered Number (FRN) for the work of E-tax file, up-gradation and Data entry, e-filing, submission of Quarterly return Generation of Form-16, 16-A & 16-B for salaried & Non salaried employee generation of FVU file, NSDL and GST filing for the year 2024-25 and previous year review filling of NCST.

2. Interested vendors may kindly submit their sealed quotations for the below mentioned scope of work for around 35 officers/employees of this office in the box kept in Room No. 208 (office chamber of Under Secretary (Admn.), NCST, 2<sup>nd</sup> floor, B Wing, Lok Nayak, Bhawan, Khan Market, New Delhi-110003, within 7 days from the date of issue of this Tender Notice.

S.No	Scope of Work	Rate(Rs.) for F.Y 2024-25
1.	Calculation of Income Tax in respect of employees	
2.	Issue of form-16 to employee.	
3.	Issue of form-16A to non-employee	
4.	Quarterly Salary TDS return	
5.	Quarterly Non-Salary TDS return	
6.	Per case/hearing for appearing before any departmental authority	
7.	Filing of Income Tax Return for the Financial Year 2024-25	
8.	Monthly Return (GSTR-7)	
9.	Issue of TDS on GST Certificates	
10.	Visit of CA /Junior Staff in NCST office for discussion etc.	

3. This issues with the approval of the Competent Authority.

*R. Verma*

(Rajesh Kumar Verma)

Under Secretary (Admn.)

Tele ph. no. 24657271

**Copy to:**

1. NIC for uploading on the website of this Commission.

2. Guard File.