



अन्तर्राष्ट्रीय सूचना पद्धति एवं  
लेखा परीक्षा केन्द्र (आईसीसा)  
भारत के नियंत्रक एवं महालेखा परीक्षक  
का अन्तर्राष्ट्रीय प्रशिक्षण केंद्र  
[www.cag.gov.in/icisa/en](http://www.cag.gov.in/icisa/en)



International Centre for Information  
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## Tender Notice for e-filing IT returns on behalf of iCISA

Ref:- iCISA/procurement/2025-26/1121

Date:14-07-2025

### Notice Inviting Tender

Sealed tenders are hereby invited on behalf of the Director General, iCISA, Noida from experienced firms for the following service:

Name of Service	Issue of Blank Tender Document	Last Date of Tender Submission	Date & Time of Tender Opening
Filing of e-TDS Form, 26Q Return, and 24Q Returns on behalf of iCISA	From 14-07-2025 to 19-07-2025 up to 03:00 PM	19-07-2025 up to 05:00 PM	21-07-2025 at 11:00 AM

#### 1. Tender Document Availability

Blank tender documents (non-transferable) for the above service will be issued from 14-07-2025 to 19-07-2025 on working days from the office of the Director General, iCISA, A-52, Sector 62, Institutional Area, Phase-II, Noida-201309, Uttar Pradesh.

Alternatively, tenderers may download the complete tender document from the official website: [www.icisa.cag.gov.in](http://www.icisa.cag.gov.in). The duly completed tender documents along with supporting documents must be submitted on or before the due date and time of submission.

#### 2. Eligibility Criteria

Tenderers must have valid registration with appropriate authorities for all applicable statutory taxes.

#### 3. Tender Submission

Completed tender documents must be submitted at the office of the Director General, iCISA, A-52, Sector 62, Institutional Area, Phase-II, Noida-201309, Uttar Pradesh, latest by 19-07-2025 up to 05:00 PM. Tender bids will be opened on 21-07-2025 at 11:00 AM.

#### 4. Bid System

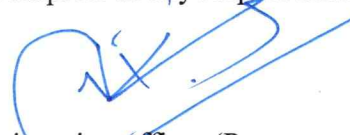
A single bid system will be followed. Tenderers are required to submit a sealed Technical cum Financial bid.

#### 5. Canvassing

Canvassing in any form, whether directly or indirectly, in connection with the tender is strictly prohibited. Tenders submitted by firms indulging in canvassing shall be summarily rejected.

#### 6. Right to Reject

iCISA reserves the right to accept or reject any or all tenders without assigning any reason thereof. Tenders which do not fulfil any of the prescribed conditions or are incomplete in any respect shall be liable for rejection.

  
Sr. Administrative officer (Procurement)  
iCISA, A-52, Sector 62,  
Institutional Area, Phase-II,  
Noida-201309, Uttar Pradesh

## Notice Inviting Tender

Sealed quotations are invited from experienced and reputed firms for the filing of e-TDS Forms, 26Q Returns, and 24Q Returns for iCISA, Noida. The tender will follow a single bid system, consisting of both Technical and Financial bids.

### ***Contract Duration***

The contract will be valid for a period of three years, subject to satisfactory performance and annual review.

### ***Eligibility Criteria***

Quotations must be accompanied by the following documents; failure to provide these will result in rejection of the bid:

1. Valid GST Registration Certificate
2. PAN Card of the Firm
3. Proof of Income Tax Assessment for the last two financial years
4. Copies of work orders or experience certificates from previous Ministries/Departments of the Government of India, demonstrating satisfactory performance on similar assignments

### ***Submission Details***

Quotations must be submitted in a sealed envelope, clearly superscripted and addressed to: **Sr. Administrative Officer (Procurement), iCISA, A-52, Sector-62, Noida-201309.**

### ***Rate Submission***

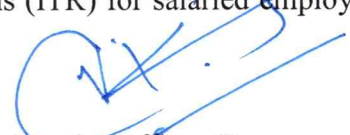
The prescribed format for submitting rates related to the filing of returns is provided in **Annexure-A**. Quotations must strictly adhere to this format. The terms and conditions governing the contract are outlined in **Annexure-B**.

Incomplete quotations or those not meeting the stipulated requirements will be liable for rejection. The Department reserves the right to accept or reject any or all quotations, either in full or in part, without assigning any reason.

The successful bidder must formally accept the contract within 7 days of the offer. Failure to do so will result in the offer being extended to the next eligible bidder.

### ***Scope of Work***

1. E-filing and submission of all quarterly returns for the financial year 2025-26, covering both salaried and non-salaried individuals.
2. Generation of Form 24Q, Form 26Q, and Form 16 Part A from the TRACES portal in soft copy format.
3. Filing of revised returns, if required, for previous financial years.
4. Handling and disposal of any notices received from the Income Tax Department.
5. Preparation and timely submission of Form 16 Part A and Form 16 A from TRACES to this office.
6. Timely collection, reconciliation (with PAO data), and uploading of data for Forms 24Q and 26Q.
7. Verification of PAN accuracy against the Income Tax Department's PAN database before filing regular or revised returns.
8. The firm will be responsible for any penalties, interest, or outstanding demands arising from errors such as late filing, incorrect PAN details, or other mistakes attributable to the firm. Payment will be made only after clearance of such outstanding dues, if any.
9. Provide assistance in tax planning and filing of Income Tax Returns (ITR) for salaried employees upon request.

  
Sr. Administrative officer (Procurement)  
iCISA, A-52, Sector 62,  
Institutional Area, Phase-II,  
Noida-201309, Uttar Pradesh

*Please ensure all documentation and quotations comply fully with the requirements to facilitate a smooth evaluation process.*

### **Annexure A**

#### **Part a**

Name of the Firm	
Address with Mobile No. and email ID	
PAN No.(Attach copy of PAN card) mandatory	
GST registration details	
A/c. details, Bankers Name and address of your firm/company (Also attach copy of cancelled cheque)	Account No:  MICR Code:  IFSC Code :

#### **Part b**

Sl. No.	Description of work	Rates/Amount (per quarter)
1.	e-filing, submission of quarterly all return for the financial year 2025-26 Salaried & Non-Salaried	
2.	Generation of Form 24Q, Form 26Q, Form 16 Part A from Traces in Soft copy	
3.	Filling of revised returns, if required for previous years	

## **Annexure B**

### **Terms and Conditions**

1. If any discrepancies/notices are received from the Income Tax Department for the quarters for which returns have been filed, corrections/revised returns will be made without any additional cost.
2. Payment will be made on successful submission of e-TDS return at the end of every quarter.
3. All returns have to be filed timely. In case of failure to file the returns timely, the associated cost has to be borne by the firm.
4. In case of failure to file the returns by the awarded firm, the Department shall reserve the right to get the work done by another firm, for which the cost of work has to be borne by the awardee firm.
5. The successful bidder has to submit the TDS files prepared in a CD/Pen Drive to the Department.
6. iCISA reserves the right to terminate the contract at any time, if the services of the firms are not found satisfactory.
7. iCISA reserves the right to extend the contract for a further period of 3 years (one year at a time) subject to fulfilment of existing terms and conditions and mutually acceptable existing terms and conditions by the awardee firm.