

Tender Notice for e-filing of GST TDS on behalf of iCISA

Ref:- Admn-i-Est10ARM/4/2019-Admn /2025-26/ 218

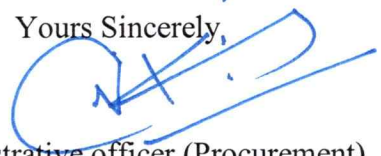
Date:13-10-2025

Sealed lump sum tenders are hereby invited on behalf of Director General, iCISA, Noida from experienced firms:

Name of the service	Issue of Blank Tender Document	Last Date of Tender Submission	Date and time of opening of tender
e-filing of GST TDS on behalf of iCISA	From 14-10-2025 to 16-10-2025 up to 03.00 PM	16-10-2025 upto 5.00 PM	17-10-2025 at 11:00 AM

1. Blank tender documents (non-transferable) for above services shall be issued from 14-10-2025 to 16-10-2025 on working days from the office of the Director General, ICISA, A-52, sector 62, Institutional area, Phase-II, Noida-201309, Uttar Pradesh. The intending tenderers can also download the complete tender document available on the website: www.icisa.cag.gov.in and submit the same along with the supporting documents, on or before the due date and time of submission.
2. Intending tenderers should have valid registration with appropriate authorities for statutory taxes as applicable.
3. The tender documents duly completed may be submitted at the office of the Director General, ICISA, A-52, sector 62, institutional area, Phase - II, Noida-201309, Uttar Pradesh till 16-10-2025 up to 5.00 PM. The bid of the parties shall be opened on 17-10-2025 at 11.00 AM
4. One bid system would be followed. Sealed Technical cum Financial bid may be submitted.
5. Canvassing, whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the firms who resort canvassing will be liable to be summarily rejected.
6. iCISA reserves the right to reject any or all the tenders without assigning any reason thereof. Tenders in which any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.

Yours Sincerely,



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

Notice inviting tender

I am to invite the sealed quotations for the e-filing of GST TDS on behalf of iCISA, Noida from experienced firms under one bid systems i.e. Technical cum Financial Bid. The contract period will be of three years, subject to satisfactory performance and annual review. Copies of the following documents should be attached with the quotation, failing which the quotation will be rejected:

1. GST Number
2. PAN Number of the firm
3. Proof of e-filing of GST TDS of last 2 years
4. Copies of the experience/ work orders from previous Ministries/Departments, Government of India to the effect that the firm has given satisfactory performance on the similar jobs.

Quotation should be sealed and superscripted with address to: "Sr. Administrative Officer (Procurement), iCISA, A-52, Sector- 62, Noida".

The proforma for furnishing rates for filing returns being sought by this Department may be seen at Annexure - A. Quotations may be furnished strictly as per the proforma. The terms & conditions of the contract are at Annexure-B.

The quotations which are not complete in all respects, are liable to be rejected. The Department reserves the right to reject or accept all or any quotation in whole or in part without assigning any reason thereof.

The successful bidder will be required to accept the contract within 3 days from the date of offer. In case of failure to accept the contract, the contract will be offered to the next eligible bidder.

Scope of Work:

1. **Preparation and Verification of GST Data:**

The firm will be responsible for the accurate preparation and verification of GST-TDS data for iCISA on a monthly basis.

2. **Coordination with iCISA:**

The firm shall liaise with iCISA to gather all necessary information and documents required for the preparation of GST data.

3. **e-Filing of GST-TDS:**

The firm will handle the electronic filing of GST-TDS returns in **form GSTR-7** through the GST portal for the respective months.

4. **Challan Generation:**

Upon successful filing, the will generate and provide the challan for the uploaded GST-TDS returns.

5. **TDS Certificate Generation:**

The firm will obtain the GST-TDS certificates in **Form GSTR-7A** from the GST portal and provide them to iCISA.

Annexure 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 :

Sl. No.	Description of work	Rates/Amount (per month) (inclusive of GST)
1.	GST TDS Return E-filing (including Preparation and Verification of GST Data, e-Filing of GST-TDS in form GSTR-07, Challan Generation,GST-TDS certificates in Form GSTR-7A generation)	

Annexure B:

Terms and Conditions:

1. If any discrepancies/notices are received from the GST 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 month.
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 2 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.