



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA
16 MILE, SHIMLA-MANDI NATIONAL HIGHWAY, GHANDAL
DISTRICT SHIMLA, HIMACHAL PRADESH-171014
Ph. 0177-2779802, 0177-2779803, Fax: 0177-2779802
Website:<https://hpnlui.ac.in>

Ref no 48-3/25-HPNLU(Tender)/Estt./57

Date: 05.05.2026

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited for services w.r.t the filing of Tax Deducted at Source (TDS) 24Q (for salaried employee) and 26Q (for other than salaried employee) for the financial year 2026-27 at Himachal Pradesh National Law University, Ghandal, Shimla. The services are required on a quarterly basis in accordance with the provisions of the Income Tax Act, 1961/2026 (as applicable).

Scope of Work:

Particulars	Rate	GST (if applicable)	Total
Charges for Salary Return (24Q) (Per Quarter + per entry)			
Annual TDS Certificate - Form 16 (Part A and B both) (per form)			
Return uploading charges for E-TDS Return with TIN Facilitation Centre of the Income Tax Department :- a) Upto 100 records. b) More than 100 records upto 1000.			
Charges for TDS Return (26Q) relating to TDS deducted from payment to suppliers (Per Quarter filling + Per Entry)			
TDS Certificate Form 16-A for each supplier form			
Charges of /Rectification/revision of previous quarters E-TDS (Correction returns of previous FYs) if any wherever necessary			



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The schedule of receiving/opening of bids will be as follows:

Last Date of receiving bids/quotations : **1300 hrs on 15.05.2026**
Opening of bids : **1400 hrs on 16.05.2026**

Terms and Conditions:

1. The quotations should be sent in a sealed cover super scribed “Services towards filing of Tax Deductions at Source for the F.Y 2026-27” and addressed to :
**Registrar, Himachal Pradesh National Law University,
16 Mile, Shimla-Mandi National highway , Ghandal, Distt Shimla, 171014.**
2. The rates should be quoted as shown above for 24Q (for salaried employee) and 26Q (for other than salaried employee) must be specified. The bidder should quote their rate including taxes, if any.
3. The bidder shall ensure that timely filing of quarterly TDS return, issuance of TDS certificates within prescribed timelines and compliance with all the provision of the Income tax act.
4. The selection of the bidder shall be based on lowest evaluated cost basis of the cumulative rates (including with fixed charges and per entry/form) quoted for all the items in the quotation.
5. The undersigned reserves the right to accept or reject any quotation without assigning any reason thereof.
6. Payment will be released on a quarterly basis, subject to submission of bill.

Sd/-
Registrar
HPNLU, Shimla