

**INDIAN COUNCIL OF PHILOSOPHICAL RESEARCH
DARSHAN BHAVAN, 36, TUGHLAKABAD,
NEW DELHI-110062**

****NOTICE INVITING FOR PAYROLL WORK AND SERVICES RELATED SERVICE IN
ICPR, NEW DELHI OFFICE****

Indian Council of Philosophical Research is an Autonomous Body fully funded by the Ministry of Education, Government of India. The Council is inviting tender for the Payroll work and related services for maintenance of 100 employees in ICPR, New Delhi.

Quotation is invited for the above for the above services in a sealed envelope in below:-

Quotation is invited for the following services in a sealed envelope by 05.00 p.m. on 8th April, 2021, and may be forwarded to the Director (A&F), Indian Council of Philosophical Research, Darshan Bhavan, 36, Tughlakabad, Institutional Area, Near Batra Hospital, M.B Road, New Delhi -110062 by registered post or deposit by hand in tender box placed at Security guard room at ICPR, New Delhi. The advertisement in this regard has also been published in the website of the Council www.icpr.in.

Requirement details:

1. Updation of monthly employee's data for the monthly processing of Payroll.
2. Updation of monthly attendance and Salary structure
3. Monthly Payroll generation, Payslips and Salary sheets
4. Updation of Advance/TDS/Income Tax recovery
5. GPF calculation and & GPF broad sheet preparation
6. Generation of TDS Returns and Form 16/16A and 12B
7. Filling of e-TDS Returns (24Q and 26Q, 27A) on quarterly basis
8. Generation of bank Transfer file
9. Computation of All type of Arrears/recoveries related to Payroll.

Terms of Services

- Miscellaneous expenses of travelling, boarding and lodging shall be borne by the council for Lucknow office related work.
- Basic stationary, IT equipment's shall be provided by the Council for work attended at ICPR New Delhi office.

The following documents should be enclosed with commercial quotations:

- A. Commercial bid clearly indicating taxes with acceptance terms and conditions of tender.
- B. Company/Firm/Organisation profile and registration details with copy of relevant documents.
- C. Copy of Pan Card, GST registration and certification of incorporation of the entity.
- D. Copies of the past orders if any received from Central/State Govt. or other Organisation, reference etc.


**(Lt. Cdr. Pawan Deep)
Director (A&F)**