



The Bhabha Atomic Research Centre Employee's Co-op. Credit Society Ltd., Mumbai

(Registration No. 29770)

Ref. No. : BARC / CS / 3218

Date: 12/10/2026

निविदा सूचना/TENDER NOTICE

“दि बीएआरसी एम्प्लॉईज को-ऑपरेटिव्ह क्रेडिट सोसायटी लि., मुंबई” यांच्या मार्फत टीडीएस दस्तऐवज व्यवस्थापन व सभासद संपर्क प्रणाली (TDS Document Management and Member Communication Module) विकसित करणे, एकरूपीकरण करणे व कार्यान्वित करणे या कामासाठी सीलबंद लिफाफ्यात निविदा मागविण्यात येत आहेत.

सीलबंद लिफाफ्यात निविदा दिनांक २६/१०/२०२६ रोजी सायंकाळी ६.०० वाजेपर्यंत खालील पत्त्यावर नोंदणीकृत टपाल / स्पीड पोस्ट / प्रत्यक्ष हस्ते पोहोचेल अशा पद्धतीने सादर करावे. सदर कामासाठी आवश्यक तांत्रिक तपशील, अटी व शर्ती निविदा दस्तऐवजात नमूद केल्यानुसार लागू राहतील.

“The BARC Employees Co-op. Credit Society Ltd., Old R5 Shed, BARC, Trombay, Mumbai-400 085.” Invites sealed quotations for Development, Integration and Implementation of TDS Document Management and Member Communication Module as per technical specification, terms and conditions mentioned in the tender document.

The complete quotation shall reach the following address on or before 26/10/2026 up to 18.00 hrs. by Registered Post/ Speed post/hand delivery.

The general scope of work:

1. The scope of as per technical specification, terms and conditions mentioned in the annexure – I of tender document.

Checked by Shri M.D.Londhe, Accountant 
Tender for Development, Integration and Implementation of TDS Document Management.docx

R-5 Shed, Behind RLG, Trombay, Mumbai- 400 085. Tel.: 022 - 2559 6134, 2559 4985 / 86.

Website : www.barcociety.com E-mail : barc.society@gmail.com

2. **Board of Directors** reserves the right to cancel the contract in case company is failing to provide services up to the satisfaction level or on security grounds.
3. Late submission of tenders will not be accepted. Tenders by Telex/Telegram/Fax/e-mail" will not be accepted. Tenders may be submitted by Registered Post/speed post/by Hand delivery
4. Quotation received after due date or rates not quoted in specified proforma will not be accepted.
5. **Interested bidders shall contact the undersigned on Phone No. 25596341/43/33(Ext. No. 26341/43/33) with above mentioned details for getting the any further information.**
6. The Vendor shall maintain strict confidentiality of all documents, records, personal information, financial details, and other data relating to the Society and its members accessed, received, or processed during the execution of the assigned work.
7. The Vendor shall not disclose, share, copy, misuse, or transfer any such information to any third party without the prior written consent of the Society. The Vendor shall take all necessary measures to ensure the security, privacy, and protection of such information against unauthorized access, disclosure, loss, or misuse. The obligation to maintain confidentiality shall remain binding on the Vendor even after the completion or termination of the assigned work.



(C. I. Medar)
Chairman

For, The BARC Employees Co-op. Credit Society Ltd.
Old R5 Shed, BARC, Trombay, Mumbai-400 085.

Annexure - I
Technical Specification

1. Job Title:

Development, Integration and Implementation of TDS Document Management and Member Communication Module for "The BARC Employees Co-op. Credit Society Ltd., Old R5, Shed, BARC, Trombay, Mumbai-400 085" as per technical specification, terms and conditions mentioned in the tender document.

2. NATURE OF WORK:

Development, Integration and Implementation of TDS Document Management and Member Communication Module.

3. Introduction:

The BARC Employees Co-op. Credit Society Ltd., Old R5 Shed, BARC, Trombay, Mumbai-400 085 intends to enhance its existing web portal with a secure, user-friendly and centralized TDS Document Management and Member Communication Module for managing, storing and communicating TDS-related documents and information to its members.

The proposed solution shall be integrated with the society's existing web portal and shall enable authorized administrators to upload, manage, verify, securely store, map and communicate TDS-related documents to individual members. The system shall support the complete lifecycle of TDS-related documents, starting from data/file upload and member identification through secure storage, document generation, email communication, member access, re-sending of documents and audit tracking. The solution shall be designed with emphasis on security, confidentiality, automation, traceability, ease of administration and minimal manual intervention.

4. Objectives: The primary objectives of the proposed system are:

- To provide a centralized mechanism for managing TDS-related documents of all members.
- To utilize the existing member master/profile available in the Society's web portal.
- To facilitate bulk uploading of Form 16 and other TDS certificates/documents.
- To capture and maintain member-wise, quarter-wise interest and TDS deduction details.
- To automatically generate a financial-year-wise covering letter/statement for each member.
- To automatically identify and map uploaded documents to the correct member.
- To securely communicate TDS documents to members through email.
- To ensure that confidential TDS documents are password protected.
- To ensure uploaded documents are stored in encrypted form and are not retained as plain PDF files.
- To provide members with a secure online interface to access their TDS documents.
- To provide administrators with complete monitoring, re-send and audit facilities.
- To minimize repetitive manual activities involved in distributing TDS documents to members.

5. Scope of Work:

The selected bidder/vendor shall be responsible for the design, development, customization, integration, testing, deployment, documentation, training and support of the TDS Document Management and Member Communication Module. The module shall be integrated with the existing web portal and shall utilize the existing member master/profile wherever technically feasible.

The scope shall include, but shall not be limited to, the following components.

6. Existing Member Profile Management:

The system shall integrate with the existing member database/profile available in the Society's web portal.

7. Form 16 Management:

- a. Upload: Authorized administrators shall be able to Upload Form 16 PDF files quarter-wise individually or in bulk.
- b. Automatic Identification and Mapping: The application shall analyse the uploaded document/file information and identify the corresponding member using available identifiers like pan no, quarter and financial year.

8. TDS Certificate Management:

The system shall provide functionality to upload and manage TDS certificates generated from the Society's existing software/system and the application shall analyse the uploaded document/file and identify the corresponding member, financial year and map the certificate to the member profile.

9. Quarter-wise Interest and TDS Data Management:

The application shall provide an interface for capturing/importing member-wise interest and TDS deduction information quarter-wise and auto calculate Total Interest and TDS by Financial Year.

10. Financial Year-wise Covering Letter Generation:

The application shall automatically generate a member-wise covering letter/statement for each financial year. The covering letter shall contain, at minimum:

- a. Society name and address
- b. Relevant Financial Year
- c. Member name
- d. Member number
- e. PAN, where applicable
- f. Quarter-wise interest earned
- g. Quarter-wise TDS deducted
- h. Total interest earned during the financial year
- i. Total TDS deducted during the financial year

11. Covering Letter Generation Controls:

The administrator shall be able to

- a. Generate covering letters individually/ In Bulk.
- b. Regenerate a covering letter after correcting data.
- c. Preview the covering letter before finalization.

12. Intelligent File Identification and Member Mapping: A key requirement of the proposed solution shall be the ability to identify the nature and ownership of uploaded documents. The application shall attempt to determine:

- a. Which member the document belongs to.
- b. What type of document has been uploaded.
- c. Which financial year the document belongs to.
- d. Which quarter the document belongs to, wherever applicable.
- e. The system should support identification based on available metadata, file naming conventions and/or information contained within the PDF.
- f. The system shall categorize documents, for example, as: Form16, TDS Certificate, Interest/TDS Statement, Covering Letter, Other/Unknown

13. **Secure Document Storage:** Security and confidentiality of member TDS documents shall be a critical requirement. Uploaded TDS-related PDF documents shall not be stored as plain/readily accessible PDF files in publicly accessible directories. The application shall store uploaded documents in encrypted form.
14. **Password-Protected PDF Documents:** All PDF documents distributed to members through email shall be password protected. The application shall automatically apply password protection to applicable PDF attachments before sending them to members.
15. **Secure Member Login and Document Access:** The system shall provide a secure member interface through which each member can access his/her TDS-related documents. Members shall be able to securely view/download applicable documents, including:
- Form 16
 - TDS Certificate
 - Interest/TDS Statement
 - Covering Letter

General Terms & Conditions:

1. **Work order period** – 45Days (from date issue of work order.)
2. **Payment terms** – Payment shall be made only after completion of work.
3. **Mode of payment** – NEFT /RTGS
4. **TDS:** - Applicable TDS Will be deducted from your bill.
5. **Work timing** – 9.30 am to 5.30 pm,
6. Board of Directors reserves the rights to accept or the reject the quotation.



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