

**GOVERNMENT OF WEST BENGAL**  
**MASS EDUCATION EXTENSION & LIBRARY SERVICES DEPARTMENT**  
**Bikash Bhaban, 5<sup>th</sup> floor, Salt Lake, Kolkata-700 091.**

No. : 1016/MEE/Sectt./Estt.  
EM-11099/9/2018

Date : 10.11.2022

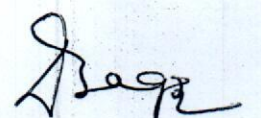
**NOTICE INVITING QUOTATION**

Sealed Quotations are invited from reputed agencies for filing e-TDS return of the employees of this Department for the Financial Year 2022-23 (01.07.2022 TO 31.03.2023) per quarter & per employee as depicted in the table below.

Sl. no.	Items
1.	Preparation & submission charges for 24Q & 26Q separately
2.	Collection and Delivery charges and download charges of Form 16A & Form 16 Part A & Part B preparation and printing charges
3.	New Pan & GST Verification (onetime)& CD Preparation.
4.	TDS Online UID & PW creation (onetime)
5.	DDO changes in TDS & GST separately
6.	Rectification, online Challan addition and Nsdl charges
7.	GST-TDS registration charges for creating UID & Password
8.	Monthly GST return Preparation & submission charges
9.	GST no. Verification, certificate printout & CD preparation charges.

**Terms and Conditions :**

1. Rate should be quoted clearly inclusive all taxes and duties in both figures and words.
2. The contract will be primarily for **one year (01.07.2022 to 31.06.2023)**.
3. Tenderer has to submit copy of Professional Tax clearance certificate, Trade License, GST Registration certificate and PAN.
4. Copy of Credentials, if any, have to be submitted by the quotationer along with tender paper.
5. Payment will be released on **quarterly basis** on receipt of bills in triplicate with original signatures.
6. Payment will be made after deduction of TDS and other statutory deduction as per rule.
7. Unsatisfactory performance will lead to cancellation of the Work Order by the Tender Inviting Authority at any point of time.
8. Last date of submission of quotation is 02.00 PM of 22<sup>nd</sup> November, 2022. Quotation received after due date and time will not be entertained. The quotation will be opened at 03.00 PM on the same date. Interested quotationer may remain present at the time of opening the quotation
9. Envelope containing the quotation must be superscribed with the words "**Quotation for filing e-TDS return of the employees of Mass Education Extension & Library Services Department**" and addressed to Principal secretary, Mass Education Extension & Library Services Department, Bikash Bhawan, North Block, 5<sup>th</sup> floor, Salt Lake, Kolkata-700091.
10. **Principal Secretary reserves the right to accept or reject any tender without assigning any reason thereof.**



Deputy Secretary