

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

No. : 1101/MEE/Sectt./Estt.  
EM-11099/9/2018

Date : 04.09.2023

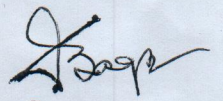
**NOTICE INVITING QUOTATION**

Sealed Quotations are invited from reputed agencies for filing e-TDS return of the employees of this Department for the Financial Year 2023/2024(01.04.2023 to 31.03.2024) per quarter & per employee as depicted below.

- 1) Professional Service for Submission of 26Q (NON-SALARY) TDS return on quarterly basis;
- 2) Professional Service for Submission of 24Q (NON-SALARY) TDS return on quarterly basis;
- 3) Professional Service towards Preparation of Form 16 Part-B for the employees of this Department;
- 4) TDS return submission through NSDL certified TIN facilitation centre;
- 5) Preparing TDS Certificate;

**Terms and Conditions :**

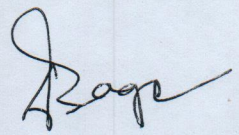
1. Rate should be quoted clearly inclusive all taxes and duties in both figures and words.
2. The contract will be primarily for **Nine months (01.07.2023 to 31.03.2024)**.
3. Quotationer has to submit copy of Professional Tax clearance certificate, Trade License, GST Registration certificate and PAN.
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 13<sup>th</sup> September, 2023.** 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 Additional Chief Secretary, Mass Education Extension & Library Services Department, Bikash Bhawan, North Block, 5<sup>th</sup> floor, Salt Lake, Kolkata-700091.
10. **Additional Chief Secretary reserves the right to accept or reject any tender without assigning any reason thereof.**

  
Deputy Secretary  
to the Government of West Bengal  
Date: 04.09.2023

No. : 1101/1(7)/MEE/Sectt./Estt.

Copy forwarded for necessary action and information to:

1. The Chairman, Local Purchase Committee of this Department.
2. Office Notice Board for display.
3. OSD & DDO of this Department.
4. Assistant Secretary, Department of School Education, Bikash Bhawan.
5. Assistant Secretary, Department of Higher Education, Bikash Bhawan.
6. Assistant Secretary, Department of Women and Child Development and Social Welfare, Bikash Bhawan.
7. Office Copy.

  
Deputy Secretary  
to the Government of West Bengal

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