

Government of West Bengal
Mass Education Extension & Library Services Department
Bikash Bhawan, Salt Lake, Kolkata 700091

No. 1348/MEE/Sectt./Estt.
Comp. No. 17147

Dated 11/09/2026

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 2026-27 (**from 2nd to 4th quarter**) 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.	Any Extra Charge

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 **F/Y 2026-27 (from 2nd to 4th quarter)**.
3. Tenderer has to submit copy of Professional Tax clearance certificate, Trade Licence, 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 fifteen (15) days from the date of issuance of this Notice, up to 02:00 PM. The Department shall not be held responsible for any delay in the receipt of quotations due to postal service, courier services, or any other reason whatsoever. 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. If this Department happens to be closed on the date of opening of the quotations as specified, the quotations shall be opened on the next working day at the same time and venue.
9. Envelope containing the quotation must be super scribed with the words **"Quotation for filing e-TDS return of the employees of Mass education Extension & Library Services Department"** and addressed to Joint Secretary, Mass Education Extension & Library Services Department, Bikash Bhawan, North Block, 5th floor, Salt Lake, Kolkata 700091.
10. Incomplete Quotation shall be rejected summarily.
11. The Department reserves the right to accept rate for any or all of the items.
12. **This Department reserves the right to accept or reject any or all quotation without assigning any reason thereof.**

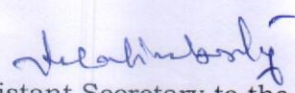

Joint Secretary to the
Government of West Bengal

No. 1348/1(3)/MEE/Sectt./Estt.

Dated 11/09/2026

Copy forwarded for information and necessary action to:

1. The Notice Board of the Department of Mass Education Extension & Library Services, Government of West Bengal
2.  Shri Nitendu Roy, SSP of this Department, with the request to upload the Notice Inviting Quotation to the Departmental Website
3. The Guard File


Assistant Secretary to the
Government of West Bengal