

Office of the Additional Chief Judicial Magistrate, Kharagpur

N. I. Q. No. 01

Dated. 14.03.2024

NOTICE INVITING QUOTATION FOR "UPLOADING E-TDS DATA BEFORE NSDL, PROCESSING FORM NO-16 & 16A THROUGH TRACES AND OTHER RELATED ANCILLARY WORKS"

Office of the Additional Chief Judicial Magistrate, Kharagpur invites quotations from the registered, reputed as well as resourceful Agencies/Organisations/Tax Consultant for submitting economic rates for uploading e-TDS data before NSDL, processing Form No-16 & 16A through TRACES and other related ancillary work for all the Judicial Officers as well as employees attached to civil Courts, Kharagpur, Paschim Medinipur.

The Particular of works are prescribed below for better apprehension

1. e-TDS/TCS Quarterly Statement>Returns:		
a) Upto 10 Deductee Records (Per Qtr)	@	Rs
b) 11 Nos. to 100 Nos. Deductee Records (Per Qtr)	@	Rs
c) 101 Nos. to 300 Nos. Deductee Records (Per Qtr)	@	Rs
d) 301 Nos. to 500 Nos. Deductee Records (Per Qtr)	@	Rs
e) 501 Nos. to 1000 Nos. Deductee Records (Per Qtr)	@	Rs
f) 1001 Nos. to 2500 Nos. Deductee Records (Per Qtr)	@	Rs
g) 2501 Nos. to 5001 Nos. Deductee Records (Per Qtr)	@	Rs
h) Above 5000 Nos. Deductee Records (Per Qtr)(Per Deductee)	@	Rs
i) Preparation & Generation of Form No 16 downloading from TRACES & Soft Copy (Per Year)	@	Rs
j) Preparation & Generation of Form No 16A downloading from TRACES & Soft Copy (Per Qtr)	@	Rs
2. GST Return filing (GSTR7) (Per Month)	@	Rs
3. Online P-Tax Return (Per Year)	@	Rs
4. Digital Signature Certificate		
Class-3 (Signature for 2year)	@	Rs
Class-3 (Signature & Encryption for 2year)	@	Rs
5. Other Charges	@	Rs
6. Fees for submission Return before NSDL as applicable.		

Sealed envelopes bearing quotation are to be submitted before the Accounts Section, Additional Chief Judicial Magistrate, Kharagpur in all working days till 30/03/2024 in between 11:00 am to 3:00pm moreover, each envelop shall be addressed to the Ld. Additional Chief Judicial Magistrate, Kharagpur.

The Last date of submission of quotation is 30/03/2024 within 3:00pm

Interested bidders are requested to hold necessary inspection at the Account: Department of Additional Chief Judicial Magistrate, Kharagpur subject to the proper and prior intimation.

The economic quotation containing lowest rate will be taken for consideration and be approved on the basis of their service reputations or credential to any Organisation/Institution before (preferably Govt. Organisation)

Interested bidders/agencies are requested to go through the following terms and condition for the aforementioned works:

- Interested Agencies/Organisation shall enclose all documents relating to its validation as well as credibility.
- The aggregate value of bid shall be equipped with details cost for each of the aforementioned work. The rate submitted as per prescribed format for each Quarter.
- The bid value shall be including of all kinds of taxes and charges.
- After completion of the Quotation process, the successful bidder shall submit bill separately for each quarter.
- The successful bidder has to visit the Office of the undersigned as when called for.
- The undersigned reserves all the right of cancellation, adding, reducing or deferring this NIQ without assigning any reason thereof.
- The whole process may be delayed or cancelled due to some unforeseen reason, if arises.

Sd/-
Additional Chief Judicial Magistrate
Kharagpur, Paschim Medinipur

Additional Chief Judicial Magistrate
Kharagpur, Paschim Medinipur

**Office of the Additional Chief Judicial Magistrate,
Kharagpur, Paschim Medinipur**

No/35(2) Date: 14.03.2024

Copy forwarded for information and taking necessary action to:

1) Ld. District Judge, Paschim Medinipur.

2) System Officer, District Judge's Court, Kharagpur, Paschim Medinipur.

Additional Chief Judicial Magistrate
Kharagpur, Paschim Medinipur
Additional Chief Judicial Magistrate
Kharagpur, Paschim Medinipur