



OFFICE OF THE

BURDWAN DISTRICT PRIMARY SCHOOL COUNCIL

NETAJI BHABAN, KACHHARI ROAD, BURDWAN.

2662371, 2662372 E-mail : dpscburdwan@gmail.com website : http://www.dpscburdwan.com

Memo No.

Dated : ___/___/2018

Quotation for e-filing of TDS Returns for Financial Year 2018-19 (A. Y. 2019-20)

Sealed Quotations are hereby invited from reputed Agencies for performing all the works related to TDS return for TAN CALD03165B (District Primary School Council, Burdwan). (Approx. No. of Deductees 3000-5000) The scope of works as follows:

- 1) Data to be collected in Physical/Soft Copy from office of the DPSC, Burdwan;
- 2) Filling of quarterly TDS returns of Salaried employee through TDS software (24Q);
- 3) Filling of quarterly TDS return of other than salaried employee i.e. Contractor/Vendor through TDS Software(26Q).
- 4) Correction filling (if any) for said year.
- 5) Liaisoning with Income Tax Authority;
- 6) Issuance of TDS Certificate (Form 16, 16A);
- 7) Payment/deposition of NSDL fees;
- 8) Other assistance, if any in relating to e-filing of TDS.

QUATOTION PROFORMA

| Sl. | Job description | Rate Consolidated (in Rs.) |
|-----|---|---|
| 1 | For preparing and uploading of e-TDS Return (Regular) for Financial Year 2018-19 (A. Y. 2019-20) & Generation of Form-16 (Part – A & B) | Rs. _____ (in figure) _____ (in words) |

Terms and Conditions :

- 1) The detailed data monthly/quarterly to be collected from this office.
- 2) The payment will be made Quarterly (1st, 2nd, 3rd Q 20% & 4thQ 40%) deferred basis upon rendering satisfactory service by the Agency.
- 3) The agencies applying for the job should have valid PAN, Details of Bank Account No. & Branch FSC Code should be furnished by the Agencies.
- 4) In case the return is filed late, after due date to delay on the part of Agency, the late fee to be borne by the Agency.
- 5) This office will reserve the right to accept or reject all or any quotation and to terminate the contract without assigning any reasons whatsoever.

Last date of submission of quotation is **07/05/2018 upto 5.30 p.m.**, quoting the rates desired against the each item of work, in a sealed envelope addressed to The Chairman, DPSC, Burdwan and should be submitted to the drop box to be kept at the office of District Primary School Council, Burdwan.

The quotation will be opened on the same day in presence of the Agencies submitting quotation.

Sd/-

Chairman

District Primary School Council,
Burdwan

Memo No. 1597/8

Dated : 27/04/2018

Copy forwarded for information with request to instruct the concerned section of your office to display the quotation notice in the Notice Board:-

- 1) The DIO, NIC, Purba Bardhaman for upload in the district website.
- 2) The AEO, Zilla Parishad, Purba Bardhaman.
- 3) The SDO, Sadar North/ Sadar South, Purba Bardhaman.
- 4) The Project Officer, SSM, Purba Bardhaman.
- 5) The DI/S(SE), Purba Bardhaman.
- 6) The DI/S(PE), Purba Bardhaman.
- 7) CA to District Magistrate, Purba Bardhaman
- 8) Office Notice Board and website of the DPSC, Burdwan.


Chairman

District Primary School Council,
Burdwan