

वस्तु और सेवा कर  
आसूचना महानिदेशालय  
कोलकाता जोनल यूनिट

४/२, करायारोड, कोलकाता – ७०००१७  
फ़ोन-२२८९१९५९, फ़ैक्स: २२८९१९५८



**DIRECTORATE GENERAL OF GOODS &  
SERVICES TAX INTELLIGENCE  
KOLKATA ZONAL UNIT  
4/2, KARAYA ROAD, KOLKATA-700017  
TELEPHONE-(033) 2289-1959, 2283-3571,  
FAX - (033) 2289-1958/2289-1977**

DGCEI F.No. 265/KZU/Kol/OE/07

Date: .09.2020

**Notice for calling quotations for preparation and filling of e-TDS/GST-7 returns & Form 16/  
Form16 A**

This office invites sealed quotations from experienced and reputed firms for e-TDS/GST-7 preparation and filling and for printing of Form 16/ Form 16A for the period from First quarter of 2020-21 to fourth quarter of 2020-21 in the below mentioned prescribed proforma from authorized firm/Chartered Accountants.

Employees (24Q)		
Sr. No.	Particulars of Work	Rate (Amount in Rupees)
1	Charges for preparation and filling of quarterly e-TDS return of officers	
2	Charges for printing of Form 16/16A (in duplicate)	
3	Charges for NSDL filling fees/ Uploading Charges	
4	Charges of revision of previous quarters E-TDS (Correction returns of previous returns)	

Non Employees (26Q)		
Sr. No.	Particulars of Work	Rate (Amount in Rupees)
1	Charges for preparation and filling of quarterly e-TDS return of officers	
2	Charges for printing of Form 16/16A (in duplicate)	
3	Charges for NSDL filling fees/ Uploading Charges	
4	Charges of revision of previous quarters E-TDS (Correction returns of previous returns)	

GST – 7 Return		
Sr. No.	Particulars of Work	Rate (Amount in Rupees)
1	Charges for preparation and filling of quarterly GST -7 Return	
2	Charges for printing of GST TDS certificates	
4	Charges of revision of previous quarters GST-TDS (Correction returns of previous returns)	

Interested parties are requested to submit quotation in a sealed cover super scribed as “quotations for preparation and filling of e-TDS/GST-7 returns & Form 16/ Form16 A for DGGI, KZU, Kolkata” at below mentioned address:

**“The Pr. Additional Director General, DGGI, KZU, Kolkata, 4/2, Karaya Road, Kolkata –700017”  
latest by 09.10.2020**

Details of tender can also be accessed on departmental website [www.cbic.gov.in](http://www.cbic.gov.in). No bid will be entertained received after the stipulated date. The tender document may be downloaded from website cbic.gov.in.

Terms and Conditions of the work is given in the Annexure – I below. This office reserve the right to accept or reject any/all the said quotations without assigning any reasons thereof.

(P. Ngaihte)  
Deputy Director

Copy to : Notice Board.

#### **Annexure I**

**The Parties shall be governed by following terms and conditions:**

01. This office doesn't bind itself to accept the lowest quotation and reserves the right to reject any or all the quotations received with assigning any reason whatsoever. Quotations in which any of the particulars and prescribed information are inadequate or incomplete in any respect or the prescribed conditions are not fulfilled, are liable to be rejected.
02. The quotations received after due date shall be summarily rejected and not taken in consideration.
03. Conditional/Unsolicited tenders shall not be considers.
04. The vendor should submit the bill after providing service.
05. No extra payment will be made on or above the rate quoted for said work.
06. The rates / quotations should be submitted and signed by the firm with its current business address and contact number.
07. Advance payment is not permissible.
08. Payment is to be made depending upon fund available with the office.