

**GOVERNMENT OF ODISHA
SCHOOL & MASS EDUCATION DEPARTMENT**

No. 11431 /S&ME, dtd 10/05/2023
SME-OE-OE4-0008-2023

**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, filing and for printing of Form 16/ Form 16A 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	
3	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 S&ME Department" at below mentioned address:

"Additional Secretary to Govt., Office Establishment Branch, School and Mass Education Department, Lokaseva Bhawan, Lokaseva Marg, Odisha-751001"

The Quotation complete in all respect should reach the undersigned on or before **25.05.2023 by 11.00 P.M.** and shall be opened on the same day at 3.00 P.M. in presence or absence of the bidders or their authorized representatives.

Details of tender can also be accessed on departmental website sme.odisha.gov.in. No bid document will be entertained/ received after the stipulated date.

Terms and Conditions of the work is given below. **This Department reserves the right to accept or reject any/all the said quotations without assigning any reasons thereof.**

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 detailed bill after providing the desired 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.

S. W. 10.5.23

Additional Secretary to Govt.

Memo No. 11432 /SME, Dtd. 10/05/2023

Copy forwarded to all Departments of Government for information and necessary action. It is requested that the Tender call Notice may kindly be displayed in the Notice Board of concerned.

S. W. 10.5.23

Additional Secretary to Govt.

Memo No. 11433 /SME, Dtd. 10/05/2023

Copy forwarded to Sr. Software Engineer, State Portal, NIC Sectt., Bhubaneswar /Computer Cell, S&ME Deptt. for hosting the Tender call Notice in S&ME Department website for wide Publicity.

S. W. 10.5.23

Additional Secretary to Govt.