



Office of the Principal

RADHANAGAR GOVERNMENT PRIMARY TEACHERS' TRAINING INSTITUTE

P.O : DAKSHIN RADHANAGAR, VIA : MUGKALYAN, DIST. : HOWRAH, PIN – 711312

Email id – radhangar.ptti03@gmail.com, Website-www.radhanagargovt.wbptti.in

Memo No: 79 /F.No. 180 /RGPTTI

Date: 21.08.2025

NOTICE INVITING QUOTATION (NIQ) FOR e-FILLING TAX RETURNS

Sealed Quotation are invited from registered Tax Return Preparers of the Income Tax Department and from bonafide authorized organizations in r/o salaried & non salaried personnel for preparing quarterly e-TDS Returns of 24Q and 26Q and generation of Annual Form No.-16, Quarterly Form No.-16A and Monthly GST Return related to works under the Office of the Principal, Radhanagar Govt. PTTI, Howrah for the **Financial Year 2025-26 and 2026-2027** (1,2nd, 3rd& 4th Quarter for each financial year)

Rates are invited for the above mentioned services as per following format:

Sl No	Description of Service	Quantity	Rate in Rupees (Figures and Words)
1	FOR SALALRY (24Q) Preparation and filing of quarterly e- TDS returns and other related work (4 Quarters)	Rate per head per Quarter	
2	FOR OTHER THAN SALARY (26Q) Preparation and filing of quarterly e- TDS returns and other related work (4 Quarters)	Rate per head per Quarter	
3	Fees for preparation and Issuance of Form No.-16 (Yearly basis)	Rate per Head	
4	Fees for GST Registration	One time	
4	Fees for GST Return Submission & related works (Monthly basis)	Rate per Month	
5	Fees for Submission of Quarterly Revised Return for Old Year Cases (Per Quarter)	Rate per head per Quarter	

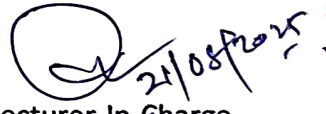
Terms and Conditions:-

- Each bidder shall submit only one price quotation.
- Quotation will be received in this office up to **30/08/2025 at 01.00 pm**
- Name of the work should be super scribed on the sealed cover of the quotation
- No other charges except the quoted rate offered shall be paid.

- The authority reserves the right to accept/reject any or the entire bid documents without assign any reason thereof.
- No advance payment will be made to the selected bidder. Payment will be made after satisfactory completion of the work.
- Payment will be done through ECS or A/C Payee cheque.
- GST and IT will be deducted from the source as per rules.
- Quotations will be opened on 01/09/2025 at 3 pm
- The intending bidders or their representative may be present on the date of opening of bid documents at the specified time and place.

Other Terms and Conditions:

1. Quarterly e-TDS return and Monthly GST return should be done within prescribed due date of IT Department and GST Council.
2. Form-16A should be provided on quarterly basis & Form-16 should be provided within due date as per Income Tax Act.
3. Income Tax and GST related updates should be provided from time to time.
4. The selected Agency shall arrange for all software/hardware necessary to complete the work.
5. When necessary, the selected agency will visit this Office. The selected agency will assist to address any queries raised by Income Tax Department/GST Authorities and correct any manual/technical errors during the duration of its contract at no extra cost.
6. The Agency shall remain responsible for corrections to be carried out on work done by it, after the contract ends, at no extra cost.
7. Income Tax may be deducted at source, if required by law.
8. Penalty may be levied for not completing the work within deadlines and not submitting bills in time.
9. The selected Agency shall abide by all Government Rules and Regulations and maintain secrecy of Government documents accessed by it in the course of work, during and after the contract period.

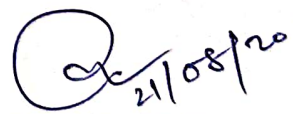

 Lecturer-In-Charge
 Radhanagar Govt. P.T.I. Howrah
 P.O.- D. Radhanagar, Howrah

Memo No: 79/1(6)/F.No. 180 /RGPTTI

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Copy forwarded for information and with a request to display it on the notice board for wide circulation to:

1. The Director, SCERT, WB 25/3, Ballygunge Circular Road, Kolkata- 700019
2. The Chairman, DPSC, Howrah
3. The DI/S(Primary), Howrah District
4. The BDO, Shyampur -II Block
5. The Pradhan, Kharuberia Gram Panchayet
6. Office notice board


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