

**OFFICE OF THE DISTRICT PRIMARY SCHOOL COUNCIL
BANKURA**

Vidya Bhaban, Machantala, Bankura-722101

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Memo No.:- 1620

Date:- 01/07/26

NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited from resourceful, bonafide, experienced Tax Consultant Agency/Firm having requisite experience for taking up jobs as detailed below:

Name of the work:	Filing of e-TDS return of Salary payments/Third Party(Non salary payments) on quarterly basis electronically in form 24Q(Form 138)/26Q(Form 140) for the Financial Year 2026-27 & correction of statements of the same financial year, if any, as prescribed by the Income Tax Department under District Primary School Council (D.P.S.C.), Bankura.
Scope of the work:	<ol style="list-style-type: none">1) Filing of Quarterly E-TDS return in Form 24Q (Form 138) of DPSC employees and Primary School Teachers under D.P.S.C., Bankura for the Financial Year 2026-27. Quarterly statement to report TDS on salary payments.2) Filing of Quarterly E-TDS return in form 26Q (Form 140) of approximately 30 vendors/third party for the Financial Year 2026-27. Quarterly statement to report TDS on non salary payments.3) Taking necessary steps in revision and correction of E-TDS return and also to attend notices of revision/demand/rectification of outstanding demand raised by Income Tax Department/nullifying the same for 24Q(Form 138) and 26Q (Form 140) for the Financial year 2026-2027 in future.4) Timely providing of hard and soft copy of Quarterly form 16 (Form 130 with Part A and B).5) Timely providing of hard and soft copy of Quarterly form 16A (Form 131 with Part A and B).

General Terms & Conditions.

- 1) Quoted rates should be inclusive of GST and all other prevailing taxes etc.
- 2) Rate should be quoted in words and figures distinctly in the enclosed Price Schedule, duly signed with dated stamp in their letter head, Quotation is liable to be rejected in case of overwriting or cutting in Price Schedule.
- 3) The Firm/Agency has to obtain all requisite data from this office at least five days before the date of filing of Return in e-TDS. In case of delay, in filing of e-TDS return, penalty, if any, levied by Income Tax Department shall be borne by the Firm/Agency, No extra claim shall be paid in any case.
- 4) The engagement is purely on temporary nature i.e., for the financial year: 2026-27 only. It may be extended further if required, depending upon the performance of the Firm/Agency.
- 5) No extra claims will be entertained on any other reasons.
- 6) Eligibility Criteria: The Firm/Agency must have an experience of filing of e-TDS return of Salary/Third Party.

TCs on Quarterly basis electronically in the form 24Q(Form 138)/26Q(Form 140) and correction of statement of previous financial years, if any , as prescribed by the Income Tax Department of last three years and a performance certificate that the work has been satisfactorily performed and that experience certificate should have submitted along with the quotation.

The quotation is required to be submitted in the prescribed format in a sealed envelope along with the following documents. The name of the work and the name of the firm/agency must be super scribed on the envelope.

a) Proof of experience: A certificate from the user client (not older than five years) stating the same nature of the work carried out and certifying that the work has been satisfactorily performed, must be submitted with proof of experience.

b) Self – attested copy of the Registration certificate issued by Income Tax Department (not applicable to the Chartered Accountant Firm).

c) Self – attested copy of Permanent Account Number issued by Income Tax Department.

d) Self – attested copy of GSTIN under GST act, 2017.

e) Self – attested copy of Trade License.

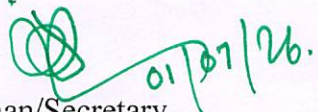
f) The offer shall not be considered if the documents mentioned above are not submitted with the quotation.

g) In sealed cover it should be dropped in the Tender/Quotation Box kept in front of the HC's room up to **5.00 P.M. of 10/07/2026.**

h) Sealed quotations will be opened on **13/07/2026 at 3.00 P.M.** All the bidders are requested to be present.

i) Mode of payment: payment will be made in every Quarter on submission of proper bill Bill(triplicate) payment of 4th quarter will be paid after submission of form No. 16 (Form 130) and 16A(Form 131) both in soft copy, as well as in hard copy format after submission of Bills in triplicate.

j) Annexure – I (PRICED SCHEDULE) enclosed.

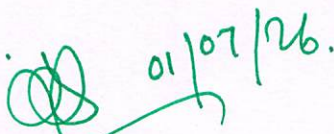

Chairman/Secretary
District Pry. School Council
Bankura

Date: - 01/07/26

Memo No.: -1620/(4)

Copy forwarded to the: -

- 1) Controller of Finance, District Pry. School Council, Bankura for information.
- 2) H.C, of this council with a request to show it in our office notice board and make arrangement to keep ready Tender/Quotation Box for the said purpose.
- 3) Contingency Bill Section of this office.
- 4) Office guard file.


Chairman/Secretary
District Primary School Council
Bankura

ANNEXURE – I

SCHEDULE OF WORKS FOR THE WORK OF: Hiring of Tax Consultant for filling of e-TDS return of Salary/Third Party, TCs on quarterly basis electronically in form 24Q(Form 138)/26Q(Form 140), TCs for the Financial Year 2026-27 & correction of statements of this financial year, if any, as prescribed by the income Tax Department under District Primary School Council (D.P.S.C.), Bankura.

Sl. No.	Description of works	Quantity	Unit	Rate inclusive of GST and all other prevailing taxes etc. (Rs.)	Amount inclusive of GST and all other prevailing taxes etc. (Rs.)
A.	PRICE BID:				
1.	Hiring of Tax Consultant for filing of e-TDS return of Salary/Third Party, TCs on quarterly basis electronically in form 24Q(Form 138)/26Q(Form 140) for the Financial Year 2026-27 & correction of statements of this financial year, if any, as prescribed by the Income Tax Department.	01	Job		
				Total Rs.	

Note: Column should be filled neatly, overwriting, cutting should be avoided. Quotation is liable to be rejected in case of overwriting or cutting. Quoted rates are inclusive of GST and all other prevailing taxes etc.

I agree to carry out the aforesaid work at the above rates totalling to Rs. (Rupees

.....Only)

Address:

Signature of the Contractor / Agency

With Seal