

GOVERNMENT OF ODISHA
SCHOOL & MASS EDUCATION DEPARTMENT
No. 29182 /S&ME, dtd 25.10.2025
SME-OE-OE4-0008-2023

**Extension of Last date for calling quotations for preparation and filing 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)		
Sl. No.	Particulars of Work	Rate (Amount in Rs.)
1	Charges for preparation and filing of quarterly e-TDS return of officers	
2	Charges for printing of Form 16/16A (in duplicate)	
3	Charges for NSDL filing fees/ Uploading Charges	
4	Charges of revision of previous quarters E-TDS (Correction returns of previous returns)	

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

GST – 7 Return		
Sl. No.	Particulars of Work	Rate (Amount in Rs.)
1	Charges for preparation and filing 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 filing 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, Loka Seva Bhawan, Odisha-751001"

The Quotation complete in all respect should reach the undersigned on or

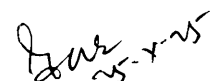
before 03.11.2025 by 12:30 P.M. and shall be opened on the same day at 04:00 P.M. in presence or absence of the bidders or their authorized representatives.

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:

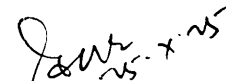
1. The firms should have valid GST registration and PAN.
2. This office doesn't bind itself to accept the lowest quotation and reserves the right to reject any or all the quotations received with assigning any reason whatsoever. Quotations in which any of the particulars and prescribed information are inadequate or incomplete in any respect or the prescribed conditions are not fulfilled, are liable to be rejected.
3. The quotations received after due date shall be summarily rejected and not taken in consideration.
4. Conditional/Unsolicited tenders shall not be considered.
5. The vendor should submit the detailed bill after providing the desired service.
6. No extra payment will be made on or above the rate quoted for said work.
7. The rates / quotations should be submitted and signed by the firm with its current business address and contact number.
8. Advance payment is not permissible.
9. Payment is to be made depending upon fund available with the office.



Additional Secretary to Govt.

Memo No. 29183 /SME, Dtd. 25.10.2025

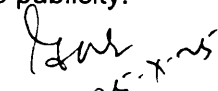
Copy forwarded to all Departments of Government for information and necessary action. It is requested that the Tender call Notice may kindly be displayed in the Notice Board of concerned.



Additional Secretary to Govt.

Memo No. 29184 /SME, Dtd. 25.10.2025

Copy forwarded to Sr. Software Engineer, State Portal, NIC Sectt., Bhubaneswar for hosting the Tender Call Notice in S&ME Department website for wide publicity.



Additional Secretary to Govt.

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Memo No. 29185 /SME, Dtd. 25.10.2025

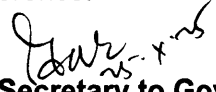
Copy forwarded to Computer Cell, S&ME Deptt. for hosting the Tender Call Notice in S&ME Department website for wide publicity.


Additional Secretary to Govt.

Memo No. 29186 /SME, Dtd. 25.10.2025

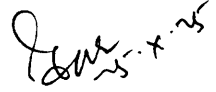
Copy forwarded to I&PR Department with a request to take necessary steps for publication of the 'Tender Call Notice' in atleast one widely circulated Odia daily and one widely circulated English daily for one day **before 29th Oct., 2025.**

A copy of the publication may be sent to this Department for reference.


Additional Secretary to Govt.

Memo No. 29187 /SME, Dtd. 25.10.2025

Copy along with copy of the enclosure forwarded to DDO-cum-Under Secretary to Govt., S&ME Department for information and necessary action.


Additional Secretary to Govt.

Memo No. 29188 /SME, Dtd. 25.10.2025

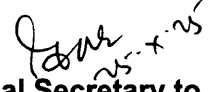
Copy forwarded to Chief Receptionist / Addl. DCP, Lok Seva Bhawan Security for information and necessary action.

They are requested to issue Lok Seva Bhawan entry pass to the intending bidders to enable them to submit their bid to the Department.


Additional Secretary to Govt.

Memo No. 29189 /SME, Dtd. 25.10.2025

Copy along with copy of the enclosure forwarded to Head, Portal Group IT Centre, Ground Floor, Odisha, Lok Seva Bhawan Annex Building, Bhubaneswar to float the Tender Call Notice in official website of Govt. of Odisha.


Additional Secretary to Govt.