

Government of West Bengal  
Urban Development and Municipal Affairs Department  
NAGARAYAN, DF-8, Sector-I  
Salt Lake, Kolkata-700 064.

Memo No.4003-UD/O/M/CS-24/2019

Date : 20.12.2019

Notice inviting quotation

Sealed quotations are invited from reputed Accountancy Firms for submission of Online Return of TDS on GST in GSTR-7.

- (1) The interested Firms are required to submit the following documents.
  - (A) Copy of Registration Certificate of the Firm issued by ICAI.
  - (B) Copy of CAG empanelment.
  - (C) Copy of the latest IT Return along with copy of PAN.
  - (D) Copy of GST Registration Certificate.
  - (E) Copy of the experience certificate of the Firm.
- (2) The scope of the assignment involves Online submission of GST-TDS Return in Form-GSTR-7 within 5<sup>th</sup> day of the month, following the month of deduction. Under no circumstances, the Return should be filed beyond the scheduled date of 10<sup>th</sup> of the following month. In case of any technical glitches the Firm has to lodge a complaint in the Grievance Redressal portal of GST.
- (3) Failing to file the Online Return within the prescribed time limit of 5<sup>th</sup> of every month, a penalty will be imposed by the Department as per Government rates.
- (4) The rates to be quoted should be inclusive of GST and submitted in seal cover to the Deputy Secretary (UD Branch), 1<sup>st</sup> Floor, NAGARAYAN, DF-8, Bidhannagar, Kolkata-700064.
- (5) The Firms shall not be permitted to subcontract the job to any other party.
- (6) The Firms shall not disclose any information regarding the assignment to any other 3<sup>rd</sup> Party.
- (7) The payment will be made on a quarterly basis after deduction of applicable taxes.
- (8) Initially the contract would be for a period of 1 (one) year, which may be extended on an annual basis upto a maximum of 5 (five) years.
- (9) The quotations are to be submitted within 2.00 pm on 31.12.2019 to the Deputy Secretary (UD Branch), 1<sup>st</sup> Floor, NAGARAYAN, DF-8, Bidhannagar, Kolkata-700064 and opened on the same date at 3.00 pm.
- (10) The Department resolve the right to accept any quotations without assigning any reason thereof.

(11) In case of any clarification, please contact Accounts Officer, UD & MA Department at [udmdtncp@gmail.com](mailto:udmdtncp@gmail.com).

*Shankar*  
20/12/19  
Joint Secretary

Memo No.4003-1(5)/UD/O/M/CS-24/2019

Date : 20.12.2019

Copy forwarded for information to :

- (1) Section Officer, IT Cell, UD&MA Department for uploading in the website.
- (2) Notice Board of UD&MA Department, Nagarayan, Salt Lake.
- (3) Notice Board of Sech Bhavan, Salt Lake.
- (4) Notice Board of SDO Office, Bidhannagar.
- (5) PS to Principal Secretary, UD& MA Department, Government of West Bengal.

*Shankar*  
20/12/19  
Joint Secretary