

GOVERNMENT OF ASSAM
SECRETARIAT ADMINISTRATION (ACCOUNTS) DEPARTMENT
JANATA BHAWAN, BLOCK-A, FIRST FLOOR
DISPUR, GUWAHATI-6

No.S(E)1/2021/95

Dated: Dispur, the 13th July, 2021.

EXPRESSION OF INTEREST (EOI) FOR FILING eTDS, (Form 24Q & 26Q),
ONLINE GENERATION OF FORM 16 & 16 A & Filing GST Return.

Secretariat Administration (Accounts) Department, Assam Secretariat, Dispur draws and disburses salaries for about 3000 officials / employees out of which a large number are income tax assesses. Besides it also draws and disburses bills against supply and work orders to various suppliers and contractors. As per provision of Income Tax Act the department is required to file TDS certificates electronically, generate Form 16 & 16A online & file GST return every month. To prepare the necessary documents for this purpose from 1st October 2021 to 31st March 2024 the department invites expression of interest from Guwahati based Chartered Accountants / Income Tax Consultants giving details of their organization and terms and conditions in sealed envelope and their financial bid in a separate sealed envelope for consideration by the department on or before **4th August, 2021** against a payment of Rs.1000.00 (Rupees one thousand) only in the form of a demand draft in favour of Under Secretary to the Govt. of Assam, Secretariat, Administration (Accounts) Deptt. In the financial bid, cost may be shown for filing e-TDS quarterly (Form 24Q & 26Q), online generation of Form 16 & 16A, filing GST and other TDS related activities. The work is to be completed within the stipulated time as per statutory rules and regulations. Interested parties may collect the tender / bid document from Under Secretary to the Govt. Of Assam, Secretariat Administration (Accounts) Department, Assam Secretariat, Dispur during office hours.

Sd/-(Shri M.S. Manivannan, IAS)
Commissioner & Secretary to the Govt. Of Assam,
Secretariat Administration (Accounts) Department,
Assam Secretariat, Dispur

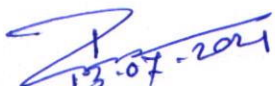
Memo No.S(E)1/2021/95-A

Dated: Dispur, the 13th July, 2021.

Copy to :-

1. The Director, Directorate of Information & Public Relation, Assam, Dispur for information. He is requested to publish the Expression of Interest in the leading English and vernacular dailies at least for two consecutive days and to forward a copy of the advertisement to the undersigned immediately after publication.
- ✓ 2. The Content Manager, Sectt. Admn. (Estt.) Deptt.. He/She is requested to upload the EOI in the Deptt. website.

A.G.
13/07/21


13-07-2021
Under Secretary to the Govt. Of Assam,
Secretariat Administration (Accounts) Department,
Assam Secretariat, Dispur