

GOVERNMENT OF ASSAM
OFFICE OF THE LABOUR COMMISSIONER: ASSAM
SHRAM BHAWAN: GUWAHATI-07
email:labour.commissioner@assam.gov.in

REQUEST FOR QUOTATION NOTICE

Sealed quotations for unit rate of following items as per prescribed forms, affixing non refundable Court Fee Stamp of Rs. 8.25 (Rupees eight and paisa twenty-five) only, duly signed by the Quotationer(s) are hereby invited from intending Quotationer (s) for **"Preparation of TDS statement, general tax administration and routine filling of monthly GST and quarterly income tax returns and other tax related works for office of the Labour Commissioner, Assam, Labour Welfare Department, Guwahati-07"**

The quotation will be received by the undersigned up to 12.00 P.M. (I.S.T) on 01/07/2026 during the office hours and the quotation will be opened on the same day at 12.30 P.M. (I.S.T.). The quotationer (s) should mention on the sealed envelope as **"Preparation of TDS statement, general tax administration and routine filling of monthly GST and quarterly income tax returns and other tax related works for office of the Labour Commissioner, Assam, Labour Welfare Department, Guwahati-07"** as per specification shown below :-

The detail terms and condition are mentioned herein.

Sl	Works	Particulars	Period	Rate (in Rs.)
1	Consultancy Charges	Preparation of TDS statement, general tax administration and routine filling of monthly GST and quarterly income tax returns and other tax related works for office of the Labour Commissioner, Assam, Labour Welfare Department, Guwahati-07	FY 2026-27	

TERMS & CONDITION:

1. The quotationer(s) may submit their quotations in letter head of the firm and the same must reach the undersigned within the specified date and time.
2. The quotationer(s) are requested to offer their minimum charge against the item as per schedule above (both in figures & words). No subsequent offer of rate will be considered.
3. The offered rates will remain valid for 6 months from the date of opening of quotation.
4. The rates offered by the quotationer(s) must be exclusive of GST and other taxes, etc. as admissible.
5. GST Registration Certificate and Income Tax Return for the last financial year 2025-26 should accompany the Quotation.

Digitally signed by
ANANT LAL GYANI
Date: 07-07-2026
12:36:59

Labour Commissioner, Assam
Guwahati-07

Memo eCF No:407217/56(A-B)

Copy to: -

- 1.The Notice Board, Office of the Labour Commissioner, Assam, Guwahati-7.
- 2.The Concerned Branch Assistant for publication of it in the Labour Commissioner, Assam office website.

e-signed
Labour Commissioner, Assam
Guwahati-07