

**OFFICE OF THE COMMISSIONER OF CUSTOMS (GENERAL)  
BUDGET UNIT, ACCOUNT PAY BILL SECTION,  
JAWAHARLAL NEHRU CUSTOM HOUSE,  
NHAVA-SHEVA, TAL: URAN, DIST: RAIGAD – 400707**

F.No. GEN/1493/2025-APB

Date: As e-signed

**Notice for calling quotations for preparation and filling of e-TDS/GST returns & Form16/Form16 A**

This office invites sealed quotations from experienced and reputed firms for e-TDS/GST Return preparation and filling and for printing of Form 16/ Form 16A for the period from First quarter of 2026-27 to fourth quarter of 2026-27 in the below mentioned prescribed Performa from authorized firm/Chartered Accountants.

Employees(2 4Q)		
Sr.No	Particulars of Work	Rate (Amount in Rupees)
1	Charges for preparation and filling of quarterly e-TDS return of officers	
2	Charges for preparation of Form16/16A soft copy	
3	Charges for NSDL filling fees/Uploading Charges	
4	Charges of revision/reconciliation of previous quarters E-TDS (Correction returns of previous FYs)	

- ***per employee per quarter*** for Sr. No. 1 & 4 above.

<b>Non Employees (26Q) Other than Salary</b>		
Sr.No.	Particulars of Work	Rate (Amount in Rupees)
1	Charges for preparation and filling of quarterly e-TDS return of officers	
2	Charges for preparation of Form16/16A soft copy	
3	Charges for NSDL filling fees/Uploading Charges	
4	Charges of revision/reconciliation of previous quarters E-TDS (Correction returns of previous FYs)	

<b>GST-Return</b>		
Sr.No.	Particulars of Work	Rate (Amount in Rupees)

1	Charges for preparation and filling of monthly GST Return	
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Interested parties are requested to submit quotation in a sealed cover super scribed as“quotations for preparation and filling of e-TDS/GSTreturns & Form 16/ Form16 A for JNCH” at below mentioned address latest by **31.03.2026**.

**“The Chief Accounts Officer, Accounts Pay Bill Section, Budget Cell,  
7<sup>th</sup> Floor, A-Wing, JNCH, Uran, Raigad-400 707**

Details of tender can also be accessed on departmental website  
<https://www.jawaharcustoms.gov.in/>.

Terms and Conditions of the work is given in the Annexure-I below. This office reserves the right to accept or reject any/all the said quotations without assigning any reasons thereof.

(Krutika S. Navare)  
Chief Accounts Officer  
Accounts Pay Bill,  
Mumbai Customs Zone – II

Copy to:

1. Notice Board.
2. EDI (S/W) for uploading on JNCH official website

### **Annexure I**

#### **The Parties shall be governed by following terms and conditions:**

1. This office doesn't bind itself to accept the lowest quotation and reserves the right to reject any or all the quotations received without assigning any reason whatsoever.
2. 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 will not be taken in consideration.
4. Conditional/Unsolicited tenders shall not be considered.
5. The vendor should submit the bill after providing 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.