



Government of West Bengal
Office of the District Magistrate
North 24-Parganas, Barasat
(Nazareth Section)

Memo.No. 1272 /NZ(D)

Dated: 07.11.2014

NOTICE FOR INVITING QUOTATION

Quotation are invited from the registered / bonafide registered and experience concern / firm / agency having adequate working experience in filling of income Tax e-TDS, preparation of DATA sheet 24Q, 26Q, Challan Statement, Generation and distribution from 16A and Form 16 (yearly).

The last date of submission of Tender Form is on 14.11.2014 within 2 p.m. and the Tender will be opened on the same day at 3 p.m. in the office chamber of the Nazareth Deputy Collector.

Terms and Conditions

1. The rate should be mentioned in English and Bengali figure with words.
2. The Tenders should submit all his credentials with past working certificate from reputed firm / government organization / public sector unit / private firms along with satisfactory work completion certificate.
3. The Tenders should submit copy of certificate like IT, Sales Tax & VAT and PAN card.
4. The Tenders must Deposit an amount of Rs. 5000/ (Rupees Five Thousand) only through Bank Draft in favour of " District Magistrate, North 24 Parganas, Barasat" on any Nationalised Bank payable at Kolkata region.
5. Rate offered by any Tender without "Security Deposit" will not be accepted.
6. Tender is to collect all data from central point for each quarter.
7. In case of any default by Tender in submission of data to the Income Tax authority, all the responsibilities in terms of any kind of financial penalties and others if made by Income Tax Department will be borned by Tender only.
8. Terms of contract with Tender for 03 Financial Years only i.e For FY 2014-15, FY 2016-17.
9. The District Magistrate, North 24 Parganas reserves all the rights not to accept Lowest rate or any other rate quoted without assigning the reason. The District Magistrate, North 24 Parganas also reserve the right to cancel the process of tender at any point of time without any notice.
10. The tender shall be terminated in case of violation of any condition of the tender at any point of time of the year and subsequently his security deposit will be repaid back only on completion of actual period of contract.



For District Magistrate
North 24 Parganas