



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

ndcn24p@gmail.com phone no.25846226

Memo no. 578 /NZ(D)

Dated: 28/06/2019

NOTICE FOR INVITING QUOTATION

Sealed quotations are invited rate from the registered / bonafide registered and experience concern / firm /agency having adequate working experience in filling of uploading system Income Tax TDS(u/s194C) Return, preparation of certificate in Form 16 , 16A and filling of quarterly e-TDS Return, preparation & submission of 24Q1, Q2 , Q3, Q4, 26Q1, Q2, Q3, Q4 , NSDL uploading, challan statement, rate of revised return preparation and submission, Traces etc. for quarterly and GST for monthly through system generate.

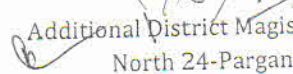
The rate should be quoted of the work for below mentioned point separately in quotation.

Sl. No.	Name of the work	Quantity
01	System Generated regular TDS return 24Q , 26Q With Form 16 (yearly) and Form 16A (quarterly) from TRACES System	200-250(approx.) for Form 16 (Yearly) 300-350 (approx.) for Form 16A (Quarterly) (Under DDO Code NPAHMA 001)
02	GST monthly return and provide system generate certificate within due time. Any other issue related to change of operator of GST etc. due to transfer posting of officers	50-100
03	Correction return of TDS 24Q and 26Q (quarter wise) as per requirement	
04	Court case related correction/generating of 16 A / 16 as per requirement	

The last date of submission of Quotation form is on 08.07.2019 within 2 p.m and the Quotations will be opened on the same day at 3 p.m in the office chamber of the Nezarath Deputy Collector, North 24-Parganas, Barasat.

TERMS AND CONDITIONS

1. The rate should be mentioned in English and Bengali figure with word.
2. The Tenders should submit all his credential with past working certificate from reputed firm/government organization /public sector unit/private firms alongwith satisfactory work completion certificate.
3. The tenders should submit copy of certificate like IT, Sales Tax & GST and PAN Card.
4. The Tenders must Deposit an amount of Rs.3000/- (Rupees three thousand) only through Bank Draft in favour of "District Magistrate, North 24-Parganas, Barasat" on any Nationalized Bank/Govt. Schedule Bank payable at Kolkata region.
5. The vendor will be liable to pay penalty in case of non-submission of GST return in due time.
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. 2019-2020, 2020-2021 and 2021-2022 and also pending case before financial year 2019.
9. The District Magistrate, North 24-Parganas reserves all the rights not to accept Lowest rate or any other rate quoted without assigned the reason. The District Magistrate, North 24-Parganas also reserve 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.


Additional District Magistrate (General)
North 24-Parganas, Barasat

Memo no. 578/1(6)NZ(D)

Dated: 28/06/2019

Copy forwarded for information to:

1. The CA to District Magistrate for kind appraisal of the District Magistrate, North 24- Parganas, Barasat.
- 2-5 The CA to Additional District Magistrate (General) / Try /Dev/ L.R., for kind appraisal of the Additional District Magistrate (General)/Try/Dev/LR, North 24- Parganas.
6. Notice Board of this Office.


Additional District Magistrate(General)
North 24-Parganas, Barasat