



**“ANANDADHARA – Howrah District Office”**  
**District Mission Management Unit**  
**District Rural Development Cell, Howrah Zilla Parishad**  
**H.I.T Building (6<sup>th</sup> Floor)**  
**19, G. T. Road (South), Howrah – 711101.**

NIQ No. 28 /DRDC-HZP/II-19

Dated: 26.06.2018

**Notice inviting Quotation**

**Section-I**

Sealed Quotations are hereby invited from bonafide and experienced firms having Chartered/Cost Accountants/Company Secretaries with them with prior experience of dealing with TDS (Income Tax) and GST matters in Government/Semi-Government/Autonomous Bodies/Government Undertakings etc. for the services related to preparation and filing of Income Tax (TDS) Returns, GST Returns, Preparation of TDS Certificates and other allied matters related to Income Tax and Goods & Services Tax for the financial year 2018-2019. The details of the services to be obtained are as follows:

**Scope of Work**

- 1) Registration for GST (Tax deductor).
- 2) Preparation and Filing of TDS (Income Tax) Returns in Form 24Q and 26Q within due date.
- 3) Preparation and Filing of GST Returns within due date.
- 4) Preparation of TDS Certificates within due time.
- 5) Preparation Filing of Correction Statements for defaults, if any.
- 6) Dealing with notices and compliance thereof related to Income Tax and GST.
- 7) Any other matter related to TDS (IT & GST)

The details required for the above will be made available from time to time by the Accounts Section of DRDC, Howrah.

**Term & Condition**

1. Complete details of the firm viz. Name, Address, Contact No, Name of Chartered/Cost Accountants/Company Secretaries associated etc. and the assignment of Income Tax and GST matters, if any with the Government/Other Offices have to be submitted in Annexure-I
2. The **Consolidated Yearly Service Charges (inclusive of Tax)**, as may be quoted are

3. The sealed envelope addressed to the “**Addl. District Mission Director, DMMU & Project Director, DRD Cell, Howrah Zilla Parishad**” and super scribed ‘**“Quotation for Services related to TDS (Income Tax) and GST matters”**’ to be submitted to this office within prescribed date.
4. The Quotation will be received from **27<sup>th</sup> June, 2018 to 6<sup>th</sup> July, 2018 from 11.00 a.m. to 2.00 p.m.** in the Office Quotation Box and the same will be opened at 2.30 p.m. on 6<sup>th</sup> July, 2018.
5. This Office reserves the right to accept in full or part or reject any Quotation without assigning any reason thereof.

## **SECTION II: GENERAL COMMERCIAL DETAILS**

### **6. EARNESTMONEYDEPOSIT [EMD]:**

Earnest Money @2% of the quoted all inclusive service charges only in the form of DD/Banker's Cheque in favour of Project Director, District Rural Development Cell, Howrah must be submitted with the Quotation. Quotation without EMD will be rejected. The E.M.D. shall be payable by all categories of quotationers and no exemption from E.M.D. is permissible.

EMD of unsuccessful quotationers shall be refunded within one month after the award of the work to successful quotationer and acceptance thereof. EMD of the successful quotationer would be converted to Security Deposit which would be returned after the period of agreement is over.

### **7. FORFEITURE OF EARNEST MONEY DEPOSIT [EMD]:**

The Earnest Money Deposit shall be forfeited

- a) if the quotation is withdrawn by the bidder;
  - (i) At any time prior to its rejection or
  - (ii) Before or after its acceptance is communicated to the bidder;

**OR**

- b) if the successful bidder fails to comply with the terms & condition of the Tender Notice.

### **8. PENALTY CLAUSE:**

- 8.1 **FOR NON-COMPLIANCE OF GONTRACT:** Non-compliance of any of the terms and conditions of the Contract by the successful bidder shall result in invoking any or all of the following penalty clauses at the discretion of the Quotation Inviting Authority:
  - a) Cancellation of the acceptance of quotation as a whole or in part.
  - b) Forfeiture of the EMD and/or Security Deposit.
  - c) Cancellation of the particular work order.
  - d) Recovering loss, if any, occurred to the authority.
  - e) Black listing the agency.

## 8.2 COMPENSATION FOR BREACH OF CONTRACT:

Penal deduction will be made for any negligent poor services on the basis of mutually agreed assessment by the authorised representative of the PD, DRD Cell, Howrah.

The decision of PD, DRD Cell, Howrah or his authorized representative in the implementation of the above penalties will be final and binding.

## 10. AWARD OF CONTRACT:

The bidder, whose bid has been accepted, will be informed by this office through "LETTER OF ACCEPTANCE", to be issued in duplicate. The successful bidder will have to sign the duplicate copy of the aforesaid letter as a token of his consent to take up the work/service so awarded.

*Prmit*  
26.06.18

Addl. District Mission Director, DMMU &  
Project Director, DRD Cell, Howrah Zilla Parishad.

Memo. No. *276* /1(8)/DRDC-HZP/ II-19

Dated *26*.06.2018

Copy forwarded for information and request to arrange display in their Office Notice Board –

1. The District Magistrate, Howrah & District Mission Director, DMMU (Nezarath Section)
2. Addl. District Magistrate (Panchayat) & Addl. Executive Officer, Howrah Zilla Parishad,
3. District Informatics Officer, Howrah – He is requested to publish the Notice in Official Website of Howrah District.
4. Chief Executive Officer, Howrah Improvement Trust, Howrah
5. District Information & Cultural Officer, Howrah
- 6-7. Sub-Divisional Magistrate, Sadar / Uluberia Howrah.
8. Office Notice Board.

*Prmit*  
26.06.18

Additional District Mission Director  
&  
Project Director  
DRDC - Howrah Zilla Parishad

## ANNEXURE-I

### ORGANISATIONAL CAPABILITY

1. Name of Quotation Firm: .....
2. Nature of the concern: .....  
(I.E. Sole proprietor/partnership/Company/LLP)
3. Full Address of Registered Office of the firm: .....  
(i) Telephone / Mobile No.....  
(ii) E-Mail Address: .....
4. Full Address of Operating / Branch Office of the Firm (if any) : .....  
(i) Telephone / Mobile No.....  
(ii) E-Mail Address: .....
5. PAN/GIR No. of the firm: .....  
(Attached self-attested copy)
6. Photocopy of Income Tax Return for last year: .....  
(Attached self-attested copy)
7. Details of manpower associated with the Company / firm / Agency: .....

Sl. No.	Name	Qualification

8. Details of assignment with Govt/Semi-Government/Autonomous Body/Government Undertaking etc. for Income Tax / GST matters:

Sl. No.	Name of organisation	Nature of work	Period of Contact	Value of Contact

(Attach photo copy of agreement / Credential Certificate)

## ANNEXURE-II

Rate to be quoted	Amount (in INR-both in figure and words)
Consolidated Yearly Service Charges (inclusive of Tax)	