



**GOVERNMENT OF WEST BENGAL**

**Office of the Principal**

**Nil Ratan Sircar Medical College**

**138, A J C Bose Road, Kolkata-700 014**

**E-mail : [principal@nrsmc.edu.in](mailto:principal@nrsmc.edu.in) Phone : 033-2265-**

**3333(DIRECT)/226532136/22653214/22653215/22653216**

Memo No. : NMC/4591

Date : 18/09/2019

**NIT**

Sealed tenders are hereby invited from the bonafide Tax Consultancy Firms or Service Providers having experience in the field of tax consultancy as per scope of work specified below for N.R.S. Medical College, Kolkata - 700014. Intended Bidders will submit their Bids as a single unit containing two separately sealed envelopes for Technical and Financial Bids each. Financial Bids will be opened only for the technically qualified bidders as per terms of the tender.

**Scope of work**

1. Filing of ITDS return as per Income Tax Act.
2. Filing of TDS on GST Return as per GST Act.
3. Processing of Form 16 and 16A to be issued to the Employees and other Deductees.
4. Settlement of Income Tax / GST related disputes as per respective provisions / rules of Income Tax Act and GST Act.

**Instructions for Bid submission**

- 1) Self attested photo copies of the following documents to be submitted in support of fulfilling Technical criteria:
  - a) PAN card of Company / Bidder
  - b) Valid GST Registration Certificate
  - c) Valid Trade Licence
  - d) Professional certificate for practices
  - e) Experience of practice for more than three years in the area of tax consultancy service in any State Government/Central Government/PSU/Government undertakings
  - f) EMD in form of Bank Draft
- 2) Intended Bidders will submit their Bids as a single unit containing two separately sealed envelopes for Technical and Financial Bids each in the Office of the undersigned on or before 25/09/2019 within 04-00 p.m.
- 3) Financial bids will be submitted as per following format :
  - a) TDS on GST Return Rs...../month (inclusive of all taxes)
  - b) ITDS Return Rs.....per deductee/quarter for Salary and Non-Salary both category (inclusive of all taxes)
  - c) Preparation & Issue of Form 16 Rs...../per deductee.
  - d) Issue of Form 16A Rs...../per deductee.
  - e) Revised Return for ITDS, if required Rs...../per return.
  - f) Revised Return for TDS on GST, if required Rs...../per return.

Evaluation of financial bid will be done on the basis of total quoted rate on L1 basis.

### Terms of Payment

Payment will be made within 30 days from the date of submission of bills subject to availability of fund.

### Terms and Conditions

1. Pre bid meeting will be held on 23/09/2019 at 02-00 p.m. in the office chamber of the undersigned. The intended bidders may participate in the said meeting.
2. Sealed Bids will be opened on 25/09/2019 at 04-30 p.m. in presence of representatives of the intended bidders and in case of any dispute, the decision of the tender committee is final.
3. Initial period of contract will be made for a period of one year. Renewal may be done on satisfactory performance of the agency. One month notice is required from both end for termination of contract.
4. An Earnest Money Deposit (EMD) of Rs.5,000/-in form of bank draft **in favour of Principal, N.R.S. Medical College** issued by a scheduled commercial bank payable at Kolkata is to be submitted at the time of bidding and EMD of the unsuccessful bidders will be refunded within 7 days from the selection of successful bidder.
5. **Successful bidder will have to submit a Bank Guarantee of Rs.20,000 in favour of Principal, N.R.S. Medical College, Kolkata** issued by a scheduled commercial bank at the time of issue of Work Order and EMD will be refunded accordingly.
6. It is also mentioned that in case of Revised Return for ITDS / GST required to be uploaded and also any late filling fees with fine and / or both for mistake found from your end then the office of the undersigned will not bear any liability in this respect i.e. no expenditures will be borne by the office against those cases.
7. Principal, N.R.S. Medical College, Kolkata will have the right to reject or accept Tender anytime without showing any reason whatsoever.

sd/-

Principal  
NRS Medical College, Kolkata

Memo No. : NMC/4591/1(07)

Dated : 18/09/2019

Copy forwarded for information and necessary action to :

- 1) The Director, Directorate of Medical Education, Swasthya Bhawan, Salt Lake
- 2) The Medical Superintendent cum Vice –Principal, N.R.S. Medical College & Hospital, Kolkata-14
- 3) The Accounts Officer, N.R.S. Medical College, Kolkata-14
- 4) The Accounts Officer, N.R.S. Medical College & Hospital, Kolkata-14
- 5) All members of Tender Committee
- 6) IT Cell, Swasthya Bhawan, Salt Lake for publication in the Website of Health & Family Welfare Department.
- 7) Office Notice Board.



Principal  
NRS Medical College, Kolkata