



GOVERNMENT OF WEST BENGAL
Office of the Principal
Calcutta National Medical College
32, Gorachand Road, Kolkata – 700014

Memo No.: CNMC/Store/ /P

Date:

Sealed Quotations are invited from reputed and experienced organisations / persons dealing with uploading of TDS return, GST and generation of 24Q, 26Q, Form 16 etc. for Government establishments for undertaking the work as detailed below for the Financial Year 2023-24 & 2024-25 corresponding to Assessment Year 2024-25 & 2025-26 of this establishment.

Scope of Work

1. Compilation of the required data from the Accounts Section of this Institute.
2. Individual record wise verification of amount paid and TDS deducted at the rate prescribed.
3. Preparation of Quarterly TDS Return in the Electronic format as per format provided by the Income Tax Department & Council of Goods And Service taxes from time to time.
4. Preparation of 27-A Form and submission of the same to Income Tax Department.
5. Uploading and e-filing of TDS Return within due dates as per provisions of Income Tax Act. & GST Council.
6. Furnishing the original e-filing acknowledgement to the Accounts Officer of this Institution.
7. Generation of soft copy of Form 16 (in PDF format) for all employees under this establishment and e-signed the same using the digital signature of the Accounts Officer & Drawing & Disbursing Officer of this establishment within due time so that it may be forwarded to all concerned within due time.
8. Generation of Form – 16A (for 26Q) and furnishing the same to the DDO for verification and distribution to the concerned vendor / suppliers.
9. Generation of TDS Certificate (Form 16 & 16A).
10. Necessary help / assistance to be extended as and when required to solve different issues relating to TDS return and e-filing.
11. Number of records for 24Q & 26Q per Quarter may vary from time to time.
12. Handling of all disputes regarding Income Tax of this establishment including appearance before the Assessing Officer for settlement of the disputes.
13. Charges for uploading in NSDL portal shall only be paid. No extra charge shall be paid for any correction, revision or submission of any returns.

Documents to be furnished

1. Self attested copy of valid Trade License issued by the competent authority.
2. Self attested copy of PAN / Aadhaar / EPIC Card.
3. Self attested copy of GST Registration Certificate.
4. Self attested copy of Income Tax Return for the last Financial Year.
5. Copy of Work Orders of different establishments (at least three) as a proof of experience. Experience of working in Government establishments shall get priority.
6. The entity should have at least 5 (five) years' experience in the concerned field of activities.
7. EMD of Rs. 5,000/- (Rupees five thousand) only in the form of Demand Draft in favour of "PRINCIPAL CNMC" to be submitted.

Other conditions

1. Detail rate to be quoted inclusive of all Taxes. No extra charges shall be paid over the quoted rate.
2. Last date of submission of Bid is 3 p.m. on 16.10.2023. The Bid shall be dropped at the Drop Box kept at the office of the undersigned.
3. The initial agreement shall be made for 2 years which may be further extended for one year. But such extension is absolutely on the discretion of the Quotation Inviting Authority.
4. The Quotation Inviting Authority reserves the right to cancel the entire Quotation or part thereof at any time without assigning any reason.
5. The Bidder may remain personally present or may authorise their representative at the time of opening the Quotations. The Bids shall be open at 2:00 p.m. on 17/10/2023 at the chamber of the Undersigned.

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Principal

Calcutta National Medical College

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Date: 09/10/2023

Copy forwarded for information to:

1. Accounts' Officer, CNMC, Kolkata.
2. Store Officer, CNMC.
3. Central Store, CNMC.
4. Dealing Assistant, Account Section, CNMC.
- ✓ 5. Official website of CNMC, Kolkata.
6. IT Cell, Swasthya Bhavan.

Principal

Calcutta National Medical College

09/10/2023