

GOVERNMENT OF TRIPURA
DIRECTORATE OF HEALTH SERVICES

No. F. 4(12-81)-AC/SNIQ/DHS/2017(Sub-1)

Dated, Agartala, the 27-10-2025

SHORT NOTICE INVITING QUOTAION

Short Notice Inviting Quotation (SNIQ) in plain paper are hereby invited by the Director of Health Services, Government of Tripura, Agartala from CAG approved Chartered Accountant (CA) Agency having valid license and authorized (holder) of National Security Depository Limited (NSDL) TIN Facilitation Centre's at Agartala, Tripura for preparation & submission of quarterly e-TDS (Incoming Tax) and monthly GST return, Electronic filling of returns of TDS from the Salary of employees and Non-Salary of Suppliers/Contractors for the financial year 2025-26 to 2028-29 under the O/o the Directorate of Health Services, Government of Tripura, Agartala.

Terms & Condition are available at the official website:- www.health.tripura.gov.in which may be downloaded as below:-

The starting date of submitting the quotation is 29.10.2025 at 2.00 PM

The last date of submitting the quotation is 10.11.2025 up to 5.00 PM.

Terms & Conditions

1. Quotation should be submitted in sealed envelope in 2(two) bid systems, Technical bid and Financial bid separately addressing to the Director of Health Services, Govt. of Tripura, Health Directorate Building, P.N. Complex, Gurkhabasti, P.O. Kunjabon, Agartala-7990006.
2. Xerox copy with self attested of the following documents should be submitted along with Technical Bid.
 - i) Valid GST Registration,
 - ii) Valid Pan Card.
 - iii) Last 5(Five) years Income tax return.
 - iv) Last 5(Five) years GST return.
 - v) Last 5(five) years annual turnover should be 50(Fifty) Lakhs yearly. Certified report to be submitted accordingly.
 - vi) License Copy (Copy of approval or Registration from CAG with valid license & authorized (holder) of NSDL of the Chartered Account (C.A) firm.
 - vii) The bidder must have local office/set up at Agartala, Tripura. The bidder should submit trade license/Electricity bill of the Agency.
3. Payment to the successful bidder shall be made on bill basis only after completion of work.
4. The rate should be quoted in figures & in words as per prescribed format only.

Sl No.	Particulars & Rates	Basic Rate	Percentage of GST	GST Amount	Total Amount
1.	Quarterly-e-TDS filing : per deduction				
2.	Monthly GST filing: Per deduction				

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5. Income tax, GST and other taxes will be deducted from the bills as per guidelines of Government.
6. Claim of charging extra amount will not be entertained for making correction in the event of mistake made by the User Department in any point and required for re- submission of quarterly e-TDS (Income tax) & Monthly GST return/e-TDS filling.
7. The successful bidder will be awarded the works on completion of tender process.
8. For any queries, please contact Accounts Section, Directorate of Health Services, Agartala.
9. The successful bidder will have to arrange to do the works in time in consultation with the Drawing & Disbursing Officer (D.D.O.), Directorate of Health Service, Agartala.
10. Additional information/documents and T & C other than as mentioned in the bid document will not be appreciated & will be deemed as cancelled.
11. The Director of Health Services, Govt. of Tripura, Agartala reserves the right to accept or reject any Quotation (SNIQ) or also may cancel the Quotation without assigning any reason.
12. Any legal dispute arise due to this tender process is to be settled in the jurisdiction of the High Court of Tripura, Agartala.

(Prof.(Dr.) Tapan Majumdar)
I/c, Director of Health Services
Government of Tripura, Agartala

Copy to for information to:-

1. The Director of Family Welfare & Preventive Medicine, Govt. of Tripura, Agartala.
2. The In-charge, Receipt & Despatch Section, Health Directorate, Agartala.
3. Notice Board, Health Directorate, Agartala.

(Prof.(Dr.) Tapan Majumdar)
I/c, Director of Health Services
Government of Tripura, Agartala