

GOVERNMENT OF TRIPURA
DIRECTORATE OF HEALTH SERVICES

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

Dated, Agartala the 03/08 /2022

“SHORT NOTICE INVITING QUOTATION”

Short Notice Inviting Quotation (SNIQ) in plain paper are hereby invited by the Director of Health Services, Govt. of Tripura, Agartala from CAG approved Chartered Accountant(C.A) firm with valid licence/authorised(holder) of National Security Depository Limited (NSDL) TIN Facilitation Centres at Agartala, Tripura for preparation and submission of **quarterly e-TDS (Income tax) and monthly GST return**, Electronic filing of returns of TDS from the Salary of Employees and Non-Salary of Suppliers/Contractors for the financial year, **2022-2024(upto 4th quarter)** under the O/o the Director of Health Services, Govt. of Tripura, Agartala.

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

Terms & Conditions

1. Quotation should be submitted in sealed envelope in two bid system, Technical bid and Financial bid **separately** addressing to the Director of Health Services, Government of Tripura, Health Directorate Building, P.N. Complex, Gurkhabasti, P.O: Kunjaban, Agartala -799006 **upto 16.00 hrs. of 12/08/2022.**
2. Xerox copy with self attested of the following documents should be submitted along with Technical Bid i). GST Registration, ii). Pan Card, iii). Latest Income tax return iv). Latest GST Return v) Licence copy (Copy of approval or Registration from CAG with valid licence/authorised (holder) of NSDL) of the firm.
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 deductee | | | | |
| 2. | Monthly GST filing: Per deductee | | | | |

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5. Check list as per format:

| Sl.No. | Documents` | Page/ Annexure |
|--------|---|----------------|
| 1. | GST Registration | |
| 2. | Pan Card | |
| 3. | Latest Income tax return | |
| 4. | Latest GST Return | |
| 5. | Licence copy (Copy of approval or Registration from CAG with valid licence/authorised(holder) of NSDL) of the firm. | |

6. Income Tax, GST and other Taxes will be deducted from the bills as per guideline of Government.

7. The bidder must have local office/set up at Agartala, Tripura.

8. The successful bidder will be awarded the work on completion of tender process.

9. The Successful bidder will have to arrange to do the works in time with consultation with the Drawing & Disbursing Officer, Directorate of Health Services, 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 to be settled in the jurisdiction of High Court of Tripura, Agartala.

Handwritten signature
2/8/22

Director of Health Services
Govt. of Tripura, Agartala