

**GOVERNMENT OF ASSAM
DIRECTORATE OF ECONOMICS AND STATISTICS
BELTOLA :: GUWAHATI-28**

QUOTATION INVITING TENDER

No.EcF.482938/I/586473/2024

Dated Guwahati, the 12-06-2024

Sealed tender in signed bid envelop affixing court fee stamp of Rs 8.25 (Rupees eight and twenty-five paisa) only are hereby invited from the registered firm for the following works for engagement of Chartered Accountant firm for assignment of filling of returns E-TDS statement for salary (form 24 Q) and non-salary (Form 26Q), GST & utilization certificate etc. of this Directorate, (Hqrs) for the financial year 2024-25 and will be received upto 2:00 PM on 08/07/ 2024 and will be opened on the same day at 3:00 PM or on the subsequent working day if it falls on Government holiday in presence of the intending tenderers or their authorized representatives. Tender Notice will be affixed on the office notice board and in the State Public Procurement Portal Assam (SPPP). Intending tenderers may visit the office premises of the Directorate located at Jawahar Nagar, Tripura Road, Guwahati-28 for further information

Terms and conditions:

1. The rates should be written both in figures & words properly. The basic cost and applicable tax (rate and amount) are to be shown separately. The bid should be submitted in two envelope (Technical and Financial bid) separately.
2. Earnest Money Deposit (EMD) of value Rs 5,000.00 (Rupees Five Thousand) only in favour of the Director of Economics and Statistics, Assam payable at Guwahati in the form of Demand Draft/ FDC/NCS from Nationalized Bank or any scheduled bank (but not from Cooperative or Gramin Bank) and no interest is payable on EMD by the Department. EMD amount in the form of cash or any other form like online payment shall not be accepted. EMD of unsuccessful bidders shall be refunded except L1- bidder after completion of bid.
3. The tenderers should furnish PAN card, VAT/ GST registration, IT return copy (2 years).
4. The Director of Economics and Statistics, Assam reserves the right to reject any or all the tenders without assigning any reasons thereof. The lowest rate may not compulsorily be accepted and the decision of the Director in this matter will be final & binding on the tenderers.
5. Experience certificate working with the Government office (if any).
6. The tender who submitted the earlier tender paper did not have to re-submit but if they would change the financial bid, they have to submit only the financial bid to the undersigned.

Scope of Work:

1. Facilitation of income tax calculation/ computation of the employees for the year so as to enable deduction of monthly E-TDS after taking into account all the relevant rules/laws in place for the year under consideration.
2. Preparation/ Submission /filling of E-TDS statement /GST return/ return of our employees and suppliers/ contractors within the due dates as prescribed by the Income Tax Act 1956 and preparation/ generation of Form No.16 part A and part B /16 A.
3. A generation of Form No.16 part A and part B /16 for approximately 50 Nos. of Employees.

Signed by

Ajit Baruah

Date: 12-06-2024 14:17:07

I/586473/2024

Director of Economics and Statistics, Assam

Memo No.EcF.482938/I/586473/2024 -A- Dated Guwahati, the 12-06-2024

Copy to:

1. The Director of Information & Public Relation, Dispur, Guwahati-06. He is requested to publish the quotation notice in leading dailies Of Assamese &English version of the State.
2. The Secretary to the Govt. of Assam, Transformation and Development Department, Dispur Guwahati-06, for kind information.
3. Notice Board.

E-Signed/-

Director of Economics and Statistics, Assam

**GOVERNMENT OF ASSAM
DIRECTORATE OF ECONOMICS AND STATISTICS
JAWAHARNAGAR, BELTOLA, GUWAHATI-781028**

TENDER PAPER
For
Engagement of Chartered Accountant
of
This Directorate

Seal

Issued to

Tender paper No.....

GOVERNMENT OF ASSAM
DIRECTORATE OF ECONOMICS AND STATISTICS
JAWAHARNAGAR, BELTOLA, GUWAHATI-781028

TENDER PAPER
For
Engagement of Chartered Accountant
Of
This Directorate

1	Name of the Firm/Enterprise/Party	
2	Address	
3	Date of Advertisement and Source	
4	Date of Issue of Tender Paper	
5	Date of Submission	
6	Date of Opening of Quotation	
7	Rate quoted by the firm/enterprise/party	Rs. In words: Rupees.....

Signature of the Firm/Enterprise/Party with Seal

TENDER DETAILS
For
Engagement of Chartered Accountant
Of
This Directorate

Scope of work

Facilitation of income tax calculation/ computation of the employees for the year so as to enable deduction of monthly E-TDS statement for salary (Form 24Q) and non salary(Form 26Q), GST and utilization Certificate after taking into account all the relevant rules/laws in place for the year under consideration.

Preparation/ Submission /filling of E-TDS statement /GST return/ return of our employees and suppliers/ contractors within the due dates as prescribed by the Income Tax Act 1956 and preparation/ generation of Form No.16 part A and part B /16 A

Signature of the Firm/Enterprise/Party with Seal

Price Bid/ BoQ

PRICE BID

(To be submitted)

S. No	Description/ Specification	Unit Price (Rs)	GST		Total Price (Rs)
			Rate(%)	Amt (Rs)	
	1	2	3	4	5=2+4
1					
2					
3					
4					
5					
6					
7					

Signature of the Firm/Enterprise/Party with Seal

Bidder Information

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:

Tender Ref. No.:

1. Bidder's Name
2. Bidder's year of registration/incorporation:
3. Bidder's Address:
4. Bidder's Authorized Representative Information a) Name: b) Address: c) Telephone/Fax numbers: d) Email Address:
5. List of clients in Govt/Public Sector to whom services has been provided in last three years
6. Details of the Bank Account: (i) Name of the Bank: (ii) Type of Account (iii) Account Number: (iv) IFSC:

**Signature of the Bidder/ Authorised Signatory
(Name, Address & Designation)**