

NETAJI SUBHAS ADMINISTRATIVE TRAINING INSTITUTE
GOVERNMENT OF WEST BENGAL
 FC-BLOCK, SECTOR-III, SALT LAKE CITY,
 KOLKATA - 700 106
TELE-FAX : (033) 23374015/23373960

Memo No:- 218 / ATI-12012(21)/2/2019-ADMINSEC ATI

Date: 25/05/2023

NOTICE INVITING QUOTATION

SECTION - I

INTRODUCTION

1. Sealed quotations are invited from bonafide and reputed agencies for the work of Income Tax, Professional Tax and GST matters at Netaji Subhas Administrative Training Institute (NSATI), Government of West Bengal, FC-Block, Sector-III, Salt Lake City, Kolkata-700106.
2. The interested eligible bidders should download the NIQ from the official website of NSATI (i.e. <http://www.atiwg.gov.in>) from **25 /05/2023 to 05 /06/2023**.

3. **SCOPE OF WORK/ITEMS:**

a) **Income Tax / TDS :-**

- i. Preparation of monthly & yearly statement.
- ii. Challan Generation.
- iii. Uploading of Return and Reconciliation with Default Statement if any.
- iv. Generation of Form-16 & 16-A certificate.

b) **Professional Tax:-**

- i. Preparation of monthly statement.
- ii. Challan Generation.
- iii. Uploading of Return and Reconciliation with Default Statement if any

c) **G.S.T. :-**

- i. Preparation of Monthly Statement.
- ii. Generation of Challan.
- iii. Uploading of Return and Reconciliation with Default Statement if any
Generation of certificate.

The work will be done under supervision of Joint Director (Accounts), NSATI.

4. **GENERAL GUIDELINES:**

- i) The interested bidders should contact JD(Accounts)/HC/Cashier, NSATI to have an exact idea regarding the specification, before submission of bid.
- ii) The work to be completed within time to time as directed by the Authority after receipt of work order.
- iii) One delegated represented should be attend in the NSATI Office at least once/twice in a week .
- iv) For non-compliance of the work the Director General of NSATI, WB has the right to cancel the order.

5. **SCHEDULE OF DATES:**

- (a) Date of download of NIQ documents– From **25 /05/2023** to **05 /06/2023** from the official website.
- (b) Last date and time of receiving quotation document– **05 /06/2023** up to **12.00p.m.**;
- (c) Date and time of opening of quotation- **05/06/2023** at **02.00 p.m.**;
- (d) Place of opening of quotation: In the Official Chamber of OSD (Admin), NSATI.
- (e) Validity of quotations: **90 Days**.

SECTION-II**GENERAL COMMERCIAL DETAILS****6. PROCEDURE AND TIME FOR SUBMISSION OF DOCUMENTS:**

- a. The Quotation superscripted as "**Work of Income Tax, Professional Tax and GST matters**" addressed to the OSD (Administration) of NSATI, WB, FC-Block, Sector-III, Salt Lake City, Kolkata-700106, must reach not later than 12.00 p.m. on **05/06/2023**.
- b. After expiry of the scheduled date & time, no quotation will be accepted under any circumstances.
- c. Consolidated Overall rate should be quoted both in figures & words. Rates should be quoted in Indian whole Rupee without any paisa.
- d. Rates should be quoted in the '**PRICE BID FORMAT**' (Annexure-I & II) as per prescribed in the Quotation Document.
- e. Prices once quoted shall be final and no upward revision shall be allowed. There shall be no overwriting in the price amount. Any correction in the price amount shall be authenticated by the bidder.
- f. Prices shall be exclusive of **all taxes, duties, GST, levies, transportation etc.**
- g. Along with the quotation the bidders has to submit the following forms as well as credentials (**self-attested**) as per annexure:-
 - i) Photo Copy of PAN and GST Certificate .
 - ii) Covering Letter for Price Bid. (Annexure-I)
 - iii) Price Bid Format (Annexure - II)
 - iv) Trade license (self-attested)
- h. The Quotation must be submitted in the prescribed quotation form procured from and issued by the Netaji Subhas Administrative Training Institute, Government of West Bengal.
- i. The bid should not be conditional and inconsistent with the terms and conditions of the Quotation Notice. Conditional bid shall not be considered and stands rejected.
- j. Submission of the quotation on the basis of the quotation notice will bind the bidder for acceptance of all conditions stipulated in the quotation notice.
- k. NSATI, WB reserves the right to amend or withdraw any of the terms and conditions contained in the quotation or to accept or reject any or all the quotations without assigning any reason whatsoever. The decision of the Director General of NSATI, WB in this regard shall be final and binding on all.
- l. The validity of the quotation will be for one year, if satisfactorily service achieved the contract may be renewed otherwise the contract will be automatically stand cancelled after completion of the said tenure.

7. **SEALING OF BID:**

- (i) Sealed quotation in prescribed form and complete in all respect in accordance with the terms & conditions of the quotation along with the supporting documents/ attachments are to be sealed and marked in favour of Netaji Subhas Administrative Training Institute, West Bengal.
- (ii) All the Annexures in the quotation form should be legible and filled in clearly.

8. **EVALUATION OF BID:**

Quotation will be opened at scheduled time and date in the presence of the authorized representatives. After evaluation of the bids received, NSATI, WB would issue the Letter of Acceptance to the lowest bidder. In case of "TIE", the decision of the NSATI authority would be final and binding. The purchaser does not bind itself to accept the lowest bid or assign any reason of non-acceptance.

09. **TERMS OF PAYMENT:**

- (i) The payment shall be made to the agency on production of bill approved by Dealing Assistant, NSATI, WB for the work done satisfactorily. In case, the work are not up to the satisfaction of the authorities, suitable deduction will be made from the payment of the agency at the discretion of Director General NSATI, WB whose decision shall be final and binding on the agency. The payment will be made by the Joint Director (Accounts), ATI, West Bengal, through cheque/Neft/Advice after due verification and passing of the bills by the competent authority. Penalty, if imposed, will be deducted from the Bill(s).
- (ii) **No advance payment in any case will be made.**

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**OSD (Administration),
NSATI, WB**

NNEXURE-I**COVERING LETTER FOR PRICE BID****Date:** / /

To
The OSD (Administration),
Netaji Subhas Administrative Training Institute,
Government of West Bengal,
FC-Block, Sector-III, Salt Lake,
Kolkata - 700106.

SUB.: Maintenance Work of Income Tax, Professional Tax and GST matters

Dear Sir,

With respect to the above mentioned subject please find our price bid offer. Our price bid is kept valid for a period of 90 (ninety days) from the date of bid opening. We do accept all the terms and conditions of the quotation document.

If at any point of time we deviate from the quotation terms and conditions, NSATI has the right to cancel our work order without giving any clarification to us.

Thanking you,

Date:

Sincerely,

Place:

(SEAL & SIGNATURE OF THE BIDDER)

ANNEXURE - II**PRICE BID FORMAT**

Sl. No.	Description of Items	Quoted Price (INR) per month
1.	Handling of Income Tax, Professional Tax and GST matters (yearly basis) at Netaji Subhas Administrative Training Institute (NSATI), Government of West Bengal, FC-Block, Sector-III, Salt Lake City, Kolkata-700106.	


AMOUNT IN WORDS:**Signature & Seal of bidder**

Memo NO:- 218/ATI-12012(21)/2/2019-ADMIN SEC ATI

Date: ²⁵05/2023

Copy for information with a request to display this notice on the Office Notice Board is forwarded to:-

1. Joint Director (Accounts), NSATI, W.B.
2. Assistant Administrative Officer, NSATI, WB
3. Smt. Sayanti Rana, DEO, to display it in the notice board.
- ✓ 4. Shri APARNA DAS, APO(IT), with a request to kindly upload the NIQ on the NSATI Website


OSD (Administration)
NSATI, WB