



सत्यमेव जयते

GOVERNMENT OF INDIA

OFFICE OF THE COMMISSIONER: CENTRAL GOODS & SERVICES TAX

HALDIA COMMISSIONERATE

एम.एस. बिल्डिंग, 15/1, स्ट्रैंडरोड, कोलकाता- 700001

M.S. BUILDING, 15/1, STRAND ROAD, KOLKATA- 700001

दूरभाषसं०/ PHONE NO. 033-22304547, फैक्स/ FAX 033-22436487

ई-मेल/ E-MAIL- haldia@nic.in

TENDER NOTICE

Quotations are hereby invited from the interested firms/Vendors for **Uploading the Quarterly Income Tax returns for each financial year with NSDL of Head Quarter of Haldia CGST & CX Commissionerate, Kolkata.** Interested firms/Vendors are requested to submit their bids for aforesaid work under terms and conditions as follows.

The tender should be submitted under Two bids system i.e. **“Technical Bid as Annexure-I & II and “Financial Bid”** clearly containing relevant information/ documents as prescribed in the terms and conditions..

The tender should be submitted addressed to the Assistant Commissioner (P&V), Central GST & CX, HaldiaCommissionerate, 5th Floor, M.S. Building, 15/1, Strand Road, Kolkata-700001 on or before **26.11.2020 12:00 hrs.** in a sealed envelope super scribed with words **“QUOTATION FOR Uploading the Quarterly Income Tax returns.”**

It will be opened on **26.11.2020 at 15:00 hrs.** at the chamber of the Jt. Commissioner (P&V) 7th floor, M.S. Building, 15/1, Strand Road, Kolkata-700001.

GENERAL TERMS AND CONDITIONS:

1. In the “Technical Bid”, self-attested photocopies of each of the following documents are required to be submitted failing which the bid will be summarily rejected:
 - a. **Valid Trade License**
 - b. **Goods &Service Tax Registration [GST Registration]**
 - c. **PAN Card**
 - d. **03 (Three) years’ experience regarding uploading of Income Tax Quarterly return with NSDL.**
 - e. **Signed Declaration [as per Annexure-I]**
2. The “Financial Bid” should contain the service rate clearly indicating the total cost inclusive of all taxes/charges for Uploading quarterly return with NSDL**for the each single quarter.** Financial bid will only be considered for the bidders once technically qualified.
3. The rates quoted in the financial bid shall remain in force till the date **30.04.2022** from the date of award of the contract. No upward revision of rates on any account shall be entertained during the contract period.
4. Information which is to be uploaded with NSDL, should be collected from this office by the vendors or his authorized representatives during the office time.
5. Any Omission/Commission/Delay on the part of the vendor in the process of uploading, will have to be rectified/addressed the vendor himself. The office shall bear no extra cost for this purpose.
6. Payment towards the cost of Quarterly Uploading charge shall be made at the end of each quarter on production of satisfactory report from the concerned users.
7. Contract may be renewed at the discretion of this office based on satisfactory service provided by the firm/vendor.

8. The Commissioner of Haldia CGST Commissionerate, Kolkata reserves the right to cancel any/all the tenders without assigning any reason whatsoever and no correspondence in this regard will be entertained.

**Assistant Commissioner (P&V)
Haldia CGST Commissionerate
Kolkata**

C. No.: I(22)1-GL/Payment of Uploading/CGST/Hal/2018/

Date:

Copy to:

1. The Notice Board, Haldia Commissionerate.
2. The Superintendent (HQ Pool), CGST & Central Excise, Howrah/ Haldia/ Kolkata North/ Kolkata South /Audit-I/Audit-II/Bolpur/ Siliguri Appeal/Durgapur/ CCP- With the request to display the tender notice on their respective office's Notice Board.
3. The AO (HDQR) CGST & Central Excise of Howrah/ Kolkata North/ South /Audit-I/Audit-II/Bolpur/ Siliguri Appeal/Durgapur/ CCP- With the request to display the tender notice on their respective office's Notice Board.
4. The Dy/ Asst. Commissioner of Jungelpur/ A&N Division/Haldia-I Division/ Haldia-II Division/ Kharagpur Division.
5. The Superintendent (System), CGST Haldia Commissionerate, Kolkata, he is requested to upload the tender on **cbic website**.

**Administrative Officer [GL]
Central Tax
Haldia CGST Commissionerate**

ANNEXURE-I

DECLARATION

1. I,Son/Daughter/Wife ofShri.....Proprietor/Director/Authorized Signatory the agency/Firm mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and under stood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We, am/are well aware of the fact that furnishing of any false/misleading information/fabricated documents would lead to rejection of my tender at any stage.

Date :

Place :

Signature of Authorized Person :
Full Name :
Seal :

ANNEXTURE-II

TECHNICAL BID

(Tender Notice No.: _____)

01	Name of Organization/ Firm.	
02	Name (s) of Proprietors / Directors.	
03	Registered Address.	
04	Telephone No.	
05	Fax No.	
06	Mobile No.	
07	Email id	

Signature of Authorized Person :

Date :

Seal :

Documents to be enclosed:

- a. Valid Trade License
- b. Goods & Service Tax Registration [GST Registration]
- c. PAN Card
- d. 03 (Three) years' experience regarding uploading of Income Tax Quarterly return with NSDL .
- e. Signed Declaration [as per Annexure-I]