



GOVERNMENT OF WEST BENGAL

Office of the Principal

Government General Degree College Gopiballavpur-II

P. O. Beliaberah, Dist. Jhargram, Pin – 721517

Website: www.ggdcgopi2.ac.in

Phone No.: 03221-261262 Fax: ---

Email:principal@ggdcgopi2.ac.in

Memo No.- 65/NIT10/23-24

Date:02.03.2024

**NOTICE INVITING TENDER**

The Officer-in-Charge of Government General Degree College Gopiballavpur-II invites sealed tender for the below mentioned work.

1.	Name of Work/items to be executed or procured	:	Return filing of salary and non-salary TDS, GST TDS, Form-16 generation for financial year 2024-2025.
2.	Name and Address of the Office	:	Govt. General Degree College Gopiballavpur-II Beliaberah, Jhargram,721517
3.	Eligibility of the bidders	:	Reputed, resourceful, experienced & bonafide registered agencies
4.	Last Date & Time of submitting Tender	:	<b>11.03.2024 up to 11 am</b>
5.	Opening of tender	:	<b>11.03.2024 at 12 noon</b>
6.	Documents to be submitted along with the application	:	1. Copy of Trade License 2. Copy of PAN Card 3. Copy of aadhar 4. Copy of voter id 5. Copy of Goods & Service Tax registration 6. Credentials

1. **Only Sealed tenders will be accepted.**

2. The Rate should be quoted as per specification/requisition **including All Taxes.**

3. **Tender Fees: -N/A**

4. **Eligibility criterion of participation in the tender:**

a) Bonafide, resourceful and reliable company or authorized agent of the principal company.

b) An undertaking should be given stating thereby that the firm has not been debarred or penalized for any reasons out of work by any Govt. Dept.

c) The prospective bidder must have the credential of satisfactorily completion as a prime agency during the last 3 (three) years from the date of issue of this notice under authority of state / central Govt., state / central Govt. Undertaking / statutory bodies constituted under the statute of the state / central Govt.

d) The prospective bidders must have valid up to date clearance of service tax registration (last receipt of challan)/Income Tax return / Professional Tax clearance certificate / P.T (Deposit Challan) / PAN

Card / GST registration certificate / Voter ID Card for self-identification and Income Tax acknowledgement receipt for latest assessment year.

- e) The bidder who has been delisted or debarred by any government department shall not be eligible in any way.  
f) Company/authorized agent must have office in India.

5. IMPORTANT DATE AND TIME SCHEDULE:

Sl.	PARTICULARS	DATE & TIME
1	Bid proposal submission start date	04.03.2024 at 10 am
2	Bid proposal submission end date	11.03.2024 up to 10am
3	Bid opening date for evaluation	11.03.2024 at 12noon

**N.B: dates may be changed on arising of any unavoidable circumstances & will be notified on College website**

6. The documents submitted by the bidders should be properly indexed & signed.  
7. Government General Degree College Gopiballavpur-II, Jhargram do not take any responsibility for the delay to submission of such bids.  
8. The execution of service should be made to the Convener, Purchase Committee or to the Office of the undersigned within 03 days from date of issuance of work order.  
9. Payment of bills on its production will be made after successful supply or completion of service within reasonable time.  
10. Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Principal's action.  
11. The Bidder whose bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.  
12. Tender should be quoted as per the given proforma:

Sl. No.	Work description	Price (in Rs.) Including tax	Remarks
1	Return filing of salary and non-salary TDS, GST TDS, Form-16 generation for financial year 2024-2025.		

Memo no. ...65(7)/NIT10/23-24.....

Date...02.03.2024.....

Copy forwarded for information and necessary action to:

1. The Hon'ble District Magistrate, Jhargram
2. The Sub-Divisional Officer, Jhargram
3. The Treasury Officer, Jhargram
4. The Administrator, Jhargram Municipality
5. The Block Development Officer, Gopiballavpur-II Community Development Block
6. College Notice Board
7. Convener, Purchase Committee, Govt. General Degree College Gopiballavpur-II
8. Convener, Website Sub-Committee with a request to upload the notice in College website

  
Principal/Officer-in-Charge  
Govt. General Degree College Gopiballavpur-II

OFFICER - IN - CHARGE  
Govt. General Degree College  
Gopiballavpur - II