

## IN THE HIGH COURT AT CALCUTTA, ORIGINAL SIDE

Notice Inviting Quotation

No. C.A.G./ Web / 458 / 2020

Dated : 09.06.2020

Sealed Quotations are invited from all willing Service Providers relating to INCOME TAX matters to provide :-

1. Submission of quarterly I.T. Return (TDS on Salary/Non Salary, 24Q & 26Q),
2. Revised return online/offline correction (24Q & 26Q),
3. Downloading .PDF Files ( Form 16 & 16A)( Two copies of printout to be provided.)
4. final verification and checking of Form 16 and preparation of Form 16 (part B)  
( Two copies of printout to be provided.)
5. Any other service incidental to above services.

Following the terms and conditions appearing hereunder on or before **16.06.2020**.

Sd/-

Deputy Registrar ( Admn.), O.S.

Date : - 09/06/2020

**NOTE :- a ) Photocopies of experience / performances should be submitted with the quotation.**

**b) Service description with the service charges should be mentioned in the quotation properly. NSDL uploading fees will be allowed on actual basis against submission of receipts.**

**c) Service provider has to make himself/herself available to Officers and dealing assistants of the concerned table as and when required to provide assistance.**

**d) Submission of quarterly I.T. return (24Q & 26Q) is to be made strictly within the stipulated period as fixed by the IT Department. Revised return and other services as mentioned above are to be made within reasonable period so that it may not affect the timely submission of individual IT Return, Tax Credit etc.**

## TERMS & CONDITIONS

- Quotation should be submitted in the Office of the Deputy Registrar (Admn.), O.S. High Court, Calcutta at the High Court Main Building on or before **16.06.2020** (Between 11-30 a.m. and 4-30 p.m.) on any working day and should be properly signed and stamped. The Hon'ble Court will not take any responsibility for delay, loss or non-receipt of quotations sent by post. The sealed tender will be opened on **17.06.2020 at 12 noon**.
- Service charge should be quoted taking into account the description / specification and quantity of the services for which quotations have been invited.
- **Rates quoted should be inclusive of all applicable charges, taxes, duties and levies etc. if any.**
- If the quotation of any Service Providers, which is not enlisted with this Hon'ble Court, is selected, the concerned supplier may have to submit copies of such documents as Trade License and / or PAN etc. as and when the Deputy Registrar (Admn.), High Court, O.S. Calcutta may direct.
- Conditional quotations will not be considered.
- Willing Service Providers submitting quotation should specify the address of its office and its Phone/Mobile number (and other contact numbers e.g. Fax, E-Mail, if available) for the purpose of quick communication in the event of urgency.
- Canvassing on the part of a Service Providers submitting quotation will render its quotation liable to cancellation summarily.
- This Hon'ble Court may award the contract to the Service Providers whose quotation has been determined to be substantially responsive and who has quoted the lowest evaluated price. However, the Hon'ble Court is not bound to accept the lowest bid. This Hon'ble Court reserves the right to accept or reject any or all quotations and to cancel the process at any time prior to the award of contract for any reason whatsoever.
- Upon selection of quotation, concerned Service Providers would have to arrange their own arrangements to give their services strictly according to the description / make / type / specifications provided in the instant notice. In case of any deviation from this and any default regarding this on the part of a selected Service Providers, the administration of this Hon'ble Court may take any or all such actions against the Service Providers as it may consider appropriate.