
	GOVERNMENT ENGINEERING COLLEGE, RAJKOT (Approved AICTE Instt. Affiliated to G.U. under Director of Tech. Education, Gujarat State)		
	સરકારી ઈજનેરી કોલેજ, રાજકોટ ગુજરાત રાજ્યની ટેકનીકલ શિક્ષણ વ્યવસ્થાપક સંસ્થા, ગુજરાત AICTE Permanent ID: I 66014/1 AICTE C 49 G.U. code: 020		
મવડી કાંકોટ રોડ, કાંકોટ પાસે રાજકોટ ૩૬૦૦૦૫		Mavdi Kankot Road, Near Kankot Village, Rajkot 360 005	
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Date: 20/07/2022

No GECCR/Stores/CA/2022-23/339

INQUIRIES

Subj.: Quotation for અધિકારી/કર્મચારીના આવકનો ટેક્સ ત્રિ-માસિક અપલોડ તેમજ Form-16A,

Part-B વિગેરે કામ બાબતે. (As Per Annexure-I)

Period of contract :- From 2nd quarter of F.Y. 2022-23 to 1st quarter of F.Y. 2023-24

Sir,

I am requesting you to send your valued QUOTATION for the services mentioned in the Annexure-I with this letter. The following **Conditions** should be complied within your quotation and failure to which will render your quotation liable to rejection. The quotation should be sent in a **sealed cover duly signed**. Outside the cover it should be clearly written **Quotation for અધિકારી/કર્મચારીના આવકનો ટેક્સ ત્રિ-માસિક અપલોડ તેમજ Form-16A, Part-B, GST Filing વિગેરે કામ બાબતે (As Per Annexure-I).**

1. The last date for receiving the quotation is 04/08/2022, and the quotations will be opened at 15:00 hrs on 05/08/2022. You may remain present at the time and date of opening, if you so desire.
2. Your rate should be clearly mentioned with rate and applicable taxes (if any) in accordance with the applicable government norms and rules.
3. Details of services to be provided is as per the Annexure-I
4. Rate must be quoted in specified units mentioned in the tender/quotation form.
5. Conditional tender will not be accepted.
6. The validity period for the quotation should be at least 3(three) months or more from the date of opening of tender/quotation. Tender/Quotation once submitted shall remain final and irrevocable.
7. Payment should be made after completion of services for the concerned period mentioned in the Annexure-I.
8. This Office reserves the right to accept or reject any or all quotation/s without assigning any reason.
9. This contract can be extended for one year after completion of the period of contract with all the terms and conditions being acceptable to both the parties and at the same or lesser rate.

10. The fees for GST filing, NSDL portal filing fees or any other government fees will be reimbursed after producing receipt of the same.
11. Party has to make corrections in the Form-16 and quarterly return filing without charging any extra fees for the same.
12. Party has to answer & do the needful in the response of the notice issued by the Income Tax Department and GST Department and has to solve the issues arising during this contract period / tenure without charging any extra fees towards rectification of it. For IT shortfall and any other notices issued for past filing of Income Tax, Rs. 2,000/- per year of shortfall per notice will be paid.



Yours faithfully,
PRINCIPAL,
GOVT. ENGINEERING COLLEGE
RAJKOT.

Encl: Annexure-I

નીચે જણાવ્યા પ્રમાણેની કામગીરી અંગેનું ભાવ પત્રક

ANNEXURE-I

ક્રમ. નં.	કામની વિગત	ભાવ (રૂપીયામાં)
૧	ઇન્કમેટેક્ષના ત્રિમાસિક કપાત કરેલ TDS ની NSDL પર E-filing પ્રક્રિયા સંસ્થાના તમામ અધિકારી/કર્મચારી માટે પ્રતિ સ્ટાફ/ત્રિમાસિક દીઠ ભાવ	
૨	Form-16 Part 'A' તથા Part 'B' તૈયાર કરવા. પ્રતિ સ્ટાફ/વાર્ષિક ભાવ	
૩	ફોર્મ 26-Q અન્ય પાર્ટીઓ માટે પાર્ટી દીઠ પ્રતિ એન્ટ્રી ત્રિમાસિક ભાવ	
૪	TEQIP-II હેઠળના ફોર ઇન્ડ એકાઉન્ટનું વાર્ષિક ઓડિટ કરી ઓડિટ રીપોર્ટ આપવો.	
5	GST ની તમામ કામગીરી -માસિક ભાવ (REGISTERED AS TDS DEDUCTOR)	

Note:

Clearly mention your GST rate and applicable taxes as per the government norms separately if any.

(સંસ્થા/કંપનીનો સહી તથા રબ્બર સ્ટેમ્પ)