



AGARTALA MUNICIPAL CORPORATION (3rd)  
AGARTALA

**SHORT NOTICE INVITING TENDER**  
NIT NO: <sup>2025-30</sup> /66/GST/Accounts/2016-17, Dated:- <sup>03</sup> .07.2018

The Municipal Commissioner, Agartala Municipal Commission, invites on behalf of the Hon'ble 'Mayor' Agartala Municipal Corporation, a sealed quotations from the C & AG empanelled Firms of Agartala for;

1. GST guidance, filing of GST monthly returns wrt deductor and taxpayers,

**Term and conditions**

1. Chartered Accountant Firms should be empanelled with C & AG for the year 2017-18.
2. The firm should have Head Office in the State of Tripura
3. The AMC has 10 ( ten) Officers performing work as DDOs presently.
4. Head Office of the C.A. firm must exist in Tripura not less than 3(three) years as per the ICAI Certificate.
5. The Firm will make GST registration of 10 nos. DDO working different Division & Zonal office & Head office under AMC as **deductor & Tax payer**.
6. The firm will be responsible to **collect GST related data** from all Divisions, Zone offices & Head office under AMC and then submit GST return under respective GST registration wise.
7. The firm will provide **Guidance of GST** for all Divisions, Zone offices & Head office of AMC.
8. **Data entries** are required to be performed on behalf of all Divisions, Zone offices & Head office of AMC, if necessary.
9. If firm fails to pay the collected Tax amount within schedule time, liability will be **borne** by the firm.
10. The firms those who are interested to be appointed will have to quote fees and Taxes as per the format given at **Annexure -1**. Work will be awarded to the lowest bidder as per the total quoted price, (subject to submission of proof of experience in the respective field).
11. The Firm once appointed can continue for another 1 (one) year subject to satisfaction of the performance. However, contract may be extended for maximum 2(two) years as per prevailing rate.
12. In case, same fees is quoted by two or more CA firms, the selection of firm shall be done considering the following factors- (i) Past experience in handling the task assigned to them (ii) Turnover of the firm.
13. Agency should undertake the GST return filing for the Financial year 2017-18 (from July 2017 onwards) and Financial 2018-19.
14. The filing of the Returns of GST would be as per order/guideline/Acts/Rules.
15. The bidder on awarding of contract give comments and observation on accounting records systems and internal controls.
16. Copy of Firm Registration Certificate issued by ICAI, Empanelment No. with C & AG, Experience Certificate in the respective field, Firm PAN / TAN no. and GST Registration Certificate, Income Tax return for the last 3 years, copy of audited balance sheet for the last 3 years, should be furnished.
17. The interested tenderers' may drop the tender in the tender box kept at chamber of DDO, AMC on or before 3.00 p.m. by **19<sup>th</sup> July, 2018**.
18. Minimum Rate for the job of GST guidance, filing of GST return, filing per annum would be Rs.15,000/-
19. The Earnest money would be **Rs. 30,000/-**. Earnest money should be deposited through demand draft drawn in any scheduled commercial banks in favour of the Agartala Municipal Corporation, payable at Agartala. The Demand Draft must be submitted along with the tender.
20. The AMC reserve the right to reject any or all Tender/quotation(s) without assigning any reason.
21. EMD of the successful bidder shall be treated as security deposit and shall be held up till the period of contract. The EDM of the unsuccessful bidder shall be returned. The EMD of the bidder who would be awarded contract shall be forfeited in case of violation of the terms of the contract.
22. The AMC reserve the **right to cancel the Letter of Award (LOA)** in between of work, if found any discrepancies or unsatisfactory performance

  
Municipal Commissioner  
Agartala Municipal Corporation



ANNEXURE-1

Format for Submission of Financial Bid

Sl.no	Particulars	Rates (in Rs.)	Taxes (in Rs.)	Gross Total (in Rs.)
1	Filing of GST monthly returns as per time schedule as it is there in GST Notification/rules & Acts for FY 2017-18, starting from July 2017 to March 2018, i.e., for <b>9 months</b> , (as taxpayer, i.e., GSTR 1, GSTR 2, GSTR3, etc.,)			
2	Filing of GST monthly returns as per time schedule as it is there in GST Notification / rules & Acts for FY 2018-19, starting from April 2018 to March 2019, i.e., for <b>12 months</b> (as taxpayer & deductor i.e., GSTR 1, GSTR 2, GSTR3, etc.,)			
	<b>Grand Total</b>			

Grand Total in words .....

  
Municipal Commissioner  
Agartala Municipal Corporation