



AGARTALA MUNICIPAL CORPORATION  
AGARTALA

**SHORT NOTICE INVITING TENDER**  
**NIT NO: 582-87/66/GST/Accounts/2016-17, Dated: 21.03.2018**

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, filling of GST monthly returns wrt 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 must exist in Tripura not less than 3(three) years as per the ICAI Certificate
5. 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).
6. 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.
7. 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.
8. Agency should undertake the GST return filing for the Financial year 2017-18 (from July 2017 onwards) and Financial 2018-19.
9. The filling of the Returns of GST would be as per order/guideline/Acts/Rules.
10. The bidder on awarding of contract give comments and observation on accounting records systems and internal controls.
11. 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.
12. 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 **16<sup>th</sup> April, 2018**.
13. Minimum Rate for the job of GST guidance, filing of GST return, filing per annum would be Rs.15,000/-
14. 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.
15. The AMC reserve the right to reject any or all quotation(s) without assigning any reason.
16. 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.

  
Municipal Commissioner  
Agartala Municipal Corporation

To: -

1. The Hon'ble Mayor, AMC for kind information.
2. P.R.O., AMC for information and necessary action for arranging publication in the local News Papers (enclosed 6 (six) copies N.I.T).
3. Accounts Section (GI / PWD), AMC for information.
4. The In-Charge, E-Gov. Cell, AMC for publication in the website.
5. Notice Board /Guard file, AMC.
6. 1 (one) copy to PA, Commissioner.

  
Municipal Commissioner  
Agartala Municipal Corporation

