



OFFICE OF THE DEAN & PRINCIPAL
FAKIR MOHAN MEDICAL COLLEGE & HOSPITAL, BALASORE
At/Po/Dist.- Balasore, Pin- 756019 (Odisha)
E-mail: dean.fmmchb@gmail.com , Tel 06782 – 224901, Fax: 06782 – 224901

Quotation Call Notice No. 661 /D/FMMCHB, Dt 10/02/2023

Inviting quotation for e-filing of TDS and GST Return for the Office of the Dean & Principal, FMMCH, Balasore

Sealed Quotation are invited from any agency/firm for filling the e-filing of TDS/GST return for the Office of the Dean & Principal, FMMCH, Balasore as per terms and conditions mentioned below. The sealed quotations along with all the required document must reach the office of the undersigned on or before **27.02.2023 at 5.00 PM** through Speed /registered post only.

Terms and Condition:-

1. Envelope should be super-scribed "Quotation for Filling the e-filing of TDS/GST return for the Office of the Dean & Principal, FMMCH, Balasore "
2. The agency/firm should have Balasore based Head Office /Branch Office.
3. The agency/firm should have atleast 3 years experience in filling of TDS and GST return in a Govt. of Odisha/India.
4. The agency/firm will be responsible for e-filing of monthly GST Return and collect monthly data from Account section of the Office of the Dean & Principal, FMMCH, Balasore on last working day of the month.
5. The agency/firm will be responsible for e-filing of quarterly TDS of (Official & Non Official) and quarterly data will be collected from Account section of the Office of the Dean & Principal, FMMCH, Balasore during the 1st week of next quarter.
6. The agency/firm will be responsible for reconcile quarter wise data and to provide soft copies of Form No-16 (Part A and Part B both) for regular salaried employees and Form No 16 A for non salaried agencies/officials on quarterly basis.
7. The contract can be terminated any time without assigning any reason thereof. If the work of the agency/firm is found to be unsatisfactory, it would be entrusted to other party at the risk and cost of the firm. In this connection the decision of the competent authority shall be final and binding upon the agency/firm.
8. The rate should be quoted in Rupees (both in amount and words) for providing e-filing service of TDS and GST Return for a quarter and for a financial year separately.
9. The agency/firm for providing the service will be selected on the basis of minimum rate quoted.
10. The contract can be extended maximum for a further period of 2 years on year to year basis on the same terms and conditions.
11. Any dispute arises settlement within the jurisdiction of court at Balasore.

S. U. Sena
10.2.2023

Accounts Officer
F.M.M.C. & H, Balasore.

S. U. Sena
10/02/23
Dean & Principal,
Fakir Mohan Medical College & Hospital, Balasore

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