



GOVERNMENT OF TRIPURA
OFFICE OF THE MEDICAL SUPERINTENDENT & HEAD OF DEPARTMENT
AGARTALA GOVT. MEDICAL COLLEGE & GBP HOSPITAL
KUNJABAN, AGARTALA- 799006, TRIPURA (W).
Website: agmc.nic.in, E-mail: gbpurchase54321@gmail.com, Phone: 0381-2353112

No. F. 3(198)-MED/AC/2019-20(Sub-II)

Dated, Agartala, the/...../ 2023

Notice Inviting e-Tender

For

"Rate Contract for Hiring of Agency For E-Filing of TDS Return Under Income Tax for Salaried Employees, Non-Salaried (Vendors) and Filing of Return of TDS Under GST at AGMC & GBP Hospital, Agartala."

Office of the Medical Superintendent & Head of Department
AGMC & GBP Hospital
Kunjaban, Agartala – 799006, Tripura (W)
Website: <http://tripuratenders.gov.in>

25/06/2023
Medical Superintendent & HoD
AGMC & GBP Hospital, Agartala.

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25/07/2016
Medical Superintendent & HoD
AGMC & GBP Hospital, Agartala.

SECTION- I

SCHEDULE OF E-TENDER

Medical Superintendent & Head of Department, AGMC & GBP Hospital, Agartala, invites Public Tender for the execution of following work under 02 (two) bid system through e-tendering from bonafide experience, reliable, resourceful Firms having experience for E- Filing of TDS Return Under Income Tax for Salaried Employees, Non-Salaried (Vendors) and Filing of Return of TDS Under GST in Public Sector Undertaking/Government Sector/Autonomous Institutions/ Reputed Private Sector:

LIST OF IMPORTANT DATES IN CONNECTION WITH THE BID FOR THE WORK

Sl. No.	Details	Date & Time
1.	Name of Work	“Rate Contract for Hiring of Agency For E-Filing of TDS Return Under Income Tax for Salaried Employees, Non-Salaried (Vendors) and Filing of Return of TDS Under GST at AGMC & GBP Hospital, Agartala.”
2.	Period of contract	Valid for 02 (two) years from the date of award of the rate contract. Extendable for a further period of 01 (one) year on satisfactory service.
3.	Tender Estimate Value Cost	Rs. 2,00,000/- (Approx.) per Annum.
4.	Earnest Money Deposit (EMD)	Rs. 10,000/- (5% of Tender Estimate Value).
5.	Cost of Tender Document	Rs. 1,000/- (Non-Refundable)
6.	Date and time of Publishing of Tender	Date: 18.07.2023. , Time:
7.	Document download & uploaded https://tripuratenders.gov.in	Download Start Date: Date: 18.07.2023 , Time: Download End Date: Date: 09.08.2023. , Time:
8.	Date of Pre-Bid Meeting	Date: 20.07.2023. Time:
9.	Place of Pre-Bid Meeting	College Council Room, AGMC & GBP Hospital, Agartala.
10.	Bid Opening Date and Time	Date: 10.08.2023. * , Time:
11.	Place of opening Bids	Store & Purchase Section, O/o the Medical Superintendent & HoD, AGMC & GBP Hospital, Agartala
12.	Bid Validity	180 days from the date of publication of E-tender
13.	Officer Inviting Bids	Medical Superintendent & HoD, AGMC & GBP Hospital, Kunjaban-799006, Agartala, Tripura (W).
14.	Performance Security	Rs. 20,000/- (10 % of Tender Estimate Value).
15.	Completion period for the work	90 days

Note: - All the above-mentioned time are as per clock time of e-procurement website <https://tripuratenders.gov.in>. In case the date of opening happens to be a declared holiday, then tenders shall be opened on the next working day at the same time and at the same venue. Any amendment/corrigendum to this e-tender will be published on e-procurement portal website <https://tripuratenders.gov.in> only and not in print media. Bidders should regularly visit these websites to keep themselves updated.


 Medical Superintendent & HoD
 A.G.M.C & G.B.P. Hospital, Agartala.

SECTION- II

ELIGIBILITY CRITERIA

3.1. The agency which fulfills the following criteria may only apply: -

The Medical Superintendent, AGMC & GBP Hospital, Agartala invites online bids from reputed, experienced, and financially sound company/firm including partnership firms etc. for Inviting E-Tender for providing services in respect of "**Rate Contract for Hiring of Agency For E- Filing of TDS Return Under Income Tax for Salaried Employees, Non-Salaried (Vendors) and Filing of Return of TDS Under GST at AGMC & GBP Hospital, Agartala**" for a period of 02 (two) years and the contract may be extended for a further period of 01 (one) more year with mutual consent and on satisfactory performance during contract period on the same terms, conditions and rates and at the discretion of AGMC & GBP Hospital, Agartala.

The bids shall be accepted online in **two bid system only consisting** of Technical Bid and Financial Bid. The bidders who intend to participate in the tender should submit their bids online e-procurement portal **www.tripuratenders.gov.in** and must be registered with the CPP portal. The tender document may also be downloaded from the website of **www.tripuratenders.gov.in**.

3.2. The Bidder, to qualify for the award of contract, shall submit a written notarized power of attorney authorizing the signatories of the bid to participate in the bid.

3.3. Notarized Memorandum of Understanding shall be provided in case the Bidder comprises of Partnership firm.

3.5. Nomination of one of the members of the partnership to be in charge and this authorization shall be covered in the notarized power of attorney signed by the legally authorized signatories of all members of partnership firm.

3.6. Details of the intended participation by each member shall be furnished with complete details of the proposed division of responsibilities and corporate relationships among the individual members.

3.7. Documents such as articles of association/partnership deed etc., proof of incorporation, proving the registration of place of business and showing the details of partners/promoters/board of directors etc.

3.8. The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership full details of ownership and control of each member thereof.

3.9. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.

3.10. The Registered Company/Society/ Agency/ Proprietorship/Partnership firm etc. should have PAN number (a self-attested copy of PAN card and Income Tax return for the last three Assessment year must be furnished.

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3.11. GST Registration number with GST Department (a self-Attested copy of GST Registration number with a copy of latest receipt/challan shall be furnished).

3.12. The Registered Company/Society/Agency/Proprietorship/Partnership firm etc. must have registered and must submit documents towards proof to this effect along with name and address of banker(s).

W 18/2013
Medical Superintendent & HoD
AGMC & GBP Hospital, Agartala

SECTION- III

GENERAL TERMS & CONDITIONS

4.1. The interested bidders should furnish the bids in 2 (two) parts, namely “**Technical Bid**” & “**Financial Bid/ Bill of Quantity(BOQ)**”.

A. Technical Bid:

1. The bidders are required to upload copies of the following documents along with the Technical Bid (information furnished by the firm etc. for evaluation of technical bids) in pdf format, failing which their Bids shall be summarily /uprightly rejected and will not be further considered.

- a. Scanned copy of Bidder Turnover as per Annexure- A i.e., Annual Turn Over to be certified by CA.
- b. Scanned copy of certificate on letter head of firm from authorized representative of firm certifying at least 1(one) year of experience in E- Filing of TDS Return Under Income Tax for Salaried Employees, Non-Salaried (Vendors) and Filing of Return of TDS Under GST.
- c. Scanned and certified copies of AMCs /Work Order from at least 2(two) different organizations, one of which must be State or Central Government.
- d. Scanned copy of Satisfactory Performance Certificate from State or Central Government in the similar nature of work.
- e. Scanned copy of Earnest Money Deposit (EMD).
- f. Scanned copy of EMD exemption certificate (if applicable).
- g. Scanned copy of PAN and Aadhaar Card
- h. Scanned copy of GST Registration Certificate with last GST return copy.
- i. Scanned copy of TIN-FC Certificate.
- j. Scanned copy of NSDL registration.
- k. Scanned Copy of Professional Tax Clearance Certificate.
- l. Scanned copy of Section-X (details of bank account of firm).
- m. Scanned copy of up-to-date relevant Trade Licence.
- n. Scanned copy of Total Strength of Employees details and their Credential.
- o. Scanned copy of IT Return with Balance Sheet for the last three Assessment year viz. 2020-21, 2021-22 and 2022-23.
- p. Scanned copy of Declaration as per Annexure- B.
- q. Scanned copy of Bidders Profile as per Annexure- C.
- r. Scanned copy of Acceptance Terms & Conditions of Tender as per Annexure- D.

2. Conditional and incomplete bids shall not be considered and will be treated as unresponsive bid and rejected out rightly at the very first instance. The Medical Superintendent, AGMC & GBP Hospital, Agartala reserves the right to annul any or all bids without assigning any reason.

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(xii) Annexure - A, B, C, D which forms the Technical Bid shall be duly filled; information asked for must be furnished in the given format only and should be supported by necessary document wherever required. Annexure - A, B, C, D and documents should be uploaded by naming it "Technical Bid" in the cover for Technical Bid.

(xiii) Annexure - A, B, C, D contains general information, information regarding work experience and performance and annual turnover. All the pages of Annexure - A, B, C, D should be filled and uploaded by bidders; each page should be signed and sealed by the authorized representative of the firm.

(xiv) Incomplete or conditional tender will be treated as unresponsive bid and therefore rejected. The bidder shall furnish (upload) with the bid all information as sought in this tender document in the absence of which the bid is liable to be rejected.

(xv) If any information furnished by bidder is found to be incorrect or false at any point of time, the bid/contract will be liable to be terminated without any notice and the Earnest Money Deposit (EMD)/bank guarantee is liable to be forfeited.

(xviii) The bidder should be registered with Income Tax Department and with GST.

B. Financial Bid/Price Bid:

(i) Bill of Quantity (BOQ).

(ii) The bidder may submit the bid documents online mode only, through [www.tripuratenders.gov.in](http://tripuratenders.gov.in) portal. Offline documents will not be handled through this system.

(iii) Financial bids will be evaluated only if bid submitted through online portal of [www.tripuratenders.gov.in](http://tripuratenders.gov.in) of the firms that qualify the technical bid. Financial bids will be evaluated and tender will be finalized based on the Tender charges for all the items taken together and not by item wise lowest rate quoted by the bidders.

(iv) **Rate to be quoted per unit in quarterly basis on E- Filing of TDS Return Under Income Tax for Salaried Employees, Non-Salaried (Vendors) and in monthly basis on Filing of Return of TDS Under GST exclusive of all applicable taxes.** The rates are to be quoted as per 'BoQ' for financial bid given in Section- VIII. The rates should be quoted both in figures and words.

(v) The rates quoted will remain in force for the full period of contract. Demand for revision of rates on any account shall not be entertained during the contract period. The rate should be compulsorily be quoted for all the items otherwise the bid shall be treated as incomplete and unresponsive bid and therefore shall be rejected.

4.2. Both Technical bid and Financial Bid should be uploaded on the official website: <http://tripuratenders.gov.in>.

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4.3. The bidders are instructed to read the complete bid document carefully and then prepare and submit the bid in advance to avoid any bottlenecks, whatsoever, in the last minute of submission.

4.4. The tender documents shall be available online, which can be downloaded from the official website: <http://tripuratenders.gov.in>.

4.6. No insurance charge is admissible and successful Tenderers will be responsible for any breakage, damage and loss in transit on way to destination.

4.7. Submission of any un-asked documents beyond the need of NIT may lead the bid invalid.

4.8. Tender can be cancelled at any point of time by the department without any prior notice.

4.9. PRE-BID MEETING:

(a) Any bidder shall produce their opinion regarding specification or terms & condition during Pre-Bid meeting but chairman of pre-bid meeting will decide the matter as per need, if approved by the appropriate authority.

(b) All interested bidders are requested to submit their query if any for clarification regarding the tender document and terms and conditions, specifying the para heading, clause no and page no of the tender document by email to gbpurchase54321@gmail.com before the date of pre-bid meeting.

(c) The representative authorized (with authorization letter) by the bidder shall be present and sign the register evidencing their attendance in pre bid meeting.

(d) Clarification if any will be uploaded only on <https://tripuratenders.gov.in>.

(e) Bidders are requested to check further notifications / updates / corrigendum / addendum if any issued by AGMC & GBP Hospital on the above websites.

4.10. VALIDITY OF BID:

(a) Bids shall remain valid for 180 days after the date of tender opening prescribed by AGMC & GBP Hospital. A bid valid for shorter period would be rejected by the AGMC & GBP Hospital as non-responsive.

(b) In exceptional circumstances, AGMC & GBP Hospital may solicit the bidder's consent to an extension of the period of validity. The request shall be made in writing or by email. The EMD provided shall also be suitably extended. A bidder may refuse the request without forfeiting his EMD.

4.11. CLARIFICATION OF BIDDING DOCUMENTS:

(a) A prospective Bidder requiring any clarification of the Bidding Documents may notify the Purchaser in writing or by e-mail within the stipulated period as per critical dates of NIT (i.e., before pre-bid meeting).

(b) Tender inviting authority reserves the right to take decision on nature and extend of amendments, if required.

(Signature)

4.12. AMENDMENT / CORRIGENDUM OF BIDDING DOCUMENTS:

At any time prior to the deadline for submission of bids, the tendering authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by an amendment.

All such amendments will be made available on tender website/portal. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bid, the Purchaser may, at its discretion, extend the deadline for the submission of bids.

4.13. EARNEST MONEY DEPOSIT (EMD) & TENDER FEE:

(a) The amount of **Bid Security (also known as Earnest Money) should ordinarily range between 2% to 5% of the estimated value** as per the Notification vide No.F.10(4)-FIN(G)/15(L)/Part-I/316 dated 07-12-2022 issued by the Finance Department, Govt. of Tripura.

EMD exempted provisions should be incorporated in the DNIT. Bid Security (also known as Earnest Money) is to be obtained from the bidders except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department.

(b) The EMD of unsuccessful bidders will be returned after award of the contract to the successful bidder and shall carry no interest whatsoever. No correspondence/request for withdrawal of the EMD shall be entertained before award of contract.

(c) The tender is liable to be rejected out rightly on non-submission of EMD. Tenderer shall not be entitled for any interest on EMD/Security Deposit.

(e) Proof of submission of EMD & Tender fee (transaction ID/ Payment details) to be uploaded.

(f) EMD of technically invalid bidders will be released after AOC (award of contract) process is completed in the e- procurement portal.

(g) The EMD shall be forfeited:

- i) Tenderer fails to accept the work order.
- ii) If a Tenderer withdraws its tender during the period of bid validity as specified in DNIT.

4.14. PERFORMANCE SECURITY:

(a) **Performance Security should be for an amount of 5% to 10% of the value of the contract** as specified in the bid documents. Performance Security may be furnished in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee (including e-Bank Guarantee) from a Commercial bank or online payment in an acceptable form safeguarding the purchaser's interest in all respects" as per the Notification vide No.F.10(4)-FIN(G)/15(L)/Part-I/316 dated 07-12-2022 issued by the Finance Department, Govt. of Tripura.

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- (b) The security deposit of successful bidders will be kept for the period of two and half year from the date of award of the contract and shall be refunded without any interest on it within 15 to 90 days after completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later.
- (c) If the contract is extended beyond the initial period, the performance security guarantee shall be suitably extended for further period.
- (d) In case of failure to submit the performance security, equivalent amount shall be deducted from the bill payable and kept as security.
- (e) The security deposit can be forfeited by the Institute in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or non-observance of any condition of the contract.
- (f) No interest on security deposit shall be paid by the Institute to the tenderer.

4.15. EVALUATION:

- (a) The Technical (Tender Evaluation) Committee of the hospital shall have the right to waive off any of the aforesaid requisites in deserving cases.
- (b) After opening of Technical Bid on the schedule date, time and venue, the technical committee shall examine the contents of the tenders received.
- (c) The Tender Evaluation committee shall scrutinize the documents mentioned above for its eligibility, validity, applicability, compliance and substantiation including post qualification criteria stipulated in tender document.
- (d) The Evaluation committee shall also analyze that there is no collusive or fraudulent practice involved in the entire tendering process amongst all the tenders received.
- (f) After finalization/Scrutinization of technical bids comparative statement (Annexure, if required) to be uploaded in the portal subsequently financial bid (BOQ) of technically valid bidders will be opened.
- (g) Only bids of those bidders who qualify in the technical round shall be considered for opening of financial bid.
- (h) After evaluation of the financial bid / BOQ comparative status will also be uploaded as per norms.

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(i) Though the evaluation will be based on the lowest amount quoted excluding GST in the Financial Bid and will be considered for placement of offer. The contract will be awarded to lowest (L1) bidder. The tendering authority will award the contract to the successful bidder whose tender has been determined as lowest evaluated tender.

4.16. PREPARATION OF FINANCIAL BID:

After evaluation of the Technical Bid online, the financial bid of successful bidders in technical round will be evaluated. The total contract value will be considered for deciding the L1. Lowest (L1) bidder to be selected as per the aggregated rate of all quoted items and to be eligible bidder has to quote all the items mentioned in the list.

(a) The bidder shall bear all cost associated with the preparation and submission of its bid, and the purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

(b) Withdrawal of bids: - The bidder may withdraw its bid after submission, provided that written notice of withdrawal of the bids duly signed by an authorized representative is received by the tendering authority prior to the deadline prescribed for submission of bids.

(c) Opening & evaluation of BIDS: - The evaluation committee may not be responsible before or during opening of e-tender (technical & financial bids) to inform the bidders.

(d) Confidentiality: - From the time of bid opening to the time of contract of award, if any Bidder wishes to contact the Purchaser on any matter related to its bid, it should do so in writing or e-mail. If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of nonconformity.

4.17. PERIOD OF CONTRACT:

(a) The rate contract shall remain valid for a period of 02 (two) years from the date of award of contract in accordance with the terms and conditions mentioned herein.

(b) The contract may be extended for a further period of 01 (one) more year with mutual consent and on satisfactory performance during contract period on the same terms, conditions and rates and at the discretion of AGMC & GBP Hospital, Agartala.

4.18. ACCEPTANCE/TERMINATION OF BID:

(a) Tender can be cancelled at any point of time by the Medical Superintendent & Head of Department, AGMC & GBP Hospital, Agartala, without any prior notice.

(b) Unsatisfactory, unprofessional, and fraudulent behaviour shall result in termination of the contract, with forfeiture of the security deposit.



Medical Superintendent & HoD
AGMC & GBP Hospital, Agartala.

SECTION- IV

SPECIAL TERMS & CONDITIONS

5.1. VALIDITY OF CONTRACT:

- (a) The contract shall be valid for a period of 02 (two) years from the date of award of contract in accordance with the terms and conditions mentioned herein.
- (b) The contract may be extended for a further period of 01 (one) more year with mutual consent and on satisfactory performance during contract period on the same terms, conditions and rates and at the discretion of AGMC & GBP Hospital, Agartala.
- (c) The agency has to give 03 months' notice before cancellation of the contract. Contravention of the same would lead to forfeiture of performance guarantee/Security money along with all outstanding dues.
- (d) The contract can also be terminated by AGMC & GBP Hospital with one month notice period, if any revised policy decision by Medical Superintendent & Head of Department, AGMC & GBP Hospital demands the same.

5.2. PAYMENT:

- (a) Payment shall be made after satisfactory filing of Income Tax return on quarterly basis and proof of receipt from NSDL. Proof of filing TDS return under GST is also needed monthly.
- (b) Filing to be done as per Income Tax norms and before the due date of each quarter and GST norms before due date of each month. All the printed from 16 & 16A to be delivered before due date.
- (c) No advance payment shall be made under any circumstances.
- (d) Payment may be released as per norms.
- (e) Income Tax and other taxes/GST shall be deducted from the bill as per government norms.

5.3. AUTHORITY OF PERSON SIGNING DOCUMENTS:

A person signing the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other and if, on enquiry, it appears that the person so signing has no authority to do so, the AGMC & GBP Hospital may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

5.4. RESPONSIBILITY FOR EXECUTING CONTRACT:

The agency is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.

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(a) The agency shall not sublet transfer or assign the contract or any part thereof to any third party without the written permission of the Medical Superintendent & Head of Department, AGMC & GBP Hospital, Agartala. In the event of the contractor contravening this condition, the Medical Superintendent & Head of Department, AGMC & GBP Hospital, Agartala shall be entitled to place the contract elsewhere on the contractors account at his risk and cost and the agency shall be liable for any loss or damage, which the AGMC & GBP Hospital, may sustain in consequence or arising out of such replacement of the contract, apart from forfeiture of the Security Deposit / Performance Guarantee given for due performance of the contract, for such breach.

(b) The Medical Superintendent & Head of Department, AGMC & GBP Hospital, Agartala or the Competent Authority of the AGMC & GBP Hospital may grant such permission for substitution subject to any further conditions as it may deem necessary on the existing as well as the proposed contractor and both of them shall be bound to comply with such further condition as may be imposed.

(c) In all matters of dispute relating to this contract, the decision of Medical Superintendent & Head of Department, AGMC & GBP Hospital, Agartala, will be final and binding upon the agency.

(d) While submitting the bids, the bidder is deemed to have read, understood and accepted all the terms and conditions stated in the tender document and no change, whatsoever desired, will be entertained by AGMC & GBP Hospital.

5.5. CONTRACT AGREEMENT:

(a) The selected vendor shall have to sign a contract agreement, on non-judicial stamp paper of appropriate value on own cost, containing the details of all the general terms and conditions, special terms and conditions of the tender document after issue of award of contract and before commencement of purchase order.

(b) The original agreement document will be retained by AGMC & GBP Hospital.

(c) In case the contract is extended beyond the initial period, a fresh agreement is to be made at the own cost of the vendor for the extended period.

5.6. APPLICABLE LAWS:

The contract shall be governed in accordance with the law prevailing in India, Act, Rules Amendments and orders made thereon from time to time.

5.7. JURISDICTION:

In case of legal dispute, the jurisdiction will be the Hon'ble High Court of Tripura, Agartala.

5.8. CONTRACT LANGUAGE:

The firm hereby represents that it has sufficient knowledge of the English language to understand fully the contract. The contract shall be in the English language, and all documentation related here to will also be in the English language.

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5.9. FORCE MAJEURE:

For purpose of this clause, "Force Majeure" means an event beyond the control of the Supplier, not involving the supplier fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such a condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

5.10. PENALTIES:

Violating the tender terms and conditions & non supply / supply which is not as per technical specification will disqualify the firm to participate in the tender for a period of 03 (three) years from the date of issue of letter and his EMD/Performance security deposit will be forfeited and no further purchase order will be placed to that firm for that item.

5.11. AWARD OF CONTRACT (AOC):

- (a) The tendering authority will award the contract to the successful tenderer whose tender has been determined as lowest evaluated tender.
- (b) The Medical Superintendent & Head of department, AGMC & GBP Hospital, Agartala, reserves the right to increase or decrease the quantity to be purchased and also accept or reject any tender without assigning any reason thereof and tender may be accepted or rejected in part or in whole.

19/02/2023
Medical Superintendent & HoD
AGMC & GBP Hospital, Agartala.

SECTION- V

Guidelines for submission of online bids (e-tender) through CPP

As per the directives of Department of Finance, Govt. of Tripura, this tender document has been published on the e-procurement Portal (www.tripuratenders.gov.in). The bidders are required to submit soft copies of their bids electronically on the e-Portal, using valid Class-III Digital Signature Certificates. The Instructions given below are meant to assist the bidders in submission of e-tender through the Portal. More useful information for submitting online bids on the e-procurement portal obtained at www.tripuratenders.gov.in

REGISTRATION:

1. Bidders are required to enroll on the e-Procurement module of the CPP Portal (<https://tripuratenders.gov.in>) by clicking on the link “Online Bidder Enrolment”. Enrolment on the CPP Portal is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g., Sify/TCS/nCode/eMudhra etc.) with their profile. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
5. Bidder then logs in to the site through the secured log-in by entering their user ID, password, and the password of the DSC/e-Token.

PREPARATION OF BIDS:

1. Bidder should consider any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents must be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document and they should be in PDF formats. Bid documents may be scanned with 100 dpi with black and white option.

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SUBMISSION OF BIDS:

3. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
4. The bidder must digitally sign and upload the required bid documents one by one as indicated in the tender document.
5. Bidder must select the payment option to pay the EMD online within the stipulated time.
6. Bidder should upload their Technical Bid (information furnished by the firm for evaluation of technical bids given in Annexure -I) and “BOQ” as the Financial Bids (information furnished by the firm for evaluation of financial bids given in Annexure-II).
7. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
8. The e-tender has been invited under two bids system (Technical Bid and Financial Bid.) The interested firms are advised to submit their bids-Technical Bid and Financial Bid “online” by visiting the e-Procurement Portal (www.tripuratenders.gov.in). The bidders will submit their bids on the e-Procurement Portal, in an encrypted format. Possession of valid Digital Signature Certificate (DSC), valid e-mail address and registration of the firm on the Central Procurement (CPP) Portal; are pre-requisite for e-tendering.
9. The firms who are exempted from submission of Earnest Money Deposit (EMD) shall be dealt as per General Financial Rules, 2017 subject to submission of an undertaking from the firm seeking such exemption. Copies of relevant certificates/documents regarding such exemption should be submitted along with the bid.

W. B. P. Hospital
Medical Superintendent,
A.G.M.C & G.B.P. Hospital, Agartala.

SECTION- VI

CLARIFICATION OF TENDER DOCUMENT:

1. The bidder shall check the pages of all documents against page number and, in the event of discovery of any discrepancy or missing pages the bidder shall inform to the Office of Accounts Section in the Medical Superintendent, AGMC & GBP Hospital, Agartala.
2. In case the bidder has any doubt about the meaning of anything contained in the Tender document, the bidder shall seek clarification from Office of Accounts Section in the Medical Superintendent, AGMC & GBP Hospital, Agartala not later than two weeks before submitting his bid. Any such clarification, together with all details on which clarification had been sought, will also be forwarded to all bidders without disclosing the identity of the bidder seeking clarification. All communications between the bidder and the Department shall be carried out in writing.
3. Except for any such written clarification by the Department, which is expressly stated to be an addendum to the tender document issued by the Office of Accounts Section in the Medical Superintendent, AGMC & GBP Hospital, Agartala, no written or oral communication, presentation, or explanation by any other employee of the Department shall be taken to bind or fetter the Department under the contract.

3/08/2013
Medical Superintendent,
A.G.M.C & G.B.P. Hospital, Agartala.

SECTION- VII

SCOPE OF WORK

- 6.1.** Collection of data from AGMC & GBP Hospital in due time and submission of return in time as per Rules/Acts.
- 6.2.** Individual record wise verification of Amount paid and TDS deducted at the rate prescribed.
- 6.3.** Individual record wise verification of GSTIN number as perform at prescribed.
- 6.4.** GSTIN wise Segregation of data to find out actual TDS value of IGST, CGST & SGST.
- 6.5.** GSTIN wise grouping of records keeping in mind total values of amount paid and TDS deducted as per grouped values must be equal to total values of amount paid and TDS deducted without grouping the records.
- 6.6.** Data entry of records on GST Portal and making list of records where GSTIN is wrong as per Portal and GSTIN is registered.
- 6.7.** Collection of correct GSTIN against above wrong GSTIN then entered the same on the portal.
- 6.8.** Revised data entry on GST Portal against wrong data filed with previous returns.
- 6.9.** Reconciliation of total TDS values entered on the portal with total TDS booked by the DDO in suspense head for the selected month.
- 6.10.** Once finalized data entry on GST Portal.
- 6.11.** Once Challan paid by the DDO then filed the TDS return.
- 6.12.** If any discrepancy found in filling, then incorporate the same with next return.
- 6.13.** Generate & download GSTR-7 and GSTR-7A.
- 6.14.** Provide or mail the GSTR-7 and GSTR-7A to the concerned Officials as and when required.
- 6.15.** E-Filing of TDS Return Under Income Tax for Salaried Employees, Non-Salaried (Vendors) and Filing of Return of TDS Under GST at AGMC & GBP Hospital, Agartala.”

13/09/13
Medical Superintendent & HoD
AGMC & GBP Hospital, Agartala.

SECTION- VIII

Proforma for BoQ i.e., Financial Bid

“Rate Contract for Hiring of Agency For “E- Filing of TDS Return Under Income Tax for Salaried Employees, Non-Salaried (Vendors) and Filing of Return of TDS Under GST” at AGMC & GBP Hospital, Agartala for a period of 2(two) years.”

Note:

- a) Total number of Employees: 760 (may increase or decrease) and Total number of transactions to Vendors: 90 (may increase or decrease) as provided by the Account Section.
- b) The bidder shall quote percentage upto 2 decimal points. If the bidders quote percentage with more than 2 decimal points, then upto two decimal points only be considered without rounding up.
- c) The deduct TDS from the bidder's bill as per Income Tax Act whichever is applicable.
- d) Our Financial Tender shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Tender, i.e., 180 days from the date of opening of technical bid.
- e) We understand that you are not bound to accept any tender that you receive without assigning any reason.
- f) After evaluation of the Technical Bid online, the financial bid of successful bidders in technical round will be evaluated. The total contract value will be considered for deciding the L1 excluding taxes.
- g) Bidder quoting the lowest rate in aggregate of all items shall be considered the lowest (L1) quoting bidder excluding the taxes and shall be awarded the contract.

Signature of the bidder with Date

SECTION- IX

ANNEXURE- A

TOTAL TURNOVER CERTIFICATE

To,
The Medical Superintendent & Head of Department
AGMC & GBP Hospital
Kunjaban- 799006, Agartala, Tripura (W).

Sir,

We hereby certify that M/s _____ (the name of participant in the tender) who is participating the tender for "**E- Filing of TDS Return Under Income Tax for Salaried Employees, Non-Salaried (Vendors) and Filing of Return of TDS Under GST**" at AGMC & GBP Hospital, Agartala, called by Medical Superintendent & Head of Department, AGMC & GBP Hospital, Kunjaban- 799006, Agartala, having their office at _____ (Address of office) has a sales turnover given as below :-

(a) Turnover in the Assessment year of 2020-21: Rs.:-

(b) Turnover in the Assessment year of 2021-22: Rs.:-

(c) Turnover in the Assessment year of 2022-23: Rs.:-

The above information is correct and true.

SIGNATURE OF CHARTERED ACCOUNTANT
with seal

NOTE: The turnover of other than participant will not be accepted.



BIDDER PROFILE**GENERAL INFORMATION ABOUT THE BIDDER**

1. Name of the Bidder Registered address of the firm					
State		District			
Telephone No.		Fax			
Email		Website			
2. Contact Person Details					
Name		Designation			
Telephone No.		Mobile No.			
3. Communication Address					
Address					
State		District			
Telephone No.		Fax			
Email		Website			
4. Type of the Firm (Please tick the relevant box)					
Private Ltd.		Public Ltd.		Proprietorship	
Partnership		Society		Others, specify	
Registration No. & Date of Registration					
5. Nature of Business (Please tick the relevant box)					
Year of Establishment					
6. Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)					
7. In case of Directors, DIN Nos. are required					
Name		Designation			
Bank Details of the Bidder: The bidders have to furnish the Bank Details as mentioned below for return of EMD / Payment for supply if any (if selected)					
<p>a. Name of the Bank:</p> <p>b. Full address of the Branch concerned:</p> <p>c. Account no. of the bidder:</p> <p>d. IFS Code of the Bank:</p> <p>e. MICR Code:</p> <p>f. Type of Account:</p>					



ACCEPTANCE TERMS & CONDITIONS OF TENDER

To,
The Medical Superintendent & Head of Department
AGMC & GBP Hospital
Kunjaban- 799006, Agartala, Tripura (W).

Sub.: Certificate regarding acceptance of all terms & conditions of Tender.

Ref.: Your tender reference no.: No. F. 3(198)-Med/AC/2019-20(Sub-II)

Dear Sir,

This is hereby certified that we have read and understand all terms & conditions of the above tender document and accepts the same without any departure/deviation.

Thanking you.

Yours faithfully

Name _____

Signature _____

Authorized signatory with seal

(A)

SECTION- X

Details of bank account

(Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT) facility for receiving payments)

Sl. No.	Particulars	To be filled by the bidder
1.	Name of Account Holder	
2.	Address of Account Holder	
3.	Name of the Bank	
4.	Name and Address of Branch	
5.	IFSC Code	
6.	MICR Code	
7.	Account Number	
8.	Type of Account	

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user Department responsible.

(Signature of Account Holder)

Date:

Name:

Place:

Designation:

Seal:



SECTION- XI

FORM OF AGREEMENT

THIS AGREEMENT is made on the _____ day _____
(Month) _____ (Year) Between the Department through _____

(Name and address of the Department) (hereinafter
called "the Department" which expression shall, unless excluded by or repugnant to the context be
deemed to include his successors in office and assigns) of the one part AND _____ (Name
and address of the contractor) through Shri _____, authorized representative
(hereinafter called "the contractor" which expression shall, unless excluded by or repugnant to the
context, be deemed to include his successors, heirs, executors, administrators, representatives and
assigns) of the other part for providing Security services to the _____ (Name of the Department)
for e-filing TDS return under GST and Income Tax for a period of one year, AGMC & GBP Hospital,
Agartala."

NOW THIS AGREEMENT WITNESSETH as follows: -

1. In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a. Letter of acceptance of award of contract;
 - b. Terms and Conditions;
 - c. Notice Inviting Tender;
 - d. Bill of Quantities;
 - e. Scope of work;
 - f. Addendums, if any; and
 - g. Any other documents forming part of the contract.
3. In consideration of the payments to be made by the Department to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Department to execute and the e-filing TDS return under GST and Income Tax w.e.f as per the provisions of this Agreement and the tender document.
4. Being the sum stated in the letter of acceptance subject to such additions thereto or deductions therefrom as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor

Signature of the authorized official

Name of the official

Stamp/Seal of the Contractor

By the said

Name

Name on behalf of the Contractor in

of the Employer in the presence of:

presence of:

Witness _____

Name _____

For and on behalf of the Department

Signature of the authorized Officer

Name of the Officer

Stamp/Seal of the Employer

By the said

Name

on behalf

the

Address

(Signature)

