

राजस्थान सरकार  
कार्यालय प्रधानाचार्य जवाहर लाल नेहरू मेडिकल कॉलेज  
एवं नियन्त्रक सामूहिक चिकित्सालय संघ, अजमेर

क्रमांक : कय-2/एफ-सीए /2025-26 /5454  
सीमित बोली

दिनांक : 20/9/25

इस महाविद्यालय के बिल शाखा हेतु Chartered Accountant रखने के लिये निम्नशर्तानुसार बिड़ आमन्त्रित है :-

1. दरे बन्द लिफाफे में निश्चित रूप से इस कार्यालय को दिनांक 29.09.2025 को सायं 4.00 बजे तक प्राप्त हो जानी चाहिए। जो अगले कार्य दिवस को प्रातः 11.00 बजे खोली जायेगी।
2. बन्द लिफाफे के ऊपर Chartered Accountant हेतु बिड़ मय ड्यू दिनांक लिखी होनी चाहिये।
3. अंकित की गई दरें सभी कर सहित एवं Chartered Accountant की दरो केसाथ प्रस्तुत करें।
4. अनुमोदित की गई दरों की वैधता दिनांक एक वर्ष तक रहेगी।
5. इस हेतु किसी भी प्रकार की अग्रिम राशि देय नहीं होगी। भुगतान की कार्यवाही कार्य की जांच करने के पश्चात् सही पाये जाने पर की जावेगी।
6. राजस्थान लोक उपापन में पारदर्शिता अधिनियम, 2012/नियम 2013 के सभी प्रावधान लागू होंगे।
7. फर्म द्वारा दी गई कोई भी शर्तें मान्य नहीं होगी।
8. बोली की कार्यवाही को बिना कारण बताये निरस्त करने का अधिकार निम्न हस्ताक्षरकर्ता का होगा।
9. बिल भुगतान हेतु त्रैमासिक आधार पर प्रस्तुत करें।

List of work specification Enclosed

Expected Amount 199000 Rs

प्रधानाचार्य एवं नियन्त्रक

- 1- M/s CA Ankur Jain , Naya Bazaar ,Ajmer
- 2- M/s CA Pramod Sharma , SBI Colony, Ajmer.
- 3- M/s CA Arihant E Services,Naya bazaar , Ajmer.
- 4- M/s CA OP Maheswari & Co , Babu Nagar , Ajmer.
- 5- M/s CP Kothari, Naya Bazaar, Ajmer.
- 6- IT Cell of this College for Upload on College Website.

प्रधानाचार्य एवं नियन्त्रक

Validity unknown

Digitally signed by Anil Samaria  
Designation : Principal  
Date: 2025.09.19 17:32:34 IST  
Reason: Approved

RajKaj Ref No.:  
17809260

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एवं नियन्त्रक सामूहिक चिकित्सालय संघ, अजमेर

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एवं नियन्त्रक सामूहिक चिकित्सालय संघ, अजमेर

S.No / Purchase II/F-CA/

Date

LIMITED TENDER

Estimated Cost 199000

Department of J.L.N Medical College, Ajmer is inviting limited tender form CA firms having 3 years' experience of filling e-TDS forms etc. in Government department for filling of e-TDS Form, 26Q Returns, 24Q Returns and Utilization Certificate for State Funds & Centre Funds on behalf of officers/official of the Department of J.L.N Medical college, Ajmer upto 1400 employees and upto 100 payment firms. Copies of folling document should be attached with the quotation, failing which quotation will be rejected:-

- i. GST Number
- ii. Proof of Income Tax Assessment of last two year.
- iii. PAN Number of the firm
- iv. Copies of Expeience/work orders from previous Department of india to the effect that the firm has given satisfactory performance on similar jobs.

➤ .The proforma for furnishing rates for filling returns being sought by this department may be seen at Annexure – A. Tender may be furnished strictly as per the proforma. The scope of work along with the terms & conditions of the contract are at Annexure

SIGNATURE OF BIDDER

Principal & Controller

With Rubber Stamp

Validity unknown

Digitally signed by A. M. Samaria  
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Annexure-A

S. No	Service to be provided to DoF	Rate (In Rs.) + Tax
1-	Salary Return (24Q) (Per Quarter + Per entry)	
2-	Annual TDS Certificate – Form 16 (Part A and B both) (Per Form)	
3-	Return uploading charges for E-TDS Return with the TIN Facilitation Centre of the Income Tax Department:- a) Upto 100 records b) More than 100 records	
4-	E-TDS Return (26Q) relating to TDS deduction from payment to suppliers: a) Per Quarter filling + Per Entry b) TDS Certificate Form 16-A for each supplier per form	
5-	GST Monthly Return (Per month + Per entry) TDS Certificate-Form 7A for each supplier per Form	
6-	Utilization Certificate for State Funds & Central Funds Both ( Rate for one year for both separate UC)	

Annexure-B

S. No	Work to be Performed	Periodicity
1-	Salary (26Q) Return for Tax deducted from Salary (per month/ Per Quarter)	Every Quarter
2-	TDS Certificate Form 16 to be issued to Employees approx. (Part-A & B both)	Annual.
3-	TDS Certificate form 16-A to be issued to vendor (Per Quarter)	Every Quarter

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4-	Revised Salary Return for any mistake by Department in original return.	Any Quarter
5-	Revised Non-Salary Return for any mistake by department in original return.	Any Quarter
6-	Non Salary (26 Q) return for tax deductions from payment to vendors	Every Quarter
7-	Fee for filling salary/non-salary (as prescribed by the Govt.)	Every Quarter
8-	GST for tax deduction from payment to the vendors	Every Month
9-	GST Certificate form 7A to be issued to vendor	Every Month
10-	UC for State fund & Central Fund	As when required

**Terms and Conditions**

1. If any discrepancies/ notices are received from the Income Tax Department for the quarters for which returns have been filed, corrections/revised returns will be made without any additional cost.
2. Payment will be made on successful submission of e-tax return at the end of the financial years.
3. All returns have to be filed timely. In case of failure to file the returns timely, the associated cost has to be borne by the firm.
4. In case of failure of filling the returns the awardee firm, the department shall reserve the right to get the work done by other firm, for which the cost of work has to be borne by the awardee firm.
5. The successful bidder has to submit the TDS Files prepared in a CD/Pen Drive to the Department.
6. Department reserves the right to terminate the contract at any time, if the services of the firms are not found satisfactory.
7. Department reserves the right to extend the contract for further period of 3 years (one year at a time) subject to fulfillment of existing terms and conditions and mutually acceptable existing terms and conditions by the awardee firm.
8. The firm should be of Ajmer city.
9. Chartered Accountant himself and his representative will come to this office once a month and check the problem of the office and solve it within a week.
10. All terms and conditions as per Bid Document, Agreement & RTPP Act 2012 and RTPP Rules 2013 and amendments issued from time to time will be applicable.
11. The final decision in the bid will rest with the principal & controller Jln medical college, Ajmer.
12. The firm whose total amount for the bid is lowest will be declared as L1.

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