Notice for inviting Quotation from Chartered Accounts Firm at Agartala

for conducting GST, EPF, E-TDS & ROC filling of TTDC Ltd

for the

Financial Year 2019-2020
TRIPURA TOURISM DEVELOPMENT CORPORATION LIMITED

F.No.3(57)-FIN/TT/2016/4050-53

DT 24-09-19

EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANTS FIRM FOR CONDUCTING ROC FILLING, EPF, E-TDS & GST WORKS OF TTDC LTD, SWETMAHAL PALACE COMPOUND AGARTALA, WEST TRIPURA FOR THE FINANCIAL YEAR 2019-20 (Second Call)

Sealed quotations are invited from the Chartered Accountant Firms at Agartala for conducting ROC Return Filling, EPF, E-TDS & GST works of TTDC Ltd, Swetmahal Palace Compound, Agartala, West Tripura for the financial year 2019-20.

1. Last date of receipt the Quotation: -30th September, 2019 upto 02.00 PM.

2. Opening of the Quotation : -30th September, 2019 upto 04.00 PM, if Possible

Detailed terms & conditions will be available in TTDC Ltd website i.e. www.tripuratourism.gov.in

Sd/-
Managing Director
TTDC Ltd
Short Notice Inviting Quotation

The Managing Director, TTDC Ltd, Agartala invites sealed quotations from the Chartered Accountant firms AT Agartala for:

1. ROC Return Filling
2. EPF Monthly return
3. E-TDS quarterly return (Employees/Contractors)
4. GST guidance, filling of GST monthly/annual returns w.r.t deductor and tax payers.

Terms & Conditions

1. The firms must have registered office in Agartala and all communication to the firm will be made to that office address only.

2. Registered with The Institute of Chartered Accounts of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration.

3. The firm will be responsible to collect the data from Head office of TTDC Ltd and then submit the returns.

4. The firm will provide Guidance of all GST matters, EPF matters, E-TDS matters & ROC Return Filling matters relating to the TTDC Ltd.

5. The firms who are interested to be appointed will have to quote fees and taxes separately for each work. Work will be awarded to the lowest bidder as per total quoted rate.

6. The firm once appointed can continue for another 2(two) years subject to satisfaction of the performance.

7. The filling of the returns of GST would be as per order/guideline/Acts/Rules.

8. Copy of Firm registration certificate issued by ICAI, PAN, GST registration certificate, income tax return for the last 3 years and Copy of the audited balance sheet for the last 3 years, should be furnished.

9. The interested Chartered Accountant firm is to submit their quotation addressed to the Managing Director, TTDC Ltd, Swetmahal, Palace Compound Agartala, West Tripura.

10. The Firm, who has been appointed as Statutory Auditor by C & AG for auditing the accounts of TTDC Ltd. for the relevant years, will not be appointed.

11. Managing Director reserves the right to cancel even the lowest bidder if it does not fulfill the criteria.

12. If two or more bidder quote same rate, then experience of firm (old date of constitution of Firm) as mention in ICAI registration certificate and average high turnover of firm of last 3 years to be considered.

13. Minimum Fees as given below:-
   a) ROC Filing monthly Rs.1,000/- plus GST
   b) EPF monthly Return Rs.500/- Plus GST
   c) E-TDS Quarterly Return Rs.1,000/- Plus GST
   d) GST monthly Return (Deductor/Tax Payers), Annual Return, & Guidance Rs.2,500/- Plus GST

Managing Director
TTDC Ltd, Agartala
# Format of submission of professional fees.

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Particulars</th>
<th>Professional Fees (Rs.)</th>
<th>GST</th>
<th>Total Rupees in Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Monthly professional fees for filling of GST returns (Deductor / Tax payers), i.e GSTR-1, GSTR-3B, GSTR-9 &amp; GSTR-7</td>
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<tr>
<td>02</td>
<td>Monthly professional fees for filling of EPF returns.</td>
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<tr>
<td>03</td>
<td>Quarterly professional fees for filling of e-TDS returns (Employee/ Contractors)</td>
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<tr>
<td>04</td>
<td>Monthly professional fees for ROC Return filling</td>
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Managing Director
TTDC Ltd, Agartala