



OFFICE OF THE DEAN & PRINCIPAL MAHARAJA JAJATI KESHARI MEDICAL COLLEGE AND HOSPITAL, JAJPUR
(GOVERNMENT MEDICAL COLLEGE & HOSPITAL, JAJPUR)

At-Ankula , PO- Jajpur Town, Dist- Jajpur, Odisha - 755001

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Letter No. 3178 / Dated the 03/07/25

QUOTATION CALL NOTICE

Quotations in sealed cover are invited from interested reputed firms/agencies/individual tax consultants for contract outsourcing of e-filing of TDS (IT & GST) returns in respect of staff salary and 3rd party payments to contractors/vendors (non-salary disbursements) for the O/o the Dean & Principal, MJKMCH, Jajpur for the year 2025-26, which can further be extended to a maximum period of 2 years based upon the performance. The sealed cover must be marked prominently as "**Quotation for outsourcing of assignment of e-filing of TDS returns and GST returns for MJKMCH, Jajpur**".

Last Date of receipt of quotations: **19.07.2025 up to 5:00 PM** (speed post/courier/delivered into drop box in the office)

The sealed quotations shall be opened and evaluated on **22nd** July 2025 at 12.30 P.M. in the O/o the undersigned.

Scope of Work:

- i) Quarterly filling of e-TDS return(IT) - staff salary (form 24Q)
-non-salary payment to contractor/vendor (form 26Q)
- ii) Monthly e-TDS return (GST)
- iii) Preparation of Form – 16 part A & B at end of financial year
- iv) Verification of BIN/CIN details, Entry of correct PAN/GSTIN, Collection of data from the accounts section of the institution.
- v) Revised return whenever situation demands
- vi) Advisory role regarding amendments or changes in IT/GST rules; liaison with Tax Authorities if need arises

volume of work: 1. total number of salaried staff varies from 110 to 170 (at present 122 approx)
2. vendor payment(non-salary) varies from NIL-5 in most of the months and 11-25 in month of march

Eligibility Criteria:

- i) Firm/Agency/Individual should be registered with GST Department and must possess the PAN card of IT Department.
- ii) The Firm/Agency/Individual should have at least 2 years experience in the Tax related matters.
- iii) The Firm/Agency/Individual must be providing such services to at least 2 Govt office/ Institution /PSU in the last 2 years.

iv)The firm should not be blacklisted by any Govt Department or PSU.

NB: The firm/individual shall enclose the documents supporting the above eligibility criteria.

The bidder shall quote the price of the services in the **following format only:-**

1. Income Tax

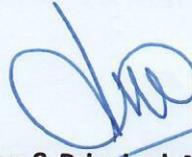
Particulars of the work/ services	Charges inclusive of all other expenses in Rs per Employee per quarter of FY	Applicable GST, if any	Total charges per employee/ quarter
1	2	3	4
e-filling and other TDS related work as per complete scope of work as specified for the salary disbursement of staff of MJKMCH			
Particulars of the work/ services	Charges inclusive of all expenses in Rs per vendor	Applicable GST, if any	Total charges per vendor
e-filling and other TDS related work as per complete scope of work as specified for the contractor/vendor payment (non salary)			

2. GST

Particulars of the work/ services	Charges inclusive of all expenses In Rs per month	Applicable GST, if any	Total charges
1	2	3	4
Filling monthly NIL return(GST)			
Professional Fees for Filling of monthly GSTR			
Flat rate per entry in GSTR			

NB: i) The bidder must take into account all expenses for full scope of work while calculating the quoted Rupees per Employee.

ii)In case there arises any ambiguity in comparison of individual quoted price in column-4 for different category of services, the price comparison will be based on total cost taking the average volume of work into account.


Dean & Principal, MJKMCH, Jajpur.

(GMCH, Jajpur)

31/7/25
Dean & Principal
Maharaja Jajati Keshari Medical College
and Hospital, Jajpur