

Government of India
India Meteorological Department
Regional Meteorological Centre
LGBI Airport, Guwahati- 781015.

NO. CB-16462/IT/ 747

Dated: 12 /03/2019

Sub:- Inviting sealed quotation for Tax Consultant for RMC Guwahati for FY 2019-20.

Sealed quotations are invited by the office of the Deputy Director General Of Meteorology, Regional Meteorological Centre, LGBI Air Port, Guwahati-781015 to work as Tax consultant for FY 2019-20.

1. Nature of works:-

The firm is required to provide Tax consultancy Services on Income Tax and Goods and Service Tax on regular basis. Further the following return is required to be filled.

(a) Filling of TDS Return Quarterly

1. 24 Q
2. 26 Q.

(b) Filling of GST Return as Tax Payer.

1. GSTR-1
2. GSTR-3B.

(c) Filling of GSTR Return as Tax Deductor.

1. GSTR-7.

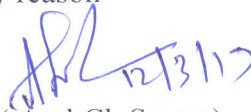
(d) Filling of Annual Return under GST as required.

2. Terms and Conditions:-

1. The appointment is purely on contract basis for One Year.
2. The Tax consultant is responsible for filing all quarterly returns before the due date.
3. The appointment can be terminated by issuing one month notice in advance in case of Services are found unsatisfactory.
4. The Tax consultant should attend promptly any complain made by this office regarding Filing of returns/ others related works.
5. The Tax consultant should promptly attend this office once in a week.
6. The Tax consultant is to submit the work done report on regular basis.
7. The payment of professional fee should be made at the end of each quarter subject to satisfactory service and timely submission of the bills.

The interested parties are to submit full details of their firms to the above given office address in sealed envelope superscribing" Quotation for Tax Consultant" on or before **21.03.2019** (up to 1600 hrs Ist).

The Deputy Director General Of Meteorology, Regional Meteorological Centre reserves the right to accept or reject any or all quotations without assigning any reason


(Atul Ch Sarma)

Met-A

For DDGM RMC Guwahati