s/o Tax

2026-2027

OFFICE OF THE DISTRICT & SESSIONS JUDGE,KAMRUP, AMINGAON

NOTICE INVITING QUOTATION

Sealed quotations affixing Court fee stamps of Rs. 8.25 (Non-refundable) are hereby invited from interested local Firm / consultants "For engagement of tax consultant for FY 2026-27" for the office of the undersigned as per the description and specification as mentioned below as annexure.

ANNEXURE

Specifications / conditions.

1. The Firm/ consultant have to be engaged in the tax consultancy business for at least least for 5 years prior to current year.
2. The firm/ consultant have to qualified Chartered Accountant.
3. The firm must be located in Guwahati or in nearby places.
4. The firm must have to have a good track record for similar kind of work.
5. The firm has to submit their expected fee in the following format

Sl No	Name of the work to be performed	Rate with GST	Rate without GST
1	Quarterly filing of TSD in the portal		
2	Income tax calculation for the whole year		
3	Generating the Form 16 for each employees from the portal		
4	Any other Tax related work (Mention Specifically)		

B. **Submission of Quotation** :-

1. The quotation in sealed cover should be sent to the office of the District Sessions Judge, Kamrup, Amingaon, Assam by post or by hand delivered.

2. Interested Registered firms/Enterprise must submit their quotation in sealed covers as per the format given herewith as Annexure . The sealed cover of the bid should be superscripted as "Quotation for for engagement of tax consultant for FY 2026-27".

3. The quotation in sealed cover containing the financial bids must reach the designated office on or before 4 P.M dated 28.07.2026

4. The received bids shall be opened in this office on a fixed date in the presence of the purchasing committee. All the bidders may remain present either in person or through authorized representative on aforementioned date and time in the office of the undersigned,

5. Incomplete quotation or bids not accompanied with the requiring supporting documents or quotation without sealed envelope shall be summarily rejected without assigning any reason and without any communication.

6. This office shall reserve the right to reject any bid without assigning any reasons if there appears to be reasonable and probable cause for same.

7. TDS will be deducted at the applicable rate from the contract amount.

District and Sessions Judge
Kamrup, Amingaon
18/7/26

Terms and Conditions :

The firm / Enterprise shall abide by the following terms and conditions.

1. The bidder must be a registered firm / Enterprise and must submit the necessary documents as follows.

i) Proof of Current Bank Account of nationalized Bank in the name of the firm.
ii) Trade license issued by appropriate authority.
iii) PAN Card in the name of the firm
. iv) GST registration certificate.
v) Any other documents which are required for doing consultancy work in to the Govt. Office.

2. The rates should be submitted with GST.
3. The rate quoted for each work will be final and in no hike in price shall be considered in the contract period.
4. Preference shall be given to Firm which has experience in dealing with similar kind of works.
5. The work form the successful bidder is expected to be of high quality and without error and also meeting with the time line.
6. Payment shall be made after satisfactory execution of the work and subject to availability of fund as per the norms of the Govt of Assam. The bills to be submitted on quarterly after completion of work.
7. The undersigned reserves the right not to accept or reject any or all quotation in part or full and shall not be bound to accept the lowest bidder. Selection will be made on the price quoted basis of the as well as the quality and the experience of the bidders.
8. In case of violation of terms and conditions of the tender and the work is of poor quality and below standard, the undersigned reserves the right to terminate the order by giving intimation to the party and the risk and the cost for the damage will be sustained by the party.
9. The decision of the undersigned in all respect shall be final and binding.

District & Sessions Judge,
Kamrup, Amingaon.
District and Sessions Judge
Kamrup, Amingaon
18/7/26

Memo No. DJKA/ 5703-04 /2026 Date :- 18/07/2026

Copy to :-

1. The System Officer, O/o- District & Sessions Judge, Kamrup, Amingaon to upload in website of this establishment.
2. Notice Board.
3. Office File

District & Sessions Judge,
Kamrup, Amingaon.
District and Sessions Judge
Kamrup, Amingaon
18/7/26