

Govt. of West Bengal
Directorate of Commercial Taxes
14 , Beliaghata Road , Kolkata-700015

NIQ No- 01/ACCT+ /23-24

Dated 30.6.23

Sealed Quotation of rates of filing ITDS return in r/o salaried & non-salaried personnel are invited from reputed /bonafide agencies having sound experience in the said works in different sectors. Intending bidders should put their rates of the items in following proforma:-

E-filing charges per employee per month in each Qtr. +NSDL fees(24Q)	E-filing charges for every 100 vendors per month in each Qtr. +NSDL fees(26Q)	Charges for filing revised return for every 10 employees per Qtr.	Charges for delivery of form-16A per vendor per QTR.	Charges for delivery of form-16 in Part-A & B per employee

Every bidders should submit the following documents for technical evaluation while furnishing the rates of the above items –

- 1) A self attested copy of Trade License in the field of above service .
- 2) A self attested copy of P.Tax Registration No. and also Certificate of clearance thereof for the preceding year -2021-22
- 3) A self attested copy of PAN Card and Income tax return for the FY 2021-22
- 4) A copy of certificate of GST registration .
- 5) A copy of credential certificate of atleast three years' works experiences in that field in any Govt. offices/Deptt.

Every bidders shall submit the aforesaid documents , failing which financial quotation of that bidder/s would be cancelled forthwith. Quotation should be dropped in sealed envelope superscribing NIQ No./Date in proper drop box during office hours in-between 12.00 -3.00 p.m. in every working day (1st Building , Gr-floor). The last date of filing quotation is set on 7th of July,2023 . Technical & financial evaluation of quotations will be made on 10th of July ,2023(opening date). The competent authority reserves right of cancelling quotation owing to unavoidable circumstance if any . All bidders are also cordially requested to attend by person on the day of opening quotation .

30.6.2023
Special Commissioner of Revenue
Commercial Taxes , Kolkata

Memo No. 4189(2)CT

Dated 30 JUN 2023

Copy to

- 1) Sri Subhrangshu Sur ,Care Taker with a request to place the NIQ in all the Notice Board for public display and prepare quotation Drop Box.
- 2) The ISD for necessary arrangement for uploading the NIQ in Internal Website.
- 3) O/C

Special Commissioner of Revenue
Commercial Taxes , Kolkata