

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

NIQ No- 02/ACCTS/23-24

Dated 12.07.23

Sealed Quotation of rates ( 2<sup>nd</sup> Call) of filing ITDS return for the FY 2023-24 in r/o salaried & non-salaried personnel are being 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 own office pad 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 Clearance for the preceding year -2021-22
- 3) A self attested copy of PAN Card and Income tax return for the FY 2021-22 (copy of return/acknowledgement)
- 4) A copy of certificate of GST registration #( **Un-Registered Agencies can also drop their quotations .**)
- 5) A copy of Credential Certificate of atleast two years' works experiences in that field in any Govt. offices/Deptt.

Every bidders (**Registered /Un-Registered**) shall submit the aforesaid documents as meant for. Quotation should be dropped in sealed envelope superscribing NIQ No./Date addressing to the **Commissioner of Commercial Taxes , Head Office , 14 , Beliaghata Road , Kolkata-700015 ,** in proper drop box <sup>at</sup> **1<sup>st</sup> Building , Gr-floor.** The last date of filing quotation is set on<sup>th</sup> 18<sup>th</sup> of July,2023 . Technical & financial evaluation of quotations will be made on 18<sup>th</sup> of July ,2023(opening date)at 4.30 p.m. The Competent Authority reserves the right of cancelling quotation owing to unavoidable circumstance if any arises . All bidders are also cordially requested to attend by person on the day of opening quotation .

Memo No. 4465(2)CT

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

12/07/2023  
Special Commissioner of Revenue  
Commercial Taxes , Kolkata  
Date: 12 JUL 2023

Special Commissioner of Revenue  
Commercial Taxes , Kolkata