

Government of West Bengal  
Paschim Banga Society for Skill Development  
Department of Technical Education Training and  
Skill Development  
Karigari Bhavan, Action Area III, Rajarhat, New  
Town, Kolkata, 700160

I/685763/2025

29-08-2025

## NOTICE INVITING QUOTATION

**Sub: NIQ for Hiring of Tax Consultant firm for Income Tax and related services**

Paschim Banga Society for Skill Development (PBSSD) invites Quotations from reputed Tax Consultant firms for providing the services quoted in subject for Second, Third and Fourth Quarter of FY 2025-26, and all Quarters of FY 2026-27. Subsequent renewal for further one more year may be done on the basis of satisfactory performance (if required).

The interested and eligible firms may submit their Quotations on or before Monday, 15.09.2025.

**A) SCOPE OF WORK**

1. Filling and submission of Quarterly TDS Return – Form 26Q within the time limit as per the Income Tax Department.
2. Filling and submission of Quarterly TDS Return – Form 24Q within the time limit as per the Income Tax Department.
3. Generation and providing TDS Certificate quarterly – Form 16A -Other Parties if required within the time limit as per the Income Tax Department .
4. Generation and providing TDS Certificate yearly – Form 16 (Part-A & Part-B) for at most 10 employees within the time limit as per the Income Tax Department.
5. Filling and submission of Profession Tax Return (Staff) - Yearly for about 500 staff within the time limit as prescribed by the State/Central Government.
6. Renewal of Society Professional Tax Enrolment/ Registration – Yearly
7. Filling and submission of revised/correction of submitted TDS if required – Quarterly

**B) ELIGIBILITY CRITERIA**

- 1) Applicant firm should have Valid Trade License/ Registration Certificate in the name of firm, in the State of West Bengal.
- 2) Applicant firm should have been in existence for more than 03 years.
- 3) Applicant firm should have its Head Office anywhere in the State of West Bengal.
- 4) Applicant firm should have organization PAN.
- 5) Applicant firm should have performed this service related to Income Tax for at least two years in one State/ Central Govt Dept/ parastatal in last five years. Additional services with more than one Govt Dept/ parastatal and private concerns would be considered in

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case of tied bids. Work order and successful payment report OR work done certificate would both be required as proof of satisfactory completion of said services.

- 6) Copy of first page of bank pass book and cheque of firm.

**C) HOW TO SUBMIT NIQ DOCUMENTS:**

- 1) Master Envelope subscribing on the top " Sealed Quotation for Hiring of Tax Consultant for Second, Third and Fourth Quarter of FY 2025-26, and all Quarters of FY 2026-27 at Paschim Banga Society for Skill Development (PBSSD)" should contain two envelopes - Envelope A and Envelope B.
- 2) Envelope A marked as "Technical Bid" will contain all the self-attested documentary evidence in support of Firm as mentioned in Point B (1 to 6).
- 3) Envelope B marked as "Financial Bid" will contain duly filled quotation (Annexure- I).
- 4) Rate should be quoted itemwise for one Financial Year. Bidder should carefully read the NIQ and Annexure and revert to this organisation in case of doubts.
- 5) The firms should fill the Quotation, enclose the necessary documents as mentioned above and send to The Project Director, Paschim Banga Society for Skill Development, Room No. 326, 3<sup>rd</sup> Floor, B/7, Action Area- III, Karigari Bhawan, Newtown, Rajarhat, Kolkata-700160 on or before the bid closing date. Quotations sent by e-mail / Whatsapp/ other electronic format will not be accepted.
- 6) Envelopes A (Technical Bid) and B (Financial Bid) should be sealed separately and both placed inside a bigger envelope which should be sealed in turn and addressed as stated in Point 5) above

**D) TERMS AND CONDITIONS**

1. The tax consultant firm has to conduct the submission and filling of TDS, Profession Tax and allied services for the Second, Third and Fourth Quarter of FY 2025-26, and all Quarters of FY 2026-27.
2. Rates are inclusive of all Taxes and any other Charges.
3. Income Tax & GST will be deducted from bills as applicable as per Government Rules.
4. L1 bidder will be selected based on total amount quoted for a Financial Year.
5. Only submission of rates/NIQ doesn't confirm subsequent Work Order.
6. Sub-contracting the work will not be allowed.
7. Any delay with submission of Quarterly return, it will be fully lie on the responsibility of the bidder.
8. The tax consultant firm will not be allowed to take out any record of the Society without the permission of the Project Director, PBSSD.
9. Selected firm should maintain confidentiality of all records and documents accessed by it in the course of carrying out its work. Any unauthorised sharing of such information or carrying away the records in hard or soft form shall invite legal action against the firm.
10. Rates offered by the successful firm shall remain valid for Two Year

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- (starting from issuance of Work Order) or for such extended period as may be mutually agreed upon.
11. The PBSSD reserves the right to reject the Quotation without assigning any reason for it.
  12. Submission of NIQ or being L1 in NIQ does not bind PBSSD to place the work order. Decision of PBSSD will be final & binding on all.
  13. The *technical bid will be reviewed first for determining the Compliance with Eligibility Criteria as mentioned in the Tender (Point B). The Financial bid of the prospective bidder will be considered only if the Technical Bid qualifies as per eligibility criteria.* Conditional NIQ shall not be accepted.
  14. The Financial bid of the bidder will be considered for L1. Justification for rates may be sought if required.
  15. Quotation received after the due date will not be considered.
  16. No conditional quotation will be accepted in any case, a conditional quotation shall be summarily rejected.
  17. The Decision of the Project Director, PBSSD is final & binding on all.
  18. For any queries, please write to us at pbssdwb@gmail.com & ddfpbssd@gmail.com.



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Project Director, PBSSD

29-08-2025

Project Director

Paschim Banga Society for Skill Development

I/685763/2025

Copy :

1. DTET/ DVET/ DIT/ CAO WBSCTVESD for publication in their websites.
2. Notice Board of PBSSD
3. Website publication – WWW.PBSSD.GOV.IN – Tender/Quotations/EOIs section
4. Offices of DM North 24 Parganas/ SDO Bidhannagar/ Commissioner KMC/ Commissioner BMC/ CEO NKDA/ MD WBHIDCO to kindly consider publication in their websites.
5. TSA - For uploading in Social Media (Facebook) Page of this Organisation.



01.9.25

Director (Finance), PBSSD

Director (Finance)  
Paschim Banga Society for Skill Development

I/685763/2025

29-08-2025

**ANNEXURE I**  
**RATE QUOTATION / FINANCIAL BID - PUT IN ENVELOPE B**

(To be submitted on the letterhead of Tax Consultant firm  
with stamp and signature)

To,  
 The Project Director,  
 Paschim Banga Society for Skill Development  
 Room No. 326, Karigari Bhawan,  
 B/7, Action Area-III, Newtown, Kolkata-160  
 Madam/Sir,

With reference to your notice inviting quotation vide no.-----  
 ----- Dated \_\_\_\_\_, we are hereby submitting the following  
 Quotation/ information -

| Sl. No. | Work Description (Refer Para "A" of NIQ titled Scope of Work)                                                                         | Frequency | Rate Offered for one FY (in Rs.) Including all taxes and charges (in figures) | Rate Offered for one FY (in Rs.) Including all taxes and charges (In words) |
|---------|---------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 1       | Filling and submission of Quarterly TDS Return - Form 26Q within the time limit as per the Income Tax Department.                     | Quarterly |                                                                               |                                                                             |
| 2       | Filling and submission of Quarterly TDS Return - Form 24Q within the time limit as per the Income Tax Department.                     | Quarterly |                                                                               |                                                                             |
| 3       | Generation and providing TDS Certificate quarterly - Form 16A -Other Parties within the time limit as per the Income Tax Department   | Quarterly |                                                                               |                                                                             |
| 4       | Generation and providing TDS Certificate yearly - Form 16 (Part-A & Part-B) within the time limit as per the Income Tax Department.   | Yearly    |                                                                               |                                                                             |
| 5       | Filling and submission of Profession Tax Return (Staff) - Yearly within the time limit as prescribed by the State/Central Government. | Yearly    |                                                                               |                                                                             |
| 6       | Renewal of Society Professional Tax Enrolment/ Registration - Yearly                                                                  | Yearly    |                                                                               |                                                                             |
| 7       | Filling and submission of revised/correction of submitted TDS - Quarterly                                                             | Quarterly |                                                                               |                                                                             |
| 8       | Total of the above for one Financial Year                                                                                             | NA        |                                                                               |                                                                             |

**DECLARATION CERTIFICATE**

I / We hereby certify that we have fully read and thoroughly understood the Quotation requirements and accept all terms and conditions of the Quotation including all corrigendum /addendum issued, if any.

In addition, we are aware that incomplete / incorrect submission may lead to the quotation being not considered.

Name of the Agency:

Full Address:

Signature of Quotationer/Applicant:

Contact No:

Email Id:

Date :

Official Seal :

I/685763/2025

29-08-2025