

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/664112/2025

10-07-2025

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 the reputed Tax Consultant firms for the Hiring of Tax Consultant for the period of 02(Two) years and subsequent renewal for further one more year on the basis of satisfactory performance (if required).

The interested and eligible firms may submit their Quotations on or before 25.07.25. [25th July 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 within the time limit as per the Income Tax Department.
4. Generation and providing TDS Certificate yearly – Form 16 (Part-A & Part-B) within the time limit as per the Income Tax Department.
5. Filling and submission of Profession Tax Return (Staff) -Yearly 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 – Quarterly

B) ELIGIBILITY CRITERIA

- 1) Applicant firm should have Valid Trade License/Registration Certificate in the name of firm
- 2) Applicant firm should have its existence for more than 03 years.
- 3) Applicant firm should have its Head Office or Branch in Kolkata, West Bengal
- 4) Applicant firm should have organization PAN
- 5) Applicant firm should have similar nature of Work at least 5 from any Government Organization
- 6) Copy of cheque of firm

C) HOW TO SUBMIT NIQ DOCUMENTS:

- 1) Master Envelope subscribing on the top " Sealed Quotation for Hiring of Tax Consultant for a period of Two Years at Paschim

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Banga Society for Skill Development (PBSSD)" should contain Envelope A and Envelope B.

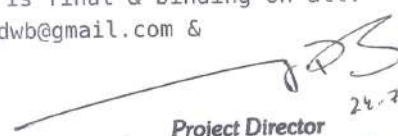
- 2) **Envelope A** marked as "**Technical Bid**" will contain all the self-attested documentary evidence in support of Firm as mentioned in **Point B (1 to 6)**.
- 3) **Envelope B** marked as "**Financial Bid**" will contain duly filled quotation (Annexure- I).
4. The firms should fill the Quotation, enclose the necessary documents as mentioned above and send to **The Project Director, Paschim Banga Society for Skill Development, Room No. 326, 3rd Floor, B/7, Action Area- III, Karigari Bhawan, Newtown, Rajarhat, Kolkata-700160.**

D) TERMS AND CONDITIONS

1. The tax consultant firm has to conduct the submission and filling of TDS, Profession Tax and allied services from the financial year 2025-26.
2. The Hiring of Tax Consultant for the period of 02(Two) years and subsequent renewal for further one more year on the basis of satisfactory performance (if required).
3. Rates are inclusive of cost of all Taxes and any other Charges (if any) in complete stage.
4. Income Tax & GST will be deducted as applicable as per Government Rules.
5. Only submission of rates/NIQ doesn't confirm subsequent Work Order.
6. Sub-letting 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 Director (Finance), PBSSD.
9. The firm shall strictly comply without fail with all the rules and regulations as applicable for the time being in force.
10. Rates offered by the successful firm shall remain valid for Two Year (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 to the Eligibility Criteria as mentioned in the Tender (Point B). The Financial bid of the prospective bidder will be considered only if the Technical Bid of the bidder is found qualified.* 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. Payment on successful work will be made only after receipt of the certified payment voucher not below the rank of ADF/DDF/DF, PBSSD.
16. Submission of rates only assumes that party as agreed all the terms &

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- conditions of PBSSD and will abide by that in all circumstances.
17. Quotation received after the due date will not be considered.
 18. No conditional quotation will be accepted in any case, a conditional quotation shall be summarily rejected.
 19. The Decision of the Project Director, PBSSD is final & binding on all.
 20. For any queries, please write to us at pbssdwb@gmail.com & ddfpbssd@gmail.com.


Project Director
Paschim Banga Society for Skill Development
Project Director,
PBSSD

I/664112/2025
Copy to:

10-07-2025

1. Notice Board of PBSSD
2. Website publication - WWW.PBSSD.GOV.IN - Tender/Quotations/EOIs section

— Sd —
Director (Finance)
PBSSD

Director (Finance)
Paschim Banga Society for Skill Development

ANNEXURE I

QUOTATION

(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	Unit	Rate Offered (in Rs.) Including all taxes and charges	Rate Offered (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		

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.

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Name of the Agency:
Full Address:
Signature of Quotationer/Applicant:
Contact No:
Email Id:
Date :