

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

Memo No. I/724200/2025

Date:22-12-2025

**NOTICE INVITING QUOTATION****Sub: Engagement of Tax Consultant**

Paschim Banga Society for Skill Development (PBSSD) invites quotations from reputed Chartered Accountant Firms for engagement of a Tax Consultant to scrutinize, resolve and represent matters relating to demand of short payment and late filing fees pertaining to TDS Returns filed under Form 24Q and Form 26Q in the Income Tax Portal.

The interested and eligible Chartered Accountant firms may submit their Quotations on or before 06-01-2026.

**A) SCOPE OF WORK**

The selected tax consultant will be responsible for the following tasks:

- I. Review and reconciliation of all past TDS transactions and returns (Form 24Q & 26Q), for identifying instances of short payment, short deduction, interest and late filing fee raised in the Income Tax Portal for the below mentioned financial years:

Sl. No.	Financial Year	Quarter	Forms Type	Demand Showing in IT Portal ( in Rs.)
1	2019-20	Q1	26Q	14,400.00
2	2019-20	Q2	24Q	9,270.00
3	2019-20	Q3	26Q	40.00
4	2020-21	Q4	26Q	33,600.00
5	2021-22	Q1	24Q	29,590.00
6	2021-22	Q1	26Q	13,080.00
7	2021-22	Q2	24Q	9,500.00
8	2021-22	Q2	26Q	12,090.00
9	2021-22	Q3	24Q	11,010.00
10	2021-22	Q3	26Q	10.00
11	2021-22	Q4	26Q	2,100.00
12	2022-23	Q1	24Q	880.00
13	2022-23	Q1	26Q	1,920.00
14	2022-23	Q4	24Q	2,780.00

**Total Amount (In Rs.)                      1,81,220.00**

- II. Undertake detailed analysis of the causes leading to short payment, late payment, late filing, or other tax-related discrepancies.
- III. Preparation, uploading and submission of all required clarifications, supporting documents, responses, replies and correspondence in respect of notices or demands raised by the Income Tax Department.
- IV. Providing expert advisory/consultation on the remedial course of action, including legal and procedural remedies for minimising interest, fee and penalty.
- V. Preparation and filing of revised returns/ correction statements and enabling payment of differential tax/interest/fee, where required, ensuring full statutory compliance.
- VI. Representation before the appropriate Income Tax Authorities for any assessment, rectification, verification or adjudication proceedings arising out of these matters (as and when required).
- VII. Providing PBSSD with all relevant documents, acknowledgements, challans, computation



sheets, and certificates generated in connection with the assignment and maintaining proper records for audit and statutory compliance.

#### B) ELIGIBILITY CRITERIA

Sl. No.	Eligibility Criteria	Proof of Document required
1	Applicant firm should have been registered with Institute of Chartered Accountants of India (ICAI).	Self-attested copy of Institute of Chartered Accountants of India (ICAI) Firm Registration Certificate.
2	Applicant firm should have its existence for more than 05 years.	Copy of Institute of Chartered Accountants of India (ICAI) Firm Constitution Certificate / Firm Card showing date of establishment <b>OR</b> Registration/incorporation document indicating the date of establishment.
3	Applicant firm should have its Head Office or Branch in West Bengal	Trade license / Lease deed / Rent agreement / Utility bill (electricity/telephone) in the firm's name <b>OR</b> Any other valid address proof issued by a competent authority.
4	Applicant firm should have organization PAN & GSTIN.	Self-attested copy of PAN card of the firm <b>And</b> Self-attested copy of GST Registration Certificate (GSTIN) of the firm.
5	<ul style="list-style-type: none"> <li>Applicant firm should have experience in handling cases related to Income Tax (Indirect Tax)</li> </ul>	Copies of <b>Work Orders / Engagement Letters / Sanction Orders</b> of Government organizations (State/Central Govt., PSUs, Govt. Societies, Boards, Missions, etc.).
6	Copy of cheque of firm	Copy of Cancelled cheque in the name of firm.

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

- 1) Master Envelope subscribing on the top " **Sealed Quotation for Engagement of Tax Consultant.**" 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 8)**.
  - 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, 3<sup>rd</sup> Floor, B/7, Action Area- III, Karigari Bhawan, Newtown, Rajarhat, Kolkata-700160.**

#### D) TERMS AND CONDITIONS

1. Sub-letting the work will not be allowed.
2. Rates are inclusive of applicable Taxes and any other Charges (if any) in complete stage.
3. Income Tax & GST will be deducted as applicable as per Government Rules.
4. Only submission of rates/NIQ doesn't confirm subsequent Work Order.
5. The firms will not be allowed to take out or share any record of the society, without the permission of the Project Director, PBSSD.
6. The PBSSD reserves the right to reject the Quotation without assigning any reason for it.
7. 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.
8. **The technical bid will be reviewed first for determining the Compliance with 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.**

9. The Financial bid of the bidder will be considered for L1. Justification for rates may be sought if required.
10. Payment on successful supply will be made only after receipt of the certified payment voucher not below the rank of ADF/DDF, PBSSD.
11. Submission of rates only assumes that party as agreed all the terms & conditions of PBSSD and will abide by that in all circumstances.
12. PBSSD may ask for additional documents from the qualified bidder, if required.
13. No conditional quotation will be accepted in any case, a conditional quotation shall be summarily rejected.
14. Quotation received after the due date will not be considered.
15. Payment of fee will be made after the completion of work. Notwithstanding anything stated above, PBSSD reserves the right to reject the quotation or not to appoint any of the participant against this quotation even if the participants fulfills all the conditions mentioned as above anytime without assigning any reason for the same.
16. For any queries, please write to us at pbssdwb@gmail.com and ddfpbssd@gmail.com.
17. Importatnt Dates:
  - a. Quotation Start Date: 22-12-2025
  - b. Quotation Close Date: 06-01-2026
  - c. Quotation Opening Date & Time: 07-01-2026 (12:00 noon)
  - d. Venue: Room No. 218, PBSSD , Karigari Bhawan, Newtown, Kolkata-700160
  - e. Desigantnt Officials: Sri Anjan Dey, WBA&AS & Sri Surajit Ghosh, WBA&AS

22/12/25  
Project Director,  
PBSSD

Copy to:

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

Angana  
22-12-25  
Director (Finance)



**ANNEXURE I****QUOTATION**

(To be submitted on the letter head of CA firm with stamp and signature of partner)

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

Sir,

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

Sl. No.	Work Description	Financial Year & Quater	Base Rate (in Rs.)	Add Applicable Taxes	Total quoted Amount (in Rs.) Including all taxes and charges
1	Engagement of Tax Consultant to scrutinize, resolve and represent matters relating to demand of short payment and late filing fees pertaining to TDS Returns filed under Form 24Q and Form 26Q	2019-20 -Q1 - 26Q 2019-20 -Q2 - 24Q 2019-20 -Q3 - 26Q 2020-21 -Q4 - 26Q 2021-22 -Q1 - 24Q 2021-22 -Q1 - 26Q 2021-22 -Q2 - 24Q 2021-22 -Q2 - 26Q 2021-22 -Q3 - 24Q 2021-22 -Q3 - 26Q 2021-22 -Q4 - 26Q 2022-23 -Q1 - 24Q 2022-23 -Q1 - 26Q 2022-23 -Q4 - 24Q			

**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.

We are duly authorised to submit quotation for the firm M/s .....

Place:  
authorized partner  
Date:  
authorized partner

Signature & seal of

Name of

Membership No.