

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/778596/2026

Date:-09-06-2026

**NOTICE INVITING QUOTATION(NIQ) FOR PREPARATION OF FINANCIAL STATEMENTS
AND FILING OF INCOME TAX RETURN ALONG WITH FORM 10B FOR THE FY 2025-26**

Sealed quotations are invited by Paschim Banga Society for Skill Development (PBSSD) for engaging reputed Chartered Accountant firm for "**NIQ FOR PREPARATION OF FINANCIAL STATEMENTS AND FILING OF INCOME TAX RETURN ALONG WITH FORM 10B FOR THE FY 2025-26**".

The Quotation must be submitted to the Office of the Project Director, PBSSD, Karigari Bhavan, 3rd Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160 on or before 3:00 P.M. of 18/06/2026 and will be opened on the same day at 3:30 PM.

A. Scope of Work:

1. Data entry of all receipts and payments in Tally Software according to the applicable standards / codes / rules etc.
2. Complete the postings to the nominal ledger for General / Allowances / Advances / Security Deposits and Accruals of Income & Expenses.
3. Calculating depreciation and making provisions for liabilities.
4. Preparing the financial statements of Accounts (Balance Sheet, Income & Expenditure, Receipt & Payment and Notes on account etc.).
5. Generation of all books of accounts such as Cash Book, Journal Book, Ledger Book and other related registers and reports.
6. Entries of transaction should be mentioned in descriptive manner.
7. Preparation of monthly and annual Trail Balance, Bank Reconciliation Statement and other related reports returns.
8. Generation and Preparation of Final Accounts scheme wise and consolidated.
9. Preparation of other reports and returns as required.
10. Filing of Income Tax Return along with Form 10B for the FY 2025-26.

B. Eligibility Criteria:

1. Registered Chartered Accountant firm.
2. Valid Pan Card

C. Terms & Conditions:-

1. Rates must be quoted in figures and words with proper signature and date by the authorized signatory in the prescribed format as per **Annexure "A"** only and submit in a sealed envelope super-scripting "QUOTATIONS FOR PREPARATION OF FINANCIAL STATEMENTS AND FILING OF INCOME TAX RETURN ALONG WITH FORM 10B FOR THE FY 2025-26". In case of discrepancy, the rates quoted in words will be taken as valid.
2. The successful firm has to arrange their own manpower for the purpose it is engaged by PBSSD. PBSSD will provide required device with Tally Software for the said job in its office premises. No official record shall be allowed to be taken out of PBSSD premises.
3. The intending bidders will have to submit self-attested photo copies of all documents mentioned in Clause no. B above.
4. The entire work for a completed Financial Year is to be completed within 60(Sixty) days

after issuance of the Work Order. After satisfactory completion of Work at the end of specified time frame, further work order will be issued for next Financial Year. Every effort has to be made by the selected Firm to complete the work within specified time frame after the issue of Work Order. On unsatisfactory performance, the contract will be terminated by the authority and no Work Order will be issued.

5. Hard Copies and Soft Copies of Data are to be provided, without any extra cost.
6. The firm should not disclose the information to any person /media etc. It has to maintain confidentiality.
7. Rates are inclusive of cost of all Taxes and any other Charges (if any) in complete stage.
8. Income Tax & GST will be deducted as applicable as per Government Rules.
9. Only submission of rates/NIQ doesn't confirm subsequent work order.
10. If required PBSSD may withdraw NIQ any point of time without assigning any reasons thereof.
11. Submission of the only NIQ or being L1 in NIQ does not bind PBSSD to place the work order in any circumstances and decision of the competent authority will be final & binding on all.
12. Payment on successful work will be made only after receipt of the certified payment voucher not below the rank of DF/DDF/ADF, PBSSD.
13. Submission of rates only assumes that party as agreed all the terms & conditions of PBSSD and will abide by that in all circumstances.
14. The competent authority of PBSSD reserves the all right to reject any quotations without assigning any reasons thereof or can cancel whole NIQ or parts thereof at any point of time without assigning any reasons thereof.
15. The Decision of the Project Director, PBSSD is final & binding on all.

09/04/20
Sr. Special Secretary, TET&SD
& Project Director, PBSSD

Copy for wide circulation to:

1. Notice board of PBSSD
2. PBSSD Website (PBSSD.GOV.in)

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(On Letter Head of Bidder)

ANNEXURE-A

Financial Quote and Details of bidder for preparation of financial statements & providing the accounting services and submission of ITR return to the Paschim Banga Society for Skill Development (PBSSD) for the Financial Years 2025-26.

1	Name of the Bidder	
2	Communication Address of Bidder	
3	Contact Phone/Mobile Number	
4	E-Mail ID	
5	PAN Number (Enclose self-attested copy of PAN Card)	
6	Bank Account Number(Enclose self-attested scan copy of cheque)	
7	Name of Bank and Branch	
8	IFSC Code	
9	Financial Quote for preparation of financial statements & providing the accounting services and Filing of Income Tax Return along with Form 10B (In Rs.)	Figures: Words:
10	Rate of GST in percentage (GST %) (In Rs.)	Figures: Words:
11	Total rate including GST (In Rs.)	Figures: Words:

Place:

Date:

Signature of Bidder with Seal