



WEST BENGAL STATE COUNCIL FOR VOCATIONAL TRAINING

(A Registered Society under Technical Education, Training & Skill Development Department, Government of West Bengal)

4th Floor, Karigari Bhawan, Action Area-III, Rajarhat, New Town, Kolkata-700160

Landline No. 033-2324 7073

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No.: WBSCVT/128/66/2019/604

Date: 03-03-2023

NOTICE FOR INVITING QUOTATION

Sealed quotations are invited from the registered/bonafide registered and experienced concern/firm/agency having adequate working experience in filling up and uploading System of Income Tax TDS Return (U/S 194C), preparation of TDS certificate in Form 16, 16A and filling up of quarterly e-TDS Return, preparation and submission of Form 24Q (Q1, Q2, Q3, Q4), Form 26Q (Q1, Q2, Q3, Q4), NSDL uploading challan statement, revised return preparation and submission, Traces etc. for quarterly and GST for monthly through system generation.

The rate should be quoted for the following format of the quotation.

Sl. No		Scope of Work	Rate
01.	A.	TDS return for salaried employees in Form-24Q and non salaried in Form 26Q on Quarterly (including revised return, if any) and	
	B.	Generation of Form-16 (Annually) and Form-16A (Quarterly) Certificate (Trace)	
02.		Return on TDS on GST (as per monthly return basis) including revised return, if any	
03.		Return of Profession Tax for Employees (Annually) and Profession Tax enrollment return (Annually).	
Total			

The last date of submission of Quotation is on **15th March, 2023** within **4 P.M** and the Quotation will be opened on the next day at **3 P.M.** in this office (Room No. 411)of the West Bengal State Council for Vocational Training, Karigari Bhawan, 4th Floor, B/7 Action Area III, Rajarhat, Newtown, Kolkata -700160.

N.B:- Work order is to be issued on the basis of lowest rate of summation of Sl. No. 01, 02 and 03.

TERMS AND CONDITIONS


1. The rate should be mentioned in English figure with word.
2. The Bidders should submit all his credential with past working certificate from reputed firm/govt. organization/public sector unit/ private firms along with satisfactory work completion certificate.
3. The Bidders should submit copy of certificate like Income Tax, and GST and PAN Card.
4. Bidder is to collect all data from central point of each quarter.
5. In case of any default by Tender in submission of data to the Income Tax and GST authority all the responsibilities in terms of any kind of financial penalties and others if made by Income Tax and GST Department will be borne by Tender only.
6. Terms of contract with Tender for 03 Financial Year only i.e. 2023-2024, 2024-2025 and 2025-2026 and also pending case before of Financial Year 2022-23.

7. The WBSCVT reserves all the rights not to accept lowest rate or any other rate quoted without assigned the reason. The WBSCVT also reserves to cancel the process of tender at any point of time without any notice.
8. The Tender shall be terminated in case of violation of any condition of the tender at any point of time of the year.


Secretary
WBSCVT

Copy forwarded for information and necessary action to :-

1. Notice Board of this Directorate Office.
2. All Floors of this Karigari Bhawan Building.
3. Software Personnel for uploading on website.


Secretary
WBSCVT

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