



**Government of West Bengal**  
**Office of the Chief Project Director**  
**Project for Forest and Biodiversity Conservation**  
**for Climate Change Response in West Bengal**  
**Block LB-2, Sector III, Salt Lake City, Kolkata -700106**  
**E-Mail ID- wbfbcccr@gmail.com, Website- www.wbfbcccr.in**  
**Phone Number: 033 2335 2247**

NIQ No. 06 (2<sup>nd</sup> Call)/WBFBCCCR of 2025-26 vide no. 1667/WBFBCCCR/3-1(2)/24-25 dated 01.12.2025

**Quotations for providing professional services (Income Tax)**

**1. Sealed Quotations**

Sealed quotations are invited from experienced, bonafide and reputed Individuals/ Companies/Firms for providing services for dealing with Income Tax matter of West Bengal Forest and Biodiversity Conservation Society, as detailed below:-

**2. Nature of Work:**

- i) Income Tax Audit of Society
- ii) Submitting Tax return to the Income Tax department
- iii) Scrutiny Under Income Tax Act 1961, if needed
- iv) Furnishing reply to queries raised by Income Tax department
- v) Appeal/authorized representation before appellate authority
- vi) Drafting of Income Tax Cases
- vii) Deposit charges of IT, Interest, Penalties etc.

**3. Credentials to be submitted:**

- i) Firm registration Certificate.
- ii) Experience Profile/ Technical experience of similar type of work with copies of Work Orders and Completion Reports.
- iii) Copy of PAN Card.
- iv) Copy of GST Registration Certificate.
- v) IT Return Acknowledgement Receipt for Financial Year 2022-23, 23-24 & 24-25.
- vi) Any other documents considered necessary by the applicant.

- 4. Submission of Quotation:** The sealed offers should only be submitted along with a forwarding letter addressed to the undersigned in their own Letter Head of the Firm/Agency, dropped in the quotation box in the office of the Chief Project Director, Project for Forest and Biodiversity Conservation for Climate Change Response in West Bengal, LB-2, Sector- III, 2<sup>nd</sup> Floor, Salt Lake, West Bengal, Kolkata-700106. Notice Inviting Quotation Number & Date must be written in bold on the sealed envelope and submitted on or before, 10<sup>th</sup> December, 2025 up to 04:00 PM.

- 5.** The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever. Moreover, participation in the Quotation process does not under any circumstances imply any commitment for work order from the undersigned.
- 6.** The sealed quotation will be opened on 11<sup>th</sup> December, 2025 at 01:00 PM in the office chamber of the undersigned.

  
**Chief Conservator of Forests and Project Director**  
**(Administration, Finance & Coordination)**  
**WB-FBCCCR**

No: 1668/WBFBCCCR/3-1(2)/23

Date: 01.12.2025

Copy to Notice Board of the Office of:

1. The Principal Chief Conservator of Forests (HoFF), West Bengal, Aranya Bhawan.
2. The Chief Project Director, WB-FBCCCR Project.

  
**Chief Conservator of Forests and Project Director**  
**(Administration, Finance & Coordination)**  
**WB-FBCCCR**