



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- wfbcccr@gmail.com, Website- www.wfbcp.org
Phone Number: 033 2335 2247

NIQ No. 14/WBFBCCCR of 2023-24 vide no. 681/WBFBCCCR/3-1(2)/23-24 dated. 28.08.2023

Quotations for providing professional services

1. Sealed Quotations

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

2. Professional services to be provided

- 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.

Separate rates to be quoted for each assignment separately

3. Copies of documents in support of educational qualification/ Technical experience/ professional experience etc. should be enclosed along with the quotation, exemption certificate of statutory payment, if any.
4. 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. Notice Inviting Quotation Number & Date must be written in bold on the sealed envelope and submitted **on or before 7th September, 2023 at up to 02:30 PM.**
5. The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever. Moreover, participating 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 **7th September, 2023 at 03:30 PM** in the office chamber of the undersigned.

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

No: 682/WBFBCCCR/3-1(2)/23

Date: 28.08.2023

Copy to Notice Board of the Office of:

1. The Chief Project Director, WB-FBCCCR

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