



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- wbfbccr@gmail.com, Website- www.wbfbc.org
Phone Number: 033 2335 2247

NIQ No. 10/WBFBCCCR of 2023-24 vide no. 517/WBFBCCCR/1-1(41)/23-24 dated. 12.07.2023

Quotations for providing professional services

1. Sealed Quotations

Sealed quotations are invited from experienced, bonafide and reputed Individuals/ Companies/Firms for providing professional services in connection tax related matter for the accounts of West Bengal Forest and Biodiversity Conservation Society, as detailed below:-

2. Educational/ Technical Qualification of individuals/ partners:

- i) Graduate / Post graduate in law, commerce, Mathematics, Accounting, Banking etc.
- ii) Preferably having cleared all levels of the Institute of Chartered Accounts of India (ICAI) Programme/ and/ or all levels of the Institute of Company Secretaries of India (ICSI) programme and /or all levels of the Institute of Cost and Management Accountants of India (ICMAI) programme.
- iii) Desirable to have been certified by the Central Board of Direct Taxes (CBDT).
- iv) The applicant should be well versed in computer operations.

3. Professional Experience of individuals/ partners: At least 7 years of working with Government/ Government aided organization as Tax Consultant/ Advisor

4. Professional services to be provided

- a) TDS Return Salary (Original & Revised)
- b) TDS Return for non-salary (Original & Revised)
- c) Justification Report generated from Traces Server
- d) TDS Certificate Generate from Traces Server & Printout
- e) TDS challan correction on Traces Portal
- f) GST TDS Return Monthly
- g) Profession Tax Return yearly
- h) Misc Item
- i) To provide Guidelines in the above matters

The intending bidders are requested to quote rate for each items separately. Necessary guidelines to be provided in the above matters as and when required.

5. Copies of documents in support of educational qualification/ Technical expertise/ professional experience should be enclosed along with the quotation.

6. 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 21th July, 2023 at up to 02:30 PM.

7. 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.
8. The sealed quotation will be opened on **21th July, 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

Copy to Notice Board of the Office of:

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

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