



GOVERNMENT OF WEST BENGAL
Department of Public Enterprises & Industrial Reconstruction
Shilpa Sadan, 2nd Floor: 4, Abanindranath Tagore Sarani, Kolkata-700 016

No. 1308 - PEIR-99/548/2023-ESTT

Dated: 06.11.2024

NOTICE INVITING QUOTATION [2nd Call]

Sealed Quotations are invited from the bonafide Organizations/ Individuals with valid Trade License to perform the **following works** within the jurisdiction of Kolkata, with minimum of 03 (three) years of experience for the following work for the Financial Year 2024-2025 in respect of **Public Enterprises & Industrial Reconstruction Department**, Government of West Bengal: -

A. Scope of Work:

- 1) Preparation and Submission of 26Q (NON-SALARY) TDS return on quarterly basis;
- 2) Preparation and Submission of 24Q (SALARY) TDS return on quarterly basis;
- 3) Generation of Form 16 Part-B for the salaried employees of this Department;
- 4) TDS return submission through NSDL and Preparation of TDS certificate;
- 5) Printing of TDS Certificates in duplicate;
- 6) GST Registration for the Department;
- 7) TDS return submission through appropriate Portal for GST.

B. Eligibility:

- (i) The intending Organizations/ Individuals should provide at least 03 (three) proof of past experience in the form of work order in the Government/ Government-aided offices/Institutions/ Public sector undertakings/ Corporations in Kolkata during last 03 (three) financial years.
- (ii) The 03 (three) years of experience shall be supported by audited balance sheet with effect from the financial year 2020-2021.

C. Rate Specification:

- (iii) The rate should be quoted in respect of each item mentioned under Scope of Work and should be inclusive of all taxes and charges.
- (iv) Rates must be quoted both in words and figures. If there is any discrepancy of rate in word and figure, the rate quoted in words shall be taken in to account by the competent authority.

- (v) Overwriting/ corrections, if any, should be authenticated by the Proprietor or Managing Partner or Managing Director, as the case may be, of the Organization or Individual.
- (vi) The Rate quoted shall remain valid for 01 (one) year from the date of acceptance of the Quotation by the competent authority in the Administrative Department and shall include all duties and taxes including charges.
- (vii) The rates once quoted cannot be changed or revised.
- (viii) The contract may be extended for maximum of another year on satisfactory performance by the selected Vendor.

D. Documents to be submitted:

- (ix) 03 (three) proof of past experiences in Government/ Government-aided offices/Institutions/ Public sector undertakings/ Corporations in Kolkata during last 03 (three) financial years.
- (x) While quoting the rate, the bids should accompany with the self-attested photo copy of the (a) latest Professional Tax certificate, (b) PAN (of the Organization), (c) valid Trade license, (d) GST Registration certificate with number.
- (xi) Audited balance sheets of last 03 financial years with effect from the financial year 2020-2021.

E. Quotation submission:

- (xii) The sealed quotations shall be submitted in letter head of the Bidder with a forwarding letter addressed to the Secretary of the above-mentioned Department, duly signed by the Proprietor or Managing Partner or Managing Director, as the case may be, of the Organization or Individual with whom the license have been issued by the competent authority for performing the **works mentioned under Scope of Work**.
- (xiii) The Quotation should be submitted in a sealed envelope, clearly marked as *"Quotation for submission of TDS returns of the Department of PE & IR."*
- (xiv) **The deadline for submitting sealed quotations is within 1.00 PM on 21st November 2024 only** and shall be dropped in the BOX especially kept in the chamber of the Joint Secretary (Establishment). Quotations received after the deadline shall not be considered.
- (xv) Quotations will be opened on the same day after 2.00 PM before the Departmental Tender Committee in presence of the intending Bidders in person or in presence of their authorized representatives.

- (xvi) Offered rates against each of the items [From Sl. No. 1 to Sl. No. 7] under Scope of Work shall be aggregated to finalize the LOWEST BIDDER and work order may be issued in favour of the said Lowest Bidder.
- (xvii) The competent authority of the Department reserves the right to accept or reject any or all the quotation (s) without assigning any reason therefor.

F. For any queries, please contact:

Smt. Joyita Gangopadhyay, Joint Secretary, Department of Public Enterprises and Industrial Reconstruction, Government of West Bengal during the normal working hours between 11th November 2024 and 20th November 2024.

The volume of the work may be ascertained from the Accounts Section of this Department before submission of the quotation.

The accepted bidder shall have to execute an agreement with this Department after selection process is over.

The accepted Bidder shall ensure submission of the RETURN (S) within such respective due dates, as required in terms of the respective Statutes and Regulations of the Statutory Authorities.


Deputy Secretary

No. 1308/1(11) - PEIR-99/548/2023-ESTT

Dated: 06.11.2024

Copy forwarded for information and taking necessary action to: -

- 1) Pay & Accounts Officer- I, Khadya Bhavan, Kolkata
- 2) OSD to Hon'ble MIC, Department of PE & IR, Government of West Bengal
- 3) Sri Rajkrishna Ghatak, Financial Advisor, Chairman, Tender Committee of this Department
- 4) Srimati Joyita Gangopadhyay, Joint Secretary & Member, Tender Committee of this Department
- 5) Sri Dipankar Majumder, Deputy Secretary & Member, Tender Committee of this Department
- 6) Suvankar Dey, Assistant Financial Advisor, Member & Convenor, Tender Committee of this Department
- 7) Sri Kushal Ghosh, Assistant Secretary & Member, Tender Committee of this Department
- 8) Sri Purushottam Kumar Singh, OSD & DDO & Member, Tender Committee of this Department
- 9) Sri Debabrata Datta, SSP of this Department with a request to upload in the Departmental website and in the e-office Notice Board
- 10) Sr. PS to the Secretary, Department of PE & IR, Government of West Bengal
- 11) Office Copy


Deputy Secretary