



Government of West Bengal

Directorate of Forests

Office of the Conservator of Forests, Development Circle, West Bengal
Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector-III, Kolkata-700106

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Visit us at: www.westbengalforest.gov.in

NOTICE INVITING QUOTATION NO.06/DEVELOPMENT/2024-25.

Name of Works “Uploading of Income Tax (TDS) for 2025-2026” of the office of the Conservator of Forests, Development Circle.

Sealed Quotations are invited by the Conservator of Forests, Development Circle, West Bengal, Aranya Bhawan, 2nd Floor, Block: LA-10A, Salt Lake, Sector-III, Kolkata : 700106, from the bona fide Service Provider/agencies/Consultancy/Printing Press etc, for “Uploading of Income Tax (TDS) for 2025-26 of the office of the CF/DC”, at the competitive rate.

The details of works that to be undertaken is given below:-

1. Form 16A
2. Form 16 (Part-A)
3. Form 16 (Part-B)
4. Form 16 (In duplicate)
5. Tan registration etc
6. Traces Password Recovery etc
7. Professional fees
8. Challan Statement
9. Deductee Entry
10. Case Hearing
11. Annexure-II Salary Entry
12. Any other works related to TDS
13. GST related all works etc.

Term & Conditions

1. Bidders shall submit copy of valid PAN issued by the IT Deptt. GOI.
2. Valid GSTIN under GST Act.2017.
3. Current Trade License
4. Current Pre Tax Challan.
5. ‘Rate’ should be clearly manifested for each item mentioned including all taxes etc.
6. All quoted rate must be firm and no revision will be allowed after quotations are opened.
7. Payment will be made after successful & satisfactory service and submission of bills in duplicate.
8. Quotations in sealed envelope super-scribing as follows and should submitted within **28/02/2025.**

To, Sri Arun Kumar Mukhopadhyay, IFS
Conservator of Forests, Development Circle, West Bengal.

The Conservator of Forests, Development Circle, West Bengal reserves the right to accept and reject any quotation without assigning any reason and in this connection no change can be made including necessary drawing of the quotation.

Conservator of Forests,
Development Circle, West Bengal.

Dated : 21.02.2025.

No. 123 /DC/4S-1/2024

Copy, forwarded for kind information and necessary action to:-

1. The Dealing Assistant of Training Portal for upload.
2. Office Notice Board
3. Office Guard File.

Conservator of Forests,
Development Circle, West Bengal.