

OFFICE OF THE
BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI
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Memo No. 48 /Acct-15(C)

Date. 6/04/22

NOTICE INVITING QUOTATION

Sealed quotation of rates are hereby invited by the undersigned from the bonafied Agency for Income Tax, P.Tax, GST and others Tax related works" for the financial year 2022-23 under Balurghat Municipality. The quotation will be received by this office though post or courier or by hand (though Box) in sealed cover on or before 18.03.2022 up to 3.00 P.M. when the quotationers may remain present and same will be opened on the same date at 3.30 P.M.

Quotationers must be accompanied with valid self attested copies of GST registration number, valid up to date I.Tax return, PAN Card, Trade License and P.Tax Clearance certificate.

Quotationers are directed to quote their rates in figer and words including all Taxes. Rates will be quated as per specification of the works describ below. The undersigned reserve the right to accept or cancel all or any quotation without assigning any reason and not to bound to accept lowest rates.

SPECIFICATION

SI No.	Description of works	Rate to be quoted (Rs.)
1	a) Original 26Q return preparation fees (quarterly) b) Form 16A generation & printing fees (quarterly) c) Currection return preparation fees (quarterly) d) Salary statement and 24Q return preparation fees e) All P. Tax related works (quarterly) f) All EPF related works (quarterly) g) All GST related works (quarterly)	

N.B. Salary Statement & 24 Q return preparation to be done at free of cost.

Executive Officer

Balurghat Municipality

Date. 6/04/22

Memo No. 48/1(28) /Acct-15(C)

Copy to:-

1. To the Chairman, Balurghat Municipality
2. To the Vice-Chairman, Balurghat Municipality.
3. The Finance Officer, Balurghat Municipality
4. The Head Clerk, Balurghat Municipality
5. The Assistant Engineer, Balurghat Municipality
6. The Accountant, Balurghat Municipality
7. The Cashier In-Charge, Balurghat Municipality
8. Shri Mrinmoy Das for uploading in Webside.
9. Notice Board, Balurghat Municipality.

Executive Officer

Balurghat Municipality