

OFFICE OF THE

# BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI

BALURGHAT: DAKSHIN DINAJPUR

PH. NO: 03522 – 255450 / 255680 / 256930 / 255649 / 256931 / 255655

E-mail – [bmpality@gmail.com](mailto:bmpality@gmail.com) / [bmpality@hotmail.com](mailto:bmpality@hotmail.com)

web site : [www.balurghatpurasava.webs.com](http://www.balurghatpurasava.webs.com)

Memo No 3849/Acct-15 (c)

Date- 24/03/2023

## NOTICE INVITING QUOTATION

Sealed quotation of rates are hereby invited by the undersigned from the Benfield Agency for Income Tax, P,Tax, GST and others Tax related works for the financial year 2023-24 under Balurghat Municipality. The quotation will be received by the office through post or courier or by hand (through Box) in sealed cover on or before 31.03.2023 up to 3.00 P.M when the quotation may remain present and same will be open on the same date at 4.00 P.M.

Eligibility criteria for participation:-

- The quotationers should have sufficient experience during last 3 years from the date of issue of this notice of similar nature of work under the Govt. Or self-Govt. organizations etc.
- 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.
- Questioners are decided to quote their rates in figure and words including all Taxes, Rates will be quoted as per specification of the works descript below. Consolidated rate of total items will be considered fixation of lowest rest. The undersigned receive the right to accept or cancel all or any quotation without assigning any reason and not to bound to accept lowest rates.

SPECIFICAITON:-

SL NO	DESCRIPTION OF WORKS	RATE TO BE QUOTED(Rs.)
01	a) Original 26Q return preparation fees(quarterly) b) Form 16A generation & printing fees(quarterly) c) Correction return preparation fees(quarterly) d) Salary statement and 24 Q 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.

Chairman

Balurghat Municipality

Date: 24/03/2023

Memo No - 3849/1(2)/Acct-15(c)

Copy to:-

- The District Magistrate, Dakshin Dinajpur, Balurghat
- The Sub-Divisional Officer, Balurghat Sadar, Dakshin Dinajpur,

Chairman

Balurghat Municipality

Date: 24/03/2023

Memo No 3849/2(9)/Acct-15(c)

Copy to :-

- The Vice-Chairman, Balurghat Municipality
- The Executive Officer, Balurghat Municipality
- The Finance Officer, Balurghat Municipality
- The Head Clerk, Balurghat Municipality
- The Assistant Engineer, Balurghat Municipality
- The Accountant, Balurghat Municipality
- The Cashier In Charge, Balurghat Municipality
- Sri Mrinmoy Das for uploading in Website
- The Notice Board, Balurghat Municipality



Chairman

Balurghat Municipality

24/03/23