



WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.

(A Government of West Bengal Undertaking)

11A, Mirza Ghalib Street, Kolkata-700 087

Memo no. **ECSC/AC/A/1722**

Dated: **10.05.22**

### TENDER DOCUMENTS

Sealed tenders are invited from GST registered eligible certified CA Firm to take up the works particulars of which are given below. The tender may be dropped in the sealed box placed in VIP Corridor, 1<sup>st</sup> floor, Block-B, WBECSC Ltd.

#### **SCOPE OF WORK:-**

A tax consultant should engage 1 (one) no. of the team consisting of at least Three people in each team to carry on the job as Tax Consultants in accordance with the Tax laws

#### **Outline of Services.**

##### **1. GST as dealer**

1. Advice and assists in maintenance of documents necessary for availing Input Credit of SGST, CGST and IGST.
2. Ensuring a smooth transition from any existing taxes to GST.
3. Ensuring the correctness of all kinds of outputs generated from all the systems based on GST changes.
4. Ensuring correct data uploaded on GST network.
5. To guide and assist in and making in preparation of filing of Tax returns normal and GST and ensure proper & regular/ pending work for filing Tax Return of the Corporate Office.
6. To arrange, finalized and submit the above Return correctly to the Tax Department in stipulated time to avoid any levy of penalty.
7. To opine and guide on any GST issue, which may arise and also arrange compliance of the same.
8. To communicate any new changes in GST law and compliance of same in respect of Corporation.
9. To collect various information relating to GST return for any previous year.
10. Assisting in preparation of various documents and reconciliation statements for assessment of any previous year.
11. Checking of ITC credit where invoice uploaded 2A and 2B
12. Advice the method to be followed for availing maximum input credit of SGST, CGST and IGST.

13. Communicate any notice which showed in Portal and recommend possible action within 7 days from the receipts of notice and information.

## **2. Income Tax as deductor :**

1. Related to income tax law which includes TDS and other matters.
2. To guide and assist identification of liability relating TDS, for proper calculations and timely payment of Tax liability and Corporate level on a monthly basis as per provisions of the Income Tax Act.
3. To guide and assist in and making in preparation of filing of Tax returns normal and TDS and ensure proper & regular/ pending work for filing Tax Return of the Corporate Office.
4. To arrange, finalized and submit the above Return correctly to the Tax Department in stipulated time to avoid any levy of penalty.
5. To opine and guide on any income Tax issue, which may arise and also arrange compliance of the same.
6. Filling income tax return of the Corporation for any previous year.
7. Calculation of Income Tax liability of individual employees for any previous year for statutory compliance.
8. Rectification of the PAN card or Challan modification in TRACES for any reason.
9. To communicate any new changes in Income Tax law and compliance of same in respect of the Corporation.
10. Generation of FORM 16/16A for TDS income Tax for current and any previous year.

## **GST as Tax Deductor**

### **Advice the method to be followed for capturing data as tax detector**

1. Advice and assists in maintenance of documents necessary for as Tax deductor.
2. Ensuring smooth operation GST tax deductor.
3. Ensuring the correctness of all kinds of outputs generated from all the systems based on GST changes.
4. Ensuring correct data uploaded on GST network.
5. To guide and assist in and making in preparation of filing of Tax returns normal and GST and ensure proper & regular/ pending work for filing Tax Return of the Corporate Office.
6. To arrange, finalized and submit the above Return correctly to the Tax Department in stipulated time to avoid any levy of penalty.
7. To opine and guide on any GST issue, which may arise and also arrange compliance of the same.
8. To communicate any new changes in GST law and compliance of same in respect of Corporation.

9. To collect various information relating to GST return for any previous year.
10. Assisting in preparation of various documents and reconciliation statements for assessment of any previous year.
11. Communicate any notice which showed in Portal and recommend possible action within 7 days from the receipts of notice and information.

## **2. Income Tax of Corporation:**

1. Advice and assists in maintenance of documents necessary for the Income Tax act.
2. Ensuring smooth Compliance with Income Tax law.
3. Ensuring the correctness of all kinds of outputs generated from all the systems based on Income tax changes.
4. Ensuring correct data uploaded on the Income Tax network.
5. To guide and assist in and making in preparation of filing of income Tax returns tax and ensure proper & regular/ pending work for filing Tax Return of the Corporate Office.
6. To arrange, finalized and submit the above Return correctly to the Tax Department in stipulated time to avoid any levy of penalty.
7. To opine and guide on any Income Tax issue, which may arise and also arrange compliance of the same.
8. To communicate any new changes in Income Tax law and compliance of same in respect of Corporation.
9. To collect various information relating to Income Tax return for any previous year.
10. Assisting in preparation of various documents and reconciliation statements for assessment of Income Tax any previous year.
11. Communicate any notice which showed in Portal and recommend possible action within 7 days from the receipts of notice and information.

**Self attested :**  
**Documents**  
**to be**  
**submitted**  
**along with**  
**Tender**  
**otherwise**  
**quotations**  
**will not be**

- a) GST Code Registration Certificate along with the SAC Code & last month return.
- b) Income tax Return of Financial Year 2018-2019, 2019-20 & 2020-21.
- c) Credential of similar type of job executed in the Public Sector Unit as mentioned above in the Financial Year 2019-20, 2020-21, 2021-22. Experience Certificate is mandatory document.

**Considered**

- d) PAN of Firm/Partner.
- e) The Agency/Firm must have office in Kolkata and proper address proof (i.e. Recent Electricity bill, Recent Tax bill, Recent Telephone bill, Recent Rent Bill etc.) is to be attached.
- f) Valid e-mail id may be provided for any type of communication.
- g) The tender documents should consist of two envelopes (I) Technical bid, (II) Financial bid which should be put in main envelope. Technically qualified bidders are only eligible for participating in Financial bid.
- h) The estimated value of the work be quoted by the party on a monthly basis, exclusive of applicable taxes in a sealed separate Financial Bid envelope.
- i) Last date and time of receipt of tender 3:00pm of 06.06.2022
- j) Date & Time of opening of tender 3:00pm of 08.06.2022
- k) Start date and time receipt of tender 11 AM OF 15.05.2022

The Managing Director reserves the right to reject any tender without assigning any reason thereof and the same should not be questioned at any period, whatsoever. The tender receiving Officer, on opening each tender, will prepare a statement on the basis of the documents submitted by the Bidders and send the same to the Chief General Manager, W.B.E.C.S.C. Limited.

**GENERAL:**

1. It is not binding on the part of the Managing Director, W.B.E.C.S.C. Limited, to accept the lowest tender or any tender and he reserves the right to reject or accept all or any tender fully or partly without assigning any reason thereof.
2. The Managing Director also reserves the right to accept one or more tenders.
3. The Managing Director reserves the right to relax or waive or amend any of the tender conditions and to reject the tender if any of the conditions enumerated in the tender conditions are violated.
4. Authority reserves the right to either accept and/or reject any or all the tenders and/or negotiate with one or more tender without any reason whatsoever.
5. The Managing Director also reserves the right to accept one or more tenders
6. The Managing Director reserves the right to relax or waive or amend any of the

tender conditions and to reject the tender if any of the conditions enumerated in the tender conditions are violated

7. Payment will be made on a monthly basis after submission of bills with duly signed by the competent authority.

8. The tenure of service will be one Year from the date of issue of Work Order which may be renewed on discretion of the authority

9. One year Agreement should be executed between the successful Agency and the Corporation which may be executed within 7 days after receiving the work order by successful agency. In failing of which it means the agency not interested to do the job.

10. That neither of the parties shall be liable for any loss or damages for failure to comply with any of the clauses or this Tender Document due to **FORCE MAJEURE** conditions like war, riot, strike, flood, earthquake cyclone, and pandemic etc.

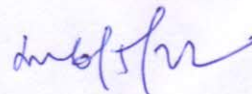
11. That in the event of any dispute or difference of opinion or difficulty arising out this agreement regarding the execution thereof, or any stipulation therein or in respect of any matter relating to this agreement, the same shall be settled between the parties amicably failing which either party will be at liberty to refer the matter to the competent court of law within the jurisdiction of Kolkata for proper adjudication of the matter.

12. In case any interpretation and/or clarification of any clause and/or clauses of this Tender Document is required to be made, the interpretation given by the Managing Director shall be final and binding upon the parties.

Authority reserves the right to either accept and/or reject any or all the tenders and/or negotiate with one or more tender without any reason whatsoever.

The tender notice and tender document to be hanged/uploads/published in followings:-

- 1) Notice Board of the WBECSC Ltd.
- 2) Website of WBECSC Ltd. i.e. <https://www.wbecscegovernance.com>
- 3) One daily Bengali news paper BARTAMAN PATRIKA



Chief General Manager  
WBECSC LTD