



# INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

Autonomous institution under MHRD, Govt. of India

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Department of Information Technology & Electronics, Govt. of West Bengal

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West Bengal, website : [www.iiitkalyani.ac.in](http://www.iiitkalyani.ac.in)

## Notice Inviting Quotations

For Engagement of Firm for Filing of Tax Return

Ref : IIITK/Enquiry/2021/131

Dated 26.02.2021

Sealed Quotations are invited from Kolkata based firms for engagement for filing of Tax Return such as ITR/TDS/GST etc. on urgent basis. Firms should be very well familiar with the job. Rates and taxes should be mentioned separately.

The Scope of Work is Stated below.

1. Filing of ITR and Related works
2. Filing of Return of TDS
3. Filing of GST Return monthly and yearly as applicable as per rules.
4. Filing of Return of TDS under GST
5. Income Tax Assessment (FORM 16 & 16B)
6. Submission of professional tax yearly return.
7. All works related to the above points.

Quotations are to be submitted in closed sealed cover within 08th March, 2021 4:00 pm and the work to be started after issuance of P.O. In case of failure to complete the work in time, order may be cancelled without assigning any reason. Payment will be made by cheque. IIIT Kalyani reserves the right to accept and/or reject any or all proposal submitted against this works without assigning any reason whatsoever.

Notes:

1. The rate should be exclusive of taxes.
2. Lowest rate offered will not be only criterion of this work. Quality, experience, credential will be given equal importance in this process.
3. The PAN number, GST Number should be mentioned. The clearance/ no dues certificates issued by Income Tax Department shall be attached with Trade license.

Deputy Registrar