

OFFICE OF THE BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI
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Memo No. 1481 /Acct-15(C)

Date. 16/10/2020

NOTICE INVITING QUOTATION

Sealed quotation of Rates are hereby invited by the undersigned from the bonafied Agency for Income Tax, P.Tax, and others Tax related works" for 3rd and 4th quarter of the financial year 2020-21 under Balurghat Municipality having proper valid I.Tax return, PAN Card etc. The quotation will be received by the undersigned on 09.11.2020 up to 3.00 P.M. and same will be opened on the same date at 3.30 P.M. 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 free of cost.

Finance Officer

Balurghat Municipality

Date. 16/10/2020

Memo No. 1481 /1(12)/Acct-15(C)

Copy to:-

1. The District Magistrate, Dakshin Dinajpur, Balurghat
2. The Chairperson, Board of Administrator, Balurghat Municipality
3. Smt. Arpita Ghosh, Member, Board of Administrator, Balurghat Municipality
4. Shri Sankar Chakraborty, Member, Board of Administrator, Balurghat Municipality
5. The DICO, Dakshin Dinajpur, Balurghat.
6. The Executive Officer, Balurghat Municipality
7. The Assistant Engineer, Balurghat Municipality
8. The Office Superintendent/The Head Clerk/The Accountant/The Cashier, Balurghat Municipality
9. Shri Mrinmoy Das for uploading in Webside.

Finance Officer

Balurghat Municipality