



# The West Bengal Pulpwood Development Corporation Limited

(A Joint Sector Company)

CIN:U20211WB1982PLC034704

“ARANYA BIKASH”, 3RD FLOOR,KB-19,SECTOR-III,KOLKATA-700106

E-Mail ID: [wbpulpwooddevcorpnltd@gmail.com](mailto:wbpulpwooddevcorpnltd@gmail.com)

No: 404/WBPDC/1A-104

Date: 10-07-2026

## Notice Inviting Quotation No 02/WBPDC/TAX CONSULTANT/2026-27

Sealed Quotations are invited from the bonafide experienced Firm/Company/Individual Tax Consultant for assisting, drafting and submission of GST Return, TDS, TCS, Annual Income Tax Return and Professional Tax Compliance return for the office of the Ex-officio Divisional Manager, The West Bengal Pulpwood Development Corporation Limited.

### 1. Scope of Work: -

SL No	Nature of Work	Filing Interval (Monthly/Quarterly/Yearly)	Rate including GST (valid till 1(one) year)	Total Amount incl GST (valid till 1(one) year)
1	Submission and filing of GSTR-1, GSTR-7, GSTR-3B on monthly basis along with preparation of payment challan.	Monthly 12(twelve) times		
2	Submission of Annual GST Return (GSTR-9) and GSTR-9C and all other GST related matter	Yearly 1(one) time		
3	Quarterly TDS Return (Form 26Q) submission	Quarterly 4(four) times		
4	Quarterly TCS Return (Form 27EQ) submission	Quarterly 4(four) times		
5	Annual Income Tax Return (ITR-6) submission along with Taxable Income Computation	Yearly 1(one) time		
6	Yearly Professional Tax Return	Yearly 1(one) time		

### 2. Date and Time: -

Particulars	Date	Time
Date for beginning of distribution of Quotation Paper	13-07-2026	11:00 AM
Quotation Paper Submission Start Date	13-07-2026	11:00 AM
Quotation Paper Submission End Date	20-07-2026	04:00 PM
Date of opening Technical Bid and Financial Bid	20-07-2026	04:30 PM

### 3. Documents Required: -

A. Submission of copy of certificate of practice (COP) is mandatory.



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- B. PAN and GST: Firm, Company and Individual Tax Consultant should provide valid PAN and GST Registration Certificate (if applicable) and ITR return of last year. If GST Registration is not applicable, a declaration to be submitted by the bidder specifying the ground of such non registration.
- C. Firm or Company need not to provide Aadhaar document. Individual Tax Consultant should provide valid Aadhaar documents.
4. **Time and Date:** - The interested consultant is requested to quote their rate for the same by 20-07-2026 in sealed envelope by the name to the undersigned.
5. **Rates:** The interested Firm/Company/ Individual Tax Consultant are requested to quote their rate for each and every item of work (including GST as applicable) for the work mentioned in Scope of Work section.
6. **Terms and Conditions:**
- Participating bidders such as experienced individuals/agencies/consulting firms/companies/firms must be Chartered Accountants and Certified Management Accountants.
  - Timely filing and submission of GST Return, TDS, TCS, Income Tax Return and Professional Tax.
  - Quotation Inviting Authority reserves the right without assigning any reason to accept or reject any/ all quotation(s) in whole or in part.
  - Payment will only be processed after successfully filing of necessary forms and returns with acknowledgement and other supporting documents.
  - Any penalty or fine occurred due to late filing will be viewed seriously and may terminate the contract apart from realising the same from the consultant, if all inputs are supplied from this end on time.
  - Pattern of Quotation: Invitation of quotations is purely indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non-availability of such approval and fund, the quotation shall be cancelled outright without assigning any further reason.
  - Validity of the quotation will be 1(one) year from the date of submission. The validity can be extended up to another 6(six) months subject to satisfactory performance of the successful bidder.
  - Quotation Inviting Authority has full right to accept or reject any quotation on technical grounds.
  - The undersigned reserves the right to cancel the quotation at any stage,if necessary,without assigning any reason whatsoever.
  - Work Order will be issued after approval of quotation inviting authority and payment will be done after successful completion of each item of work. Bills to be submitted in duplicate mentioning your PAN No and GST Number (as applicable) and also mentioning this office GST Registration No:19AABCT1517H2ZG.
  - The undersigned is not bound to accept the lowest rate quoted by the quotationers and is not bound to assign any reason whatsoever for such non acceptance.
  - L<sub>1</sub> bidder will be selected based on the overall rate quoted, not for individual items in case of more than 1(one) item.



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- m. Quotation to be submitted with seal & signature addressed to the Office of the Ex-officio Divisional Manager, WBPDC Ltd. at Aranya Bikash, KB-19, Sector-III, Salt Lake City, Kolkata- 700 106. along with relevant supporting documents duly signed by authorized signatory.
- n. The total value of quotation should be within 1 Lakh and valid up to one year from issue of Work Order.
- o. After successful completion of works up to the satisfaction of the undersigned,80% payment will be made as per Finance Department's G.O No 4679-F(Y) dated 21-11-2022 after necessary deductions. The remaining 20% will be released only after confirming that necessary GST returns have been filed by the L<sub>1</sub> Bidder and reflected against GSTIN of The West Bengal Pulpwood Development Corporation Limited.


  
Ex-officio Divisional Manager

 The West Bengal Pulpwood Development Corporation Limited

Copy forwarded to:-

1. The Managing Director, The West Bengal Pulpwood Development Corporation Limited
2. The Range Manager (HQ), WBPDC is directed to distribute the Notice Inviting Quotation to the quotationers in favour of Ex-officio Divisional Manager, WBPDC
3. Notice Board of WBPDC and WBFDC
4. Official website of WBFDC

  
Ex-officio Divisional Manager

 The West Bengal Pulpwood Development Corporation Limited