



Memo No. 532/SDBI/Notice Inviting Quotation/Income Tax/2024

Dated: 12/09/2024

NOTICE INVITING QUOTATION

FOR PROVIDING SERVICES TO FULFIL INCOME TAX COMPLIANCE REQUIREMENTS

Sealed Quotations are invited from reputed and experienced professionals/firms for

1. Quarterly TDS Return in respect of the Employer
2. Computation of Income & Generation of FORM-16 in respect of all Employees (Number of employees is 109)

at SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE), 412/1, G.T. Road (S), Shibpur, Howrah – 711102.

Submission of tenders & Time Schedules:

- 1) **Quotation** (Rate in Rs.) to be given for each of the above-mentioned **two (2) items** **Separately** as per the following format:

Items	Rate (Rs.)
Quarterly TDS Return in respect of the Employer	
Computation of Income & Generation of FORM-16 in respect of all Employees (Number of employees is 109)	

- 2) **Submission:**

- **Sealed** Quotation in **Letter Head and duly signed** must be submitted in the “**DROP BOX**” available in the Main Entrance of the College.
- “**Quotation for Providing Services to Fulfil Income Tax Compliance Requirements**” must be **superscribed** on the Sealed Envelope
- Quotations submitted **by post/courier/e-mail will be rejected**

- 3) **All Taxes:**

Rates should be quoted inclusive of all kinds of taxes. The fact must be clearly mentioned in the quotation.

- 4) **The following document must be submitted as attachments along with the sealed quotation:**

- **Experience Certificates** from different clients

- 5) **LAST Date of Submission of Quotations in the “Drop Box”:**
19-09-2024 (Thursday).

Manidub Chandra

Principal

SHIBPUR DINO BUNDHOO INSTITUTION (COLLEGE)