

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	23-02-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	23-02-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	West Bengal
विभाग का नाम/Department Name	Co-operation Department West Bengal
संगठन का नाम/Organisation Name	Secretariat Office Cooperation Department
कार्यालय का नाम/Office Name	New Secretariat Buildings Kolkata 700001
वस्तु श्रेणी /Item Category	Financial Advisory Services - Offsite; Tax Advisory
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant /

Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:3 years of experience

Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:NA

Scope of work to be uploaded by buyer:[1770983510.pdf](#)

Financial Advisory Services - Offsite; Tax Advisory (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Tax Litigation Strategy , Support for Tax Assessment , Advance Tax Computation
Financial Advisory Reports	Yes
Frequency of Progress Report	Quarterly
Type of Professional/Resources required	Tax expert , GST expert
Qualification of Professional/Resources required	CA , B Com (Hons) with Law Degree
Certification of Professional/Resources required	Tax Consultant
Total Experience of Professionals / Resources (In years)	3 - 5 Years
एडऑन /Addon(s)	
Post Financial Advisory Support	Yes

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Partha Mukhopadhyay	700001,1, K.S. Roy Road	Project / Lumpsum Based	<ul style="list-style-type: none">Number of months for which Post Advisory support is Required : 12

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions**1. Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without

specifying equivalent Indian Certification / standards.

10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake

compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



**Government of West Bengal
Co-operation Department**

New Secretariat Building, Block-A, 4th Floor, 1, K. S. Roy Road, Kolkata-700001

Bidding Through **GeM** (Government-e-Market) For

“Tender for Engagement of off-site Services for e-TDS, GST-TDS, Tax Consultancy Including e-Filing of TDS Returns and GST Returns for a Period of 01 (one) Year”

for

Co-operation Department

Government of West Bengal

located at

1, K. S. Roy Road, New Secretariat Building, 4th Floor, Block-A, Kolkata-700001

Phone No -033-2262-0098

E-mail at coop1dep@gmail.com

Deputy Secretary to the Govt. of West Bengal

1) INTRODUCTION:

- a) **Co-operation Department, Govt. of West Bengal, located at New Secretariat Buildings, Block-A, 4th Floor, 1, K. S. Roy Road, Kolkata-700001** invites online bids in **two tier bid systems (Technical & Financial)** from authorized agencies for **“Engagement of off-site Services for e-TDS, GST-TDS, and Tax Consultancy Including Quarterly e-Filing of TDS Returns for a Period of 01 (one) Year”**.
- b) Tentative period of contract will be **01.04.2026 to 31.03.2027**.
- c) The Bidders can submit the Bids through GeM Portal only and Co-operation Department will not accept the Bids through hardcopy without GeM Bidding process. The Additional Chief Secretary, Cooperation Department reserves the right to accept or reject any or all of the submitted bids without assigning any reasons thereof.
- d) All clarifications / corrigenda will be published only on the <https://www.gem.gov.in>
- e) For inquiries, Contact: Co-operation Department, New Secretariat Buildings, 4TH Floor, Block-A, Kolkata-700001. Bidders are welcome to visit the site during regular office hours if they have any inquiries.

Telephone: 033-2262-0098 (During Working Hours only).

Email:coop1dep@gmail.com

1.	Last date & time of EMD & Tender Fee submission	Not Applicable (NA)
2.	Performance Bank Guarantee (PBG)	Not Applicable (NA)

2) Scope of Work

a) Related to Income Tax-TDS, GST-TDS

- i) To ensure compliance of timely e-filing of all the returns pertaining to Income Tax-TDS, GST-TDS including E-filing of quarterly TDS returns & monthly GST returns pertaining to income tax deducted from salaries and TDS deducted from contractors. (24Q and 26Q, GST-TDS return).
- ii) Feeding of data of I-Tax deduction of employees/contractors.
- iii) Data for filing aforesaid return will be provided by DDO of this deptt. through soft copy/hard copy as required.
- iv) To ensure timely generation of Form-16 Part A & B, 16-A. Generation of GST-TDS Challan and certificate/GSTR-7A or any other document mandatorily required under aforesaid activities.
- v) Timely filing of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry or invalid/wrong PANs/GST Numbers or any other kind of error in any return of Income Tax-TDS, GST-TDS and GST matter.
- vi) To provide assistance in responding to notices issued by Income Tax or GST Authorities in respect of returns filed during the contract period, including pending or old cases, by drafting replies and appearing before such authorities, if required.
- vii) Firm will suggest regarding the maintenance of books/ledgers required for Income Tax- TDS, GST-TDS and GST matters.
- viii) In this department there are approximately 100-110 regular staff for which 24Q quarterly returns are to be filed and Form 16 are to be generated at the end of the F.Y. and 26Q quarterly returns are to be filed for all the contractors/suppliers/vendors.
- ix) To assist in computation and compliance of statutory liabilities relating to Income Tax-TDS, GST, and GST-TDS in respect of RKVY and other Government schemes implemented by the Department.
- x) Any additional statutory compliance requirement relating to Income Tax-TDS, GST or GST-TDS, introduced or arising due to amendments in law during the contract period and directly connected with the activities specified herein, shall form part of the scope of work.
- xi) During the contract period, no increase in rates other than quoted rates will be entertained.

b) Related to GST Matters

- i) To file online monthly/annual GST returns of the Deptt. or any other return as required by the GST Authorities from time to time.
- ii) Handling the input tax credit and ensuring proper maintenance of this deptt.
- iii) Consultation/advice on record, maintenance of applicable GST rates.
- iv) To provide guidance leading to full compliance of all rules and regulations of GST Laws and its implementation from time to time.

- v) Assistance in updating GST related portals including e-invoice portal and their related issues as required from time to time.
- vi) Assistance in identification of invoices (outward and inward) which are not eligible for this deptt.
- vii) To provide assistance in responding to GST notices and departmental communications pertaining to returns filed during the contract period.
- viii) Any additional statutory compliance under GST introduced or arising due to amendment in law during the contract period and directly connected with the above activities shall form part of the scope of work.

3) ELIGIBILITY OF BIDDERS:

- a) Minimum eligibility criteria of the Bidders are as under:
 - i) The bidders' turnover should be at least **Rs. 5 Lakh** in average in the three preceding financial years, viz. **FY 2022-23, 2023-24** and **2024-25** (**Please attach relevant financial documents**).
 - ii) The bidder shall possess an educational qualification of **B. Com (Hons.) with Law** or be a **Chartered Accountant** (**Please attach relevant certificates/documents**).
 - iii) The bidder should be a single entity/ Registered as a Company/ Partnership Firm under respective acts in India.
 - iv) The bidder should be either based in Greater Kolkata or have a branch Office in Greater Kolkata for offering seamless service. (**Please attach relevant document regarding office in Greater Kolkata**).
 - v) The bidder should have at least 3 years of experience of providing similar service in at least three different central/state government departments/directorates /PSU (**Please attach relevant work experience/ work orders documents**).
- b) In addition to the above, the Bidder has to submit the following documents:
 - i) Valid I.T. Return for Assessment Year 2024-25, 2023-24 and 2022-23
 - ii) Professional Tax Registration Certificate
 - iii) PAN of the Company/Owner
 - iv) Self-declaration regarding acceptance of all T&C (**Annexure-A**)
 - v) Self-declaration as "the bidder is not blacklisted by any govt. organizations" (**Annexure-B**).
- c) Additionally, the bidder must provide the contact details (**Phone No. & Email**).

4) FINANCIAL BID:

- a) Only a single lump sum amount shall remain valid for one years.
- b) If there is a mismatch in Rate in Figures and rate in Words, then the Rate in Words will be taken as the Quoted Rate.
- c) Rates must be inclusive of all types of charges and applicable statutory taxes and levies including GST.

- d) If the quoted rates of two/more firms are same, then L1 firm will be decided through RA.
- e) The firm should not devise their own format or lay down any other conditions except lump sum amount. Conditional quotes are liable to be rejected.

5) SELECTION PROCESS:

- a) The Financial Bids of technically qualified Bidders will be opened subsequently.
- b) The Bidder, who has submitted the lowest Commercial bid, shall be selected as the L-1 and shall be called for further process leading to the award of the contract.
- c) Only fixed price for financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- d) The bid price will include all taxes and levies and shall be in Indian Rupees.
- e) Any conditional bid would be rejected.
- f) Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected."

6) SUBMISSION OF NOTARIZED AFFIDAVIT

- a) **Prior to awarding the contract, the L-1 bidder will have to submit a notarized affidavit affirming acceptance to all terms & conditions of the bid.**

7) VALIDITY OF TENDER:

- a) 180 (One Hundred Eighty) days from the date of Submission of Tender.

8) OTHER DISCIPLINES:

- a) GST, Service Tax, or any other tax on service in respect of this contract shall be payable by the selected firm and the Department will not entertain any claim whatsoever in this respect.
- b) All tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- c) The acceptance of tender will rest with Co-operation Department which does not bind itself to accept the lowest and reserves to itself the right to reject any or all the tenders received without assigning any reason/s thereof.
- d) The bid which does not fulfill the above criteria will summarily be rejected.

9) PAYMENT TERMS:

- a) Payment will be made on quarterly basis on receipt of bill/invoice.
- b) All the payments shall be released on receipt of satisfactory work certificate and after due verification.
- c) No advance payment will be made.

10) BID CURRENCY AND RELATED:

- a) Rates should be quoted in Indian Rupees (INR) only.
- b) The rates quoted should be including taxes and all other incidental expenses.

11) GENERAL TERMS & CONDITIONS:

- a) **Termination Clause:** At any stage during the contract period, if it is found by the office that services for the firm are not satisfactory then this office reserves the right to cancel the contract without assigning any reason thereof. Contract can be terminated with one month's written notice.
- b) The contractor shall handover all the items to the office in perfect working condition at time of expiry of contract.
- c) **Legal Jurisdiction:** All disputes are subject to the courts of Kolkata only.

12) CONFIDENTIALITY CLAUSE:

The Consultant shall maintain strict confidentiality of all information, records, and data accessed during the engagement. Any breach will lead to termination of contract and may attract legal action.

13) PENALTIES: Penalties will be charged as per **GeM Clause**.

14) RIGHT TO ACCEPT ANY PROPOSAL AND TO REJECT ANY / ALL PROPOSAL(S):

The department reserves the right to accept or reject any proposal, and to annul the bidding process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for department's action.

15) NOTIFICATION OF AWARD:

Prior to the expiration of the validity period, the department will award the contract to successful bidder on GeM portal. No separate communication will be made. In case the bidding process has not been completed within the stipulated period, department may extend the validity period of the bid.

Annexure- A

Declaration of Acceptance of Terms & Conditions

Ref No:

Date:

**To
The Additional Chief Secretary,
Co-operation Department,
New Secretariat Building(4th Floor),
1,K.S.Roy Road, Kolkata,
West Bengal 700001**

Sub: - Declaration of Acceptance of Terms & Conditions

Sir,

We, <**Organization Name**>, hereby confirm that we have thoroughly read, understood, and unconditionally accept all the terms, conditions, specifications, and requirements mentioned in the aforementioned bid document, including any amendments or corrigenda issued by your esteemed department.

We further declare that we shall comply with all the stipulated guidelines and other contractual obligations as outlined in the bid document. We understand that any deviation or non-compliance may result in disqualification or termination of the contract at the discretion of the Cooperation Department.

Yours faithfully,

AUTHORIZED SIGNATORY
(Name & Designation, seal of the firm)
For and on behalf of:

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

Sorav
13/02/26

Annexure- B

Declaration regarding blacklisting

Ref No:

Date:

**To
The Additional Chief Secretary,
Co-operation Department.
New Secretariat Building(4th Floor),
1,K.S.Roy Road, Kolkata,
West Bengal 700001
Sub: - Declaration regarding blacklisting**

Sir,

We hereby confirm and declare that we, <**organization name**> is not blacklisted/de-registered/ debarred by any Government Department/ Public Sector Undertaking/ Bank/ Privet Sector/ or any other organization for which we have executed/undertaken the works or services during the last 03 (three) years.

We hereby also understand and confirm that the Department will be in liberty to debar us from the service at any point of time if the above statement is found false.

Yours faithfully,

**AUTHORIZED SIGNATORY
(Name & Designation, seal of the firm)
For and on behalf of:**

[This letter should be on the letter head pad of bidder duly signed by authorized signatory]

-- THE END --

Basan
13/02/26