

Inviting Quotation for filing of Tax Audit Report along with income Tax Return for West Bengal Housing Infrastructure Development Corporation Limited (A Govt. of West Bengal Undertaking), New Town, Kolkata.

Notice seeking quotation for filing of tax audit report and filing of the income tax return of West Bengal Housing Infrastructure Development Corporation Limited (A Govt. of West Bengal Undertaking) New Town.

- (2) The quotation in the prescribed Format is invited from the reputed firms of Chartered Accountants to undertake the assignment of filing Tax Audit Report along with Income tax return for the Assessment year 2025-26 of West Bengal Housing Infrastructure Development Corporation Limited, (A Govt. of West Bengal Undertaking). Therefore, Interested Firms are requested to submit the requisite documents directly to the Chief Finance Officer of WBHIDCO in two sealed envelopes- (1) All required documents as per selection criteria along with the Demand Draft for EMD and (2) Annexure A for financial bid.

The properly sealed Envelope should be dropped in the Tender Box lying at the **Office of Chief Finance Officer, 2nd Floor Hidco Bhaban**. The submitted technical bids and credentials will be evaluated by the committee of the WBHIDCO.

Only the Financial Bids of the technically qualified firms will be considered for evaluation and the assignment will be awarded to the lowest Financial Bidder. If the lowest financial bidder does not agree to undertake the assignment within the prescribed period or if the competent authority of the WBHIDCO deems it unfit for any reason (reasons to be recorded in writing), the job may be awarded to the next lowest financial bidder provided that the firm agrees to undertake the job. However, the work may only be awarded to a technically qualified bidder.

Important Dates:

1.	Date of Publication of Notice Inviting Quotations	31-July-2025
2.	Date of submission of Quotation & Financial Bid	01-Aug-2025 to 07-Aug-2025
3.	Opening of Financial Bid	08-Aug-2025

Scope of Works

- Filing of Tax Audit Report for the assessment year 2025-26 within 30 days of work order given (Maximum by 31st October 2025)
- Filing of income Tax Return along with Forms if Any.

General Terms and Conditions

(1) **Payment Terms:**

Payment will be made only after the filing of return and submission of the Tax Invoices and acknowledgment of the return to the chief Finance Officer, WBHIDCO. Separate quotation is required for both the task and payment will also be made separately

- (2) **Completion period** – The work must be completed within 30 days of giving work order (Maximum by 31st October)
- (3) **Earnest Money Deposit (EMD):** The amount of EMD shall be **Rs.5,000/- (Rupees Five Thousand only)**. The same is to be in the form of a **Demand Draft in favor of “WBHIDCO”, payable at Kolkata**, drawn on any Nationalized Bank/ Scheduled Bank. The EMD shall be refundable in the case of unsuccessful bidders. However, the EMD shall be released to the successful bidder after fulfilment of the terms and conditions of the Assignment. No interest is payable on such a refund of the EMD. **EMD shall be forfeited if the selected firm accepts the letter of assignment but is unable to fully execute the same.**
- (4) The Professional Fee quoted by the Firms shall be inclusive of all charges and incidental expenses. The Company will not bear any additional expenditure. The firm shall quote two separate amounts i.e. one for filing Tax Audit Report & other for Income Tax Return Filing with GST.
- (5) **Acceptance of Bid:** The Authority of WBHIDCO Ltd. Kolkata does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire bids received without assigning any reason thereof.
- (6) If the selected Firm fails to accept the award / appointment letter of the WBHIDCO within the prescribed time period or conditionally accepts the same, the appointment /award will automatically stand cancelled without entertaining any further correspondence.
- (7) **Incomplete and Conditional Bids** will be summarily rejected without assigning any reasons thereof.
- (8) **Extension:** Contingent upon satisfactory performance, the successful bidder may be eligible for reappointment in the subsequent years. Such a reappointment shall be at the sole discretion of the management.
- (9) **Termination:** If WBHIDCO is not satisfied with the work, the contract can be terminated by giving immediate notice to the consultant.
- (10) **Period of Validity:** Bids shall remain valid for acceptance for a period of 60 days.
- (11) In case of any dispute, the decision of the WBHIDCO shall be final and binding on the bidders.
- (12) For any clarification the bidder may drop an email to: jasprit.singh@wbhidco.in

Criteria for Selection of the Firm

1. The firm should have its office in **Kolkata**, within the radius of 40 Km from the New Town WBHIDCO Bhawan.
2. The firm must have at least seven (5) years of experience.
3. The Firm **should have a valid Certificate of Practice from the Institute of Chartered Accountants of India.**
4. The firm should **have at least 3 FCA's**
5. The firm should have similar experience in the last five years of at least 3 PSU clients.
6. The turnover of the firm must not be less than 50 Lacs in preceding 3 financial year (i.e. 2021-22, 2022-23 and 2023-24)
7. The firm should be well versed with ERP of the at least 1 client in last 3 Years.
8. The Firm should at least deploy a team of 2 member consisting of 1 Qualified and 1 semi-Qualified.

The bidder needs to submit all the self-attested documents as per selection criteria.

L1 will be considered as per "C" of the financial proposal to be submitted by the bidders, i.e, taking total of both the figures. However, invoices and payment will be made separately for each task.

(On the Letter Head)
Financial Proposal

To,
The Chief Finance Officer,
WBHIDCO Ltd., HIDCO BHABAN, Premises No 35-1111. Biswa Bangla Sarani (MAR),
3rd Rotary, New Town, Kolkata-700156.

Sub: Table for Quoting One Time Fee for the Assignment in terms of the Tender: (To be kept in a separate Envelope sealed properly while sending the proposal).

No. 2086/HIDCO/FIN/035/2023

Dated: 31-July-2025

Sr. No.	Particulars	Fee in ₹ (inclusive of tax, as applicable)	
		(In Figure)	(In Words)
A.	Fees for Filing Tax Audit Report for AY 2025-26		
B.	Fees for Filing Income Tax Return for AY 2025-26 along withs Forms if any.		
C.	Total(A+B)		

Signature (with seal)

Date:

Place:

