



PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT

GOVERNMENT OF WEST BENGAL

Joint Administrative Building, 6th Floor, Block-HC-7, Sector-III, Bidhannagar, Kolkata-700106

No. STARPARD/ NIQ / 2026/001

Date 11.06.2026

Notice Inviting Quotation [NIQ] for Engagement of Tax Consultant for dealing with Income Tax Notices and Related Matters for O/o the STARPARD, Panchayats & Rural Development Department

The Society for Training & Research on Panchayats & Rural Development [STARPARD] under the Department of Panchayats and Rural Development, Government of West Bengal invites sealed quotations from reputed Tax Consultants on rates (case specific) for preparation and submission of reply to Income Tax Notices [including Adjournment of Income Tax related matters, Appeals, Condonations, Hearings etc. etc.] and related matters in the office of STARPARD.

The details of the NIQ are given below:

1. **NIQ No. :** STARPARD/ NIQ / 2026/001 Date 11.06.2026
2. **Description of Services:** Engagement of Tax Consultant dealing with Income Tax Notices and Related Matters for O/o the STARPARD, Panchayats & Rural Development Department
3. **Opening Date & Time for Submission of NIQ :** 12.06 .2026 (Friday) at 11 am
4. **Closing Date & Time for Submission of NIQ :** 24. 06 .2026 (Wednesday) at 2 pm
5. **Date & Time of opening of NIQ :** 24. 06 .2026 (Wednesday) at 3 pm
6. **Correspondence details:** The Member Secretary, STARPARD &
Additional Secretary to the Government of West Bengal
Department of Panchayats & Rural Development
Block: DD, Plot No. 18/9, Sector-I, Bidhannagar, Kolkata.
West Bengal. Pin Code 700064.

STARPARD Helpdesk e-mail id: starpard.procurement@gmail.com

Bid no. & title to be mentioned in the subject of the email.

Phone no. (033) 2985 0203/ 2359 2930

from 10.30 am to 5 pm from Monday to Friday [except: Govt. Holidays]

Notice Inviting Quotation (NIQ)

Subject: Engagement of Tax Consultant for dealing with Income Tax Notices and Related Matters for O/o the STARPARD, Panchayats & Rural Development Department

A) BACKGROUND:- The Society for Training & Research on Panchayats & Rural Development [STARPARD] under the Department of Panchayat and Rural Development [P&RD], Government of West Bengal was set up in 1997-98 with its Registration No. S/86755 of 1997-98, registered under West Bengal Societies Registration Act, 1961 [Act No. XXVI of 1961] with a set of objectives related to training & research on Panchayats & Rural Development. Presently the registered office of the restructured STARPARD is the Department of Panchayats & Rural Development, Government of West Bengal, Joint Administrative Building, HC-7 [6th to 10th Floors], Sector-III, Bidhannagar, Kolkata-700106. Administrative Office & Work Office of STARPARD is located at Mrittika Bhaban, 8th Floor, Block DD, Plot: 18/9, Sector-I, Bidhannagar, Kolkata: 700064.

B) INVITATION OF BIDS: - Sealed quotations are invited from reputed Tax Consultants [hereafter applicant Bidder or, Bidder] on rates (case specific) for preparation and submission of reply to Income Tax Notices [including Adjournment of Income Tax related matters, Appeals, Condonations, Hearings etc.] and related matters in the office of STARPARD.

C) SCOPE OF WORK

- 1) Attending to notices of revision /demand /rectification raised by Income Tax Department for all previous year(s).
- 2) Preparation and submission of replies in respect of Income Tax notices received at the O/o STARPARD in stipulated time as and when required.
- 3) Assistance on adjournment in respect of Income Tax notice(s), wherever applicable.
- 4) Filing of condonation in respect of if Income Tax notice(s), wherever applicable.
- 5) Preparation & submission of appeals to Income Tax authority in Income Tax related matter(s), wherever applicable.
- 6) Assist as well as attend hearing i.c.w. Income Tax notice(s) as and when required.
- 7) Disposal of the Income Tax notice(s) outstanding at O/o the STARPARD as well as upcoming notices.
- 8) Any other matter(s) related to Income Tax notice(s)

D) Bid Validity: Not less than 180 days

E) Engagement Period: For one (01) year from the date of Letter of Award.

STARPARD,
Dept. of Panchayats & Rural Development
Govt. of West Bengal

F) BIDDER PRE-QUALIFICATION CRITERIA FOR THIS BID:

Sl. No.	Eligibility Criteria	Supporting Proof/ Documents Required
(a)	(b)	(c)
1.	The applicant Bidder should have (i) PAN (ii) Income Tax Return of any two financial years between. 2022 -23 to 2024 -25 (iii) GST registration with GST returns submitted for last month (May, 2026)	Provide relevant documents (self-attested)
2.	The eligible applicant Bidder should have a full-time office [i.e. Head Office/ Branch Office] in Kolkata , West Bengal.	Relevant documents with proof of address. (self-attested)
3.	The applicant Bidder should have proven experience in dealing with Income Tax Notices and others related matters specially in the field of preparation and submission of reply to Income Tax Notices [including Adjournment, Appeals, Condonations, Hearings etc.] in a <u>Central/ State/ PSU organization</u> at least for last three (03) financial years [i.e. F.Y. 2023 -24, 2024 -25, 2025 -26]	Relevant documents [including pay certificate / & work completion certificate from the Client Central/ State/ PSU organization]. (self-attested)
4.	Declaration certificate: The applicant Bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India.	The certificate must be issued on the bidder's official letter head, bearing the bidder's seal and signed by the competent authority of the bidder.
5.	Contact Person(s) Details of the applicant Bidder Office which includes name of the contact person, Telephone & Mobile no., email address, Website (If available), Office Address including land mark & PINCODE.	-Do-

Note: All documents must be marked 1 to 5 as above

G) INSTRUCTIONS TO THE BIDDERS

1. Procedure for Bid Submission: Master Envelope (Subscribing on the top "Name of the Bid" and "Bid no.") should contain two envelopes – Envelop A and Envelop B.

Envelop A marked as Technical Bid will contain all the self-attested documentary evidence in support of the bidder firm along with declaration as mentioned in this NIQ.

Envelop B marked as Financial Bid will contain the financial offer as mentioned in this NIQ.

The quotation will be submitted offline at O/o the STARPARD, MRITTIKA Bhaban, 8th Floor, Block: DD, Plot No.: 18/9, Sector 1, Salt Lake City, Kolkata-700064 within the mentioned date & time of this NIQ and Master envelope earmarked with "Engagement of Tax Consultant for dealing with Income Tax Notices and Related Matters" for O/o the STARPARD, Panchayats & Rural Development Department

2. The bidder shall be responsible for all costs associated with the preparation of this proposal, if any regardless of the conduct or outcome of the bidding process.
3. **The quoted price shall be inclusive of all applicable charges excluding applicable Taxes.** While quoting the price [in ₹], the bidder shall consider all expenses including travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure.
4. Preconditioned quotation will not be accepted.
5. In case of any day, meant for this quotation, appears to be an unscheduled holiday, the next working day will be treated as a scheduled/ prescribed day for the same purpose.
6. Only submission of Rates/ NIQ does not confirm subsequent work order.
7. **Sub-contracting the work will not be allowed.**
8. Bidder shall not have any interest in the business of this office.
9. In case of any delay of assigned work, it will fully lie on the responsibility of the bidder.
10. Selected bidder should maintain confidentiality of all records & documents accessed by it in the course of carrying out of its work. Any unauthorized sharing of such information or carrying away the records in any form shall invite legal action against the Bidder.
11. Submission of NIQ or being Lowest - 1 (L1) in NIQ does not bind this office to place the work order. Decision of the Member Secretary, STARPARD will be final & binding on all.
12. If required, justification/ clarification may be sought against financial bid /and submitted documents of technical bid
13. Payment will be made subject to availability of Fund.
14. Applicable Tax will be deducted from bills as applicable as per Government Rules.
15. After successful completion of each Income Tax notice – related works, the selected bidder shall submit a claim invoice for payment.
16. Bidders should ensure that their offered bid is delivered within the scheduled date, time, and place as per the instructions given above. NIQ submitted after the due date shall not be considered. If the date of opening of the

- NIQ happens to be a holiday, the NIQ shall be opened on the next working day.
17. The proposal submitted by the bidder should be valid for acceptance for a period of 180 days from the opening date of NIQ. In exceptional circumstances prior to the expiry of the original NIQ validity period, STARPARD may extend the period of validity for a specified additional period.
 18. STARPARD may seek clarifications on the NIQ submitted by the bidders.
 19. At any time prior to the deadline for submission of NIQ, Member Secretary, STARPARD may, for any reason, add/ alter/ delete/ modify any part of this bid document by issuing addenda.
 20. The final selection of the successful bidder from the technically qualified bidders will be done by considering the lowest quote, i.e., bidder quoting the Lowest one rate (L1) in financial bid subject to fulfillment of eligibility criteria.
 21. If the firm gives wrong information in its offer, STARPARD reserves the right to reject such offer at any stage or to cancel the contract. The engagement of the Bidder can be terminated by the STARPARD Authority without assigning any reason, whatsoever, at any time during the contract period by giving 30 days' notice.
 22. A proposal shall be considered responsive (after getting required clarification / documents if any) if
 - (a) It contains the information and documents as required in the Quotation Document.
 - (b) It contains information in formats specified in the Quotation Document.
 - (c) There are no significant inconsistencies between the proposal and the supporting documents.
 - (d) The Technical qualification conforms to as specified in the eligibility criteria in the Quotation.
 - (e) A Quotation that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
 23. The Member Secretary, STARPARD, reserve the right to accept/ reject/ cancel any/ all quotations without assigning any reason(s) whatever the case may be.

Contact details:

STARPARD Helpdesk **e-mail id:** starpard.procurement@gmail.com Bid no. & title to be mentioned in the subject of the email.

Phone no. (033) 2985 0203/ 2359 2930 from 10.30 am to 5 pm from Monday to Friday.



19.02.26

**Member Secretary, STARPARD &
Additional Secretary to the Govt. of West Bengal
Panchayats & Rural Development Department**

**Member-Secretary, STARPARD &
Additional Secretary to the Government of West Bengal
Panchayats & Rural Development Department**

STARPARD,
Dept. of Panchayats & Rural Development
Govt. of West Bengal

Bid Document
Page 5 of 8

Format I:**(ON THE LETTER HEAD OF THE BIDDER)
LETTER OF SUBMISSION**

To
The Member Secretary,
STARPARD

Subject: Engagement of Tax Consultant Firm(s) for dealing with Income Tax Notices and Related Matters for O/o the
STARPARD, Panchayats & Rural Development Department

Ref.: STARPARD/ NIQ / 2026/001 Date: 11.06.2026

Sir,

Being duly authorized to represent and act on behalf of _____
(Hereinafter referred as the "Applicant Bidder" or, Bidder") and having reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the project referred above.

We are submitting our Bid enclosing the following, with the details as per the requirements of the Bid Document, for your evaluation.

Sl. No.	Eligibility Criteria	Page No. of submitted Bid Document
(a)	(b)	(c)
1.	The applicant Bidder should have (a) PAN (b) Income Tax Return of any two financial years between. 2022 -23 to 2024 -25 (c) GST registration with GST returns submitted for last month (May, 2026)	(a) (b) F.Y. 2022 -23: 2023 -24: 2024 -25: (c)
2.	The eligible applicant Bidder should have a full-time office [i.e. Head Office/ Branch Office] in Kolkata , West Bengal.	
3.	The applicant Bidder should have proven experience in dealing with Income Tax Notices and others, related matters specially in the field of preparation and submission of reply to Income Tax Notices [including Adjournment, Appeals, Condonations, Hearings etc.] in a <u>Central/ State/ PSU organization</u> at least for last three (03) financial years [i.e. F.Y. 2023 -24, 2024 -25, 2025 -26]	F.Y. 2023 -24: 2024 -25: 2025 -26:
4.	Declaration certificate: The applicant Bidder should not have been debarred/ black listed/ disqualified by any regulators/ statutory body in India.	
5.	Contact Person(s) Details of the applicant Bidder Office which includes name	

Sl. No.	Eligibility Criteria	Page No. of submitted Bid Document
	of the contact person, Telephone & Mobile no., email address, Website (If available), Office Address including land mark & PINCODE.	
6.	Copy of Format I & Format II	

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment/ Addendum to the Bidding Documents, if any, for subject Quotation.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Bid and we agree that if any deviation/ exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

We hereby declare that we have not been black listed/ debarred by any Government department/ agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India and State Governments.

Signature of the bidder or Authorized Signatory : _____

Name of the Bidder : _____

Company Seal : _____

Date: _____

Format II:

(ON THE LETTER HEAD OF THE BIDDER)

FINANCIAL BID

Ref. NIQ No. STARPARD/ NIQ / 2026/001 Date 11.06.2026

Notice Inviting Quotation [NIQ] for Engagement of Tax Consultant for dealing with Income Tax Notices and Related Matters for O/o the STARPARD, Panchayats & Rural Development Department

Sl. No.	Scope of Work	Rate (Case-specific) [in ₹] <u>Inclusive of all charges & Exclusive of all Taxes</u>
(a)	(b)	(c)
1.	<p>Preparation and submission of reply to Income Tax Notices [including Adjournment, Appeals, Condonations, Hearings etc.] and related matters:</p> <ol style="list-style-type: none">1) Attending to notices of revision /demand /rectification raised by Income Tax Department for all previous year(s).2) Preparation and submission of replies in respect of Income Tax notices received at the O/o STARPARD in stipulated time as and when required.3) Assistance on adjournment in respect of Income Tax notice(s), wherever applicable.4) Filing of condonation in respect of if Income Tax notice(s), wherever applicable.5) Preparation & submission of appeals to Income Tax authority in Income Tax related matter(s), wherever applicable.6) Assist as well as attend hearing i.c.w. Income Tax notice(s) as and when required.7) Disposal of the Income Tax notice(s) outstanding at O/o the STARPARD as well as upcoming notices.8) Any other matter(s) related to Income Tax notice(s)	<p>In Figure [Rs. Paisa]: ₹</p> <p>In Word: Rupees</p> <p>Paisa</p>

Signature of the bidder or Authorized Signatory : _____

Name of the bidder : _____

Company Seal : _____

Date: _____