



No. NIQ / 004 /STARPARD

Date 21 . 07 .2025

NIQ for SELECTION OF SUITABLE PROFESSIONAL/FIRM DEALING WITH ITDS AND PROFESSIONAL TAX RETURN OF STARPARD FOR THE F.Y. 2025-26 RELATED A.Y. 2026-27.

The Society for Training & Research on Panchayats & Rural Development (STARPARD) under the Department of Panchayats and Rural Development, Government of West Bengal is inviting a **Notice Inviting Quotation (NIQ) for SELECTION OF SUITABLE PROFESSIONAL / FIRM DEALING WITH ITDS AND PROFESSIONAL TAX RETURN OF STARPARD FOR THE F.Y. 2025-26 RELATED A.Y. 2026-27** from willing professional /consultancy firms having head office/ branch office at Kolkata, West Bengal for the Selection of suitable professional / firm dealing with ITDS and Professional Tax Return of STARPARD for the F.Y. 2025-26 related A.Y. 2026-27.

Please go through the attached NIQ bid document along with Bidder Pre-qualification.

The details of the NIQ are given below:

1. **NIQ No.** : NIQ / 004 /STARPARD Date 21 . 07 .2025
2. **Description of Services:** Selection of suitable professional/ firm dealing with ITDS and Professional Tax Return of STARPARD for the F.Y. 2025-26 related A.Y. 2026-27.
3. **Closing Date & Time for Submission of NIQ** : 28. 07 .2025 (Monday) at 3 pm
4. **Date & Time of opening of NIQ** :28. 07 .2025 (Monday) at 4 pm
5. **Correspondence details:** The Member Secretary, STARPARD &
Joint 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]



No. NIQ / 004 /STARPARD

Date 21 . 07 .2025

Notice Inviting Quotation (NIQ)

Subject: SELECTION OF SUITABLE PROFESSIONAL/FIRM DEALING WITH ITDS AND PROFESSIONAL TAX RETURN OF STARPARD FOR THE F.Y. 2025-26 RELATED A.Y. 2026-27

- 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 Mrityika Bhaban, Block DD, Plot: 18/9, Sector-I, Bidhannagar, Kolkata: 700064.
- B) INVITATION OF BIDS:-** STARPARD invites **SUITABLE PROFESSIONAL/FIRM DEALING WITH ITDS AND PROFESSIONAL TAX RETURN OF STARPARD FOR THE F.Y. 2025-26 RELATED A.Y. 2026-27.**

C) SCOPE OF WORK

The professional/firm shall deal with ITDS and Professional Tax Return of STARPARD for the F.Y. 2025-26 related to A.Y. 2026-27 keeping in mind the relevant provisions for a government not-for-profit society like STARPARD.

Time Frame: Maximum time frame of one financial year for ITDS and Professional Tax Return including preparation of Form 16 & 16A within due date as per ITDS and Professional Tax and submission of receipt and acknowledgment from time to time.

The role and responsibility of the Professional/Firm:

ITDS and Professional Tax Return of STARPARD for the F.Y. 2025-26 related A.Y. 2026-27 as detailed below

1. ITDS Return vide Form 26Q
2. ITDS Return vide Form 24Q
3. Preparation of Form 16 & 16A
4. P Tax Return
5. Revised Return
6. Issue raised after submission of ITDS and Professional Tax Return



D) BIDDER PRE-QUALIFICATION CRITERIA FOR THIS BID:

Sl. No.	Eligibility Criteria	Supporting Proof/ Documents Required
1.	The applicant should have (i) Income Tax (PAN number) (ii) Income Tax Return	Provide relevant documents (self-attested)
2.	The eligible candidate should have a Head Office/ Branch Office in Kolkata, West Bengal.	Relevant documents with proof of address. (self-attested)
3.	The applicant should have proven experience in the field of ITDS & P. Tax Return in a Central/ State/ PSU organisations at least for three financial years	Relevant documents with proof of address. (self-attested)

Note: All documents must be marked 1 to 3 as above

E) INSTRUCTIONS TO THE BIDDERS

- NIQ shall be submitted offline at O/o the STARPARD, Mrittika Bhaban, 8th Floor, DD 18/9, Sector I, Salt Lake City, Kolkata. 700064 with a sealed envelope and earmarked with **SELECTION OF SUITABLE PROFESSIONAL/FIRM DEALING WITH ITDS AND PROFESSIONAL TAX RETURN OF STARPARD FOR THE F.Y. 2025-26 RELATED A.Y. 2026-27**
- 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.
- Bidders should ensure that NIQ 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.
- The proposal submitted by the bidder should be valid for acceptance for a period of ninety (90) 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.
- STARPARD may seek clarifications on the NIQ submitted by the bidders.
- 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.

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.


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