

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF SCHOOL EDUCATION
STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING
SAKTIGARH GOVERNMENT SPONSORED PRIMARY
TEACHERS' TRAINING INSTITUTE, UNIT - II

P.O: BARSUL DIST: PURBA BARDHAMAN* PIN: 713124*
Email: saktigarhspgovtppti2@gmail.com, Website: <https://saktigarhunittwo.wbptti.in/>
ESTD: 1958

Memo No: 68 /SGSPTTI-UNIT-II/ 2026

Date: June 16, 2026

:- NOTICE INVITING QUOTATIONS:-

This is to inform all concerned that SAKTIGRAH GOVERNMENT SPONSORED PTTI, UNIT-II requires an urgent intends to engage the services of a qualified Tax Consultant for undertaking TDS Compliance, GST-related works and other statutory taxation matters of the Institution. Accordingly, sealed quotations are hereby invited from reputed and eligible Tax/ GST- File Consultants.

- **Date of Quotation Call: June 16, 2026**
- **Last Date & Time for Submission: June 23, 2026 up to 02:00 P.M.**

The quotation must be submitted in a sealed envelope, clearly superscripted as "Quotation for Engagement of Tax/GST Consultant for TDS Compliance and GST-related Works", and dropped in Administrative Building of this institution.

GENERAL TERMS & CONDITIONS:

1. **Unsealed quotations shall not be accepted** under any circumstances.
2. Quotations submitted **through online/email mode will not be considered**. Only quotations submitted through **hand delivery or Speed Post** addressed to the Office of the Teacher-in-Charge will be accepted. No correspondence will be entertained in this matter.
3. Quotations received after the prescribed **deadline shall be summarily rejected**.
4. The agency/supplier **must not be blacklisted by any Government Department / PSU / Autonomous Body**.
5. The quotation must be dropped in **Administrative Building** of the Institution.
6. **Rates must be quoted inclusive of all charges**, such as installation, labour, transportation, taxes, duties, etc.
7. **No overwriting or cutting** is permitted in the quoted rates. If found, the quotation shall be rejected.
8. The quoted rates **must remain valid for a minimum period of 60 (sixty) days** from the date of opening of quotation.
9. **RTGS/NEFT/Bank details** must be furnished along with the quotation.
10. The bidder must quote strictly as per the **specifications provided in Annexure - A**.
11. **Interested bidders must / maybe visit the campus before quoting the rates**.
12. Payment shall be made **through Cheque or ECS after submission of the bill and necessary supporting documents**.
13. **The undersigned reserves the right to accept or reject any or all quotation**.



ANNEXURE: -A

- ✦ **Description of Work:** For Engagement of Tax/GST Consultant for TDS Compliance and GST-related Works
- ✦ **Time Period:** 2026-2027 (FY)
- ✦ **Scope of Work :**
 - TDS computation, deduction and deposit.
 - Preparation and filing of TDS Returns.
 - GST-related compliance and return filing (if applicable).
 - Tax advisory and statutory compliance matters.
 - Assistance in handling notices/communications from tax authorities.
 - Any other taxation-related work assigned by the Institution.


Specific Terms & Conditions:

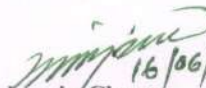
1. **Eligibility:** The bidder must be a qualified Tax/GST- File Consultants or experienced Tax **Consultant** having adequate experience in TDS and GST compliance work.
2. **Experience:** Preference will be given to professionals/firms having prior experience of working with Government, Government-Sponsored, Educational or Autonomous Institutions.
3. **Documentary Evidence:** Self-attested copies of PAN, Professional Registration Certificate, GST Registration (if applicable), Experience Certificate and other relevant documents must be enclosed.
4. **Professional Responsibility:** The selected professional/firm shall be responsible for timely filing of returns and ensuring statutory compliance under applicable laws.
5. **Confidentiality:** All financial and institutional information obtained during the course of engagement shall be treated as strictly confidential.
6. **Period of Engagement:** Initially for one financial year or until further orders of the competent authority.
7. **Termination:** The Institution reserves the right to terminate the engagement at any time in the event of unsatisfactory performance or violation of terms and conditions.

Copy forwarded for wide circulation and necessary action to:

Memo No: 68/SGSPTTI-UNIT-II/ 2026 Date: June 16, 2026

1. The SCERT, Kolkata
2. The **Principal, DIET Burdwan**
3. The **District Inspector of Primary Education, Burdwan**
4. The **Chairman, DPSC Bardhaman**
5. The **Block Development Officer, Burdwan-II, Barsul Unnani, Bardhaman**
6. The **Pradhan, Barsul Gram Panchayat, Barsul, Bardhaman**
7. The **Lecturer-in-Charge, Saktigarh Government Sponsored PTTI, Unit-I**
8. College Notice Board
9. College Website
10. Office Copy


16/06/2026
Teacher- in-Charge.
S.G.S. PTTI, UNIT - II
Barsul, Purba Bardhaman 713124
Teacher-In-Charge
Saktigarh Government
Sponsored PTTI, Unit-II,
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