

India Trade Promotion Organisation  
Regional Office  
K o l k a t a

No. ITPO/KOL/ADMIN/IT/2015-16/

Date:05/04/2016

Subject: Engagement of Income Tax Consultant for the TDS related work of ITPO's  
Regional Office at Kolkata for Financial Years 2016-17 & 2017-18

India Trade Promotion Organisation (ITPO), a Government of India Enterprise, under Ministry of Commerce invites sealed quotations for providing professional services pertaining to Income tax related works for its Regional Office at Kolkata. The agency will provide services like e-filing, e-returns of TDS of employees of Regional Office, 3<sup>rd</sup> party TDS, handling of any issues raised by Income Tax Department, issue and submission of Form No.16 of employees of Kolkata Regional Office and will assess the whole year Income Tax of Individual employee to deduct the tax spreading throughout the year.

The following criteria are to be considered for selection of Income Tax Consultant.

1. Chartered Accountant and having its firm with sufficient manpower
2. Should have experience and knowledge of handling income tax and related works in Government Offices and reputed organizations.
3. The Firm should have office in Kolkata and willing to visit office frequently for Income Tax related works and collection/suggestions of documents and data as and when required.

The sealed quotations towards professional fees on yearly basis should reach in the following address:

Manager  
India Trade Promotion Organisation  
Vanijay Bhawan, 1/1 Wood Street  
5<sup>th</sup> Floor, Kolkata – 700 016

The last date for submission of sealed quotation is dated 20/04/2016 till 2.00 p.m. and it would be opened on the same day at 2.30 p.m.

Manager  
ITPO,Kolkata