

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

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

08/04/2015

Subject: Engagement of Income Tax Consultant for the TDS related work of ITPO's
Regional Office at Kolkata for Financial Years 2015-16 & 2016-17

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, 3rd party TDS, handling of any issues raised by Income Tax Department, issue and submission of Form No.16 of employees of Kolkata Regional Office.

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:

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

The last date for submission of sealed quotation is 22/04/2015 till 3.00 p.m. and it would be opened on the same day at 3.30 p.m.

Manager
ITPO,Kolkata