



ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

A Statutory Authority of the Government of West Bengal
(Under Urban Development & Municipal Affairs Department)

1st Administrative Building,
City Centre,
Durgapur – 713216

Vivekananda Sarani, Senraleigh Road,
Near Kalyanpur Housing More,
Asansol -713305

Memo No. ADDA/DGP/ACS/06/107

Date: 26/07/2021

EXPRESSION OF INTEREST

Asansol Durgapur Development Authority hereby invite Expression of Interest from experienced and resourceful Chartered Accountant Firm(s), with minimum 05 (five) years experiences in the field of Income Tax, GST, Service Tax etc. for the following works of the Authority.

- (a) Submission of GST Return (GSTR-1, GSTR-3B) monthly in respect of receipt and Annual return as per rules and provisions of the Act.
(b) e-filing of GSTR-9 and GSTR-9C annually.
- Submission of GST Return (GSTR-7) in respect of TDS (GST) on monthly basis with such amendments, as may be deemed necessary by the Authority.
- Income Tax Return 24Q & 26Q quarterly under section (194B, 194C, 194J) and preparation of Form-16 annually.
- Legal-Advice in the matter of Income Tax, Service Tax, GST, as and when required in respect of court case.
- Submission of Income Tax Return to ensure compliance with the provisions contained in section 12A and 12AB.
- The EOI/Quotation should contain self attested photocopies of PAN Card, Trade License, GST Certificate, credentials.
- Rates should be quoted by the EOI in both figure and words in its letter head pad with contact number of the firm.

Terms and conditions

- Participants should be resourceful CA firm with local service unit who have executed similar type of works having minimum five years experience.
- The contract shall be valid for a continuous period of two years.
- The Authority reserves the right either to accept or reject any or all the bids without assigning any reason whatsoever.
- Payment may be made on half yearly basis after successful completion of work.
- Other terms and conditions will be followed as per Govt. Rules.
- The EOI/Quotation will be received in the box upto 3:00 p.m. within 09.08.2021 at Accounts Section, ADDA, Durgapur and will be opened on the same day at 3:30 p.m. in presence of the representatives of CA Firm, who may exercise an option for witnessing the aforesaid.

Sd/-

Chief Executive Officer
Asansol Durgapur Development Authority

Memo No. ADDA/DGP/ACS/06/107(03)

Dated 26/07/2021

Copy forwarded to:-

- 1) The Assistant Executive Officer, ADDA, Durgapur.
- 2) The Finance Officer, ADDA.
- 3) The System Manager, ADDA, Durgapur for uploading the same in ADDA website.
- 4) The Head Assistant, ADDA, Durgapur.
- 5) Notice Board, ADDA, Durgapur/Asansol.


Chief Executive Officer
Asansol Durgapur Development Authority