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/159 *Date:* 02.11.2026

NOTICE FOR EXPRESSION OF INTEREST (EOI)

Sub: **Notice inviting Expression of Interest (EOI) from CA firms providing consultancy Service for preparation & filling of Returns in the matter of ITDS, GST, P. Tax, and other compliance matter for Asansol Durgapur Development Authority (ADDA).**

1) Sealed quotations are invited for annual contract for providing consultancy services preparation & filling of Returns in the matter of ITDS, GST, P.Tax, and other compliance matter for Asansol Durgapur Development Authority (ADDA).
2) The description of work and other terms and conditions are mentioned as under:
3) **Scope of work:**
   - **A. GST matter**
     a) Submission of GST Return (GSTR-1, GSTR-3B) on monthly basis in respect of receipt as per statutory provision of Act.
     b) Verification and preparation of challan for payment of tax.
     c) E-filing of GSTR -9 and GSTR -9C annually.
     d) GST Return (GSTR-7) in respect of GST TDS on monthly basis for all deductions as per rules or amendments as per statutory provision time to time.
     e) Any other compliances as per requisition of GST Authority time to time.
   - **B. Income Tax TDS matter**
     a) Income Tax TDS Return 24Q & 26Q.
     b) Preparation Challan for payment of Tax under Sec 194A, 194B, 194 C & 194J on monthly basis.
     c) Preparation and submission of Form -16 (A &B) annually with monthly details.
     d) Any other statutory compliance for TDS matter.
     e) Rectification / correction of return as per provision of Act.
   - **C.** Professional Tax return on yearly basis.
   - **D.** Legal Advice case to case basis as and when required by Authority in the matter of GST, Income Tax TDS matter.
   - **E.** Submission of year wise compliance report for record in the matter of GST and income tax TDS and submission for legal issues if required.
4) **Eligibility-cum-Selection Criteria:** The firm should have experience for dealing with noted assignments in any Govt. / Sami Govt. / PSU/ Local Body / Statutory Authority for at least 3 years. On fulfilment of the above eligibility, the selection shall be based on L-1 bidder.

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 ***Date:***

5) **Engagement period :** Initially for the period w.e.f. 01/11/2026 to 31/10/2027 and renewed for further 2 terms subject to satisfactory service duly accepted by Authority on same terms and conditions of this quotation.
6) **Time limit for preparation of Report:** draft report to be prepared and placed within 15 day from date of issue of LOI and after conference discussion final report to be certified and submitted.
7) **Prohibition of Sub-Contract:** The Firm shall not appoint any sub-contract for this work under any circumstances.
8) **Release of Payment-** The payment shall be released on submission of final report.
9) **Deduction of income Tax at source:** Since professional service of the firm is being hired, Income Tax shall be deducted at source from all the accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
10) **Secrecy and Confidentiality:** The Firm shall not disclose or divulge any business secrets, information's, facts relating to ADDA acquired or gained while discharging their professional duties under this agreement without the prior written permission of the ADDA. Even after the termination of the contract, the firm shall not make the business information's, facts, data and/ or similarly matter to the outsider without the prior written permission by the ADDA.
11) **Satisfactory Services:** The decision of Chief Executive Officer, ADDA or any other officer authorized by Chief Executive Officer, ADDA in this regard shall be final and binding on the firm for the purpose regarding satisfactory services of the firm.

12) **LAST DATE:** The quotation complete in all respects should reach the Chief Executive Officer, ADDA up to 18/11/2026 upto 3.00 pm.

13) The Authority reserves the right to reject any or all of the quotation without assigning any reason or what so ever.

Chief Executive Officer
Asansol Durgapur Development Authority

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/159(7)*** ***Date:*** 02.11.2026

Copy to:

1. CA to Hon'ble Chairman, ADDA for place matter for his kind information.
2. CA to Chief Executive Officer, ADDA for place matter for his kind information.
3. Assistant Executive Officer, ADDA, Asansol
4. Assistant Executive Officer (Admn), ADDA, Durgapur.
5. Assistant Executive Officer, (Land), ADDA, Durgapur.
6. System Manager, for publish the notice in ADDA website.
7. DA, Establishment Sec, ADDA Durgapur for place it in notice board.

Chief Executive Officer
Asansol Durgapur Development Authority