



RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56A B. T. Road, Kolkata-700050

Jorasanko Campus: 6/4 Dwarakanath Tagore Lane, Kolkata-700007

PHONE: (033) E. B. Campus: 2557-1028/3028/4028/7161, J. S. Campus: 2269-5241/5242/6601/6610

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Ref. No. Pur/TN/005/2026-27

Date : 10<sup>th</sup> August 2026

Sealed quotations are invited from the local tax consultants for providing services for taxation works of the Rabindra Bharati University. The taxation work comprises the following job:

| Sl. No. | Description of Work                                                                                                                       | Consolidated Service Charges Per Quarter for all the work Amount (Rs.) |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 1.      | Calculation of Monthly Salary Tax Deduction at Source u/s 392 (Teaching and Non Teaching Staff)                                           |                                                                        |
| 2.      | Making Preparation Challan ready for Payment of TDS within due time (Salary-24Q) & Party-26Q)                                             |                                                                        |
| 3.      | Preparation of Quarterly data for E-Filling of TDS Returns in due time (Salary-Form-138 & Party-Form-140).                                |                                                                        |
| 4.      | Printout and Making of Form-130 (Form-16) for Salary with Employee's Code and Form-131 (Form-16A) for Party distribution within due time. |                                                                        |
| 5.      | Make liaison with IT Dept. for TDS Related Quarries.                                                                                      |                                                                        |
| 6.      | Revision / Correction of Previously submitted Return.                                                                                     |                                                                        |

Tax Consulting Firms (at least 7 Years experience of any Central / State and State Aided University or autonomous Educational / Research institution etc.), willing to provide the above services are hereby invited to submit their Quotation along with credentials (like **Trade Licence, PAN, GST Certificate** etc.) within **25/08/2026 (up to 4 p.m.)** to the Office of The Finance Officer (Acting), Rabindra Bharati University, EB Campus, Kolkata – 700050.

**Terms & Conditions:**

1. Rate should be quoted in Indian Rupee exclusive of Tax.
2. Initially the contract will be for three quarter 2<sup>nd</sup> (September-26), 3<sup>rd</sup> (December-26) & 4<sup>th</sup> (March-27). The same may be renewed on satisfactory performance at sole discretion of the University authority.
3. The bidder must be GST-Registered (photocopy of the GST Registration Certificate to be provided along with the quotation). Quotations of the unregistered dealers would be summarily rejected.
4. Prices should be quoted in the above format in specified place; otherwise it is liable to be cancelled.
5. Parties are requested to mention on the sealed envelope: "**Quotation for Taxation Work**".
6. Incomplete quotation shall summarily be rejected.
7. Sub-contracting in any form will not be entertained by the University.
8. All the dispute arising out of the order shall be subject to the jurisdiction of Kolkata only.
9. For any further details / inspection / query, please contact at Finance Department of the University.
10. University reserves the right to terminate the contract at any point of time without assigning any reasons.

The tender documents shall be addressed to :

The Finance Officer (Acting)  
Rabindra Bharati University  
56A, B. T. Road, Kolkata - 700 050.

Registrar (Acting)