



HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH - 711 101

Tel: (+91-33) 2638-3211-13; Fax: (+91-33) 2641-2613

Accounts Department

No. 1807/AD/24-25

Date:03-03-2025

Tender Notice (3rd Call)

Controller of Finance, Howrah Municipal Corporation invites e-Tenders in prescribed format from reputed resourceful & bonafide Consultants satisfying the following criterion:


- Minimum three years experience in similar nature of work in Government/Local self Government with the minimum value of 20% of the estimated amount put to tender,
- submit non-refundable copy of GST Certificate (Regular scheme),
- submit non-returnable copy of GSTR-3B Return (Last Quarter),
- submit non-returnable copy of Pan Card/IT return,
- submit non-returnable copies of Credential Certificate of completed work justifying the required experience in point (i) above.

Earnest Money and the cost of Tender Papers to be deposited online as is available in E-Tender Portal of Govt. of West Bengal in favor of "MUNICIPAL AFFAIRS DEPARTMENT II URBAN LOCAL BODIES" HOWRAHMC" taking into consideration that no benefits as MSME/New Start-ups be allowed.

Date and Time Schedule:

Sl No.	Name of Work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Time of Completion
1.	Appointment of Income Tax Consultants at HMC for the period from 01.04.2025 to 31.03.2030 (FY 2025-26 to FY 2029-30) Scope of Work: On site DEO to be stationed for individual billwise data entry in a given Excel Format of all deductions of bill, monthly reports for both TDS Bills & Salary, generation of Fundwise Challans for both TDS Bills & Salary, followup payments, check salary TDS calculations tallied with documents, submit Returns, issue Form 16 & 16A, maintain on site Income Tax Helpdesk, consultancy on Income Tax issues, etc.	1,65,672 X 5 = 8,28,360 inclusive of GST	16,567	Financial Year wise for 5 Years

Sl No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other documents (online).	04.03.2025 5:00P.M.
2	Documents download start date (online).	04.03.2025 6:00P.M.
3	Bid submission start date (online).	04.03.2025 6:00P.M.
4	Bid submission closing (online).	12.03.2025 5:00P.M.
5	Date for opening of Part-I proposal (online).	12.03.2025 3:00P.M.
6	Date of uploading list for qualified bidder (online).	INTIMATED AFTERWARDS
7	Date for opening of financial proposal (online).	INTIMATED AFTERWARDS


Controller of Finance

Howrah Municipal Corporation

Date:03-03-2025

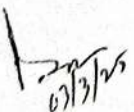
No. 1807/AD/24-25

Copy to:-

- Commissioner, HMC
- Chief Auditor, HMC
- Secretary, HMC for e-Tender process
- RAO, HMC (Govt. Audit)
- IT Department, HMC for publication in website
- Office Copy


Controller of Finance

Howrah Municipal Corporation


03/3/25