



WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.

(A Government of West Bengal Undertaking)

11A, Mirza Ghalib Street, Kolkata-700 087

Memo no. ECSC/AC/A/1722

Dated: 10.05.22

### TENDER DOCUMENTS

Sealed tenders are invited from GST registered eligible certified CA Firm to take up the works particulars of which are given below. The tender may be dropped in the sealed box placed in VIP Corridor, 1<sup>st</sup> floor, Block-B, WBECSCL Ltd.

#### **SCOPE OF WORK:-**

A tax consultant should engage 1 (one) no. of the team consisting of at least Three people in each team to carry on the job as Tax Consultants in accordance with the Tax laws

#### **Outline of Services.**

##### **1. GST as dealer**

1. Advice and assists in maintenance of documents necessary for availing Input Credit of SGST, CGST and IGST.
2. Ensuring a smooth transition from any existing taxes to GST.
3. Ensuring the correctness of all kinds of outputs generated from all the systems based on GST changes.
4. Ensuring correct data uploaded on GST network.
5. To guide and assist in and making in preparation of filing of Tax returns normal and GST and ensure proper & regular/ pending work for filing Tax Return of the Corporate Office.
6. To arrange, finalized and submit the above Return correctly to the Tax Department in stipulated time to avoid any levy of penalty.
7. To opine and guide on any GST issue, which may arise and also arrange compliance of the same.
8. To communicate any new changes in GST law and compliance of same in respect of Corporation.
9. To collect various information relating to GST return for any previous year.
10. Assisting in preparation of various documents and reconciliation statements for assessment of any previous year.
11. Checking of ITC credit where invoice uploaded 2A and 2B
12. Advice the method to be followed for availing maximum input credit of SGST, CGST and IGST.



13. Communicate any notice which showed in Portal and recommend possible action within 7 days from the receipts of notice and information.

## **2. Income Tax as deductor :**

1. Related to income tax law which includes TDS and other matters.
2. To guide and assist identification of liability relating TDS, for proper calculations and timely payment of Tax liability and Corporate level on a monthly basis as per provisions of the Income Tax Act.
3. To guide and assist in and making in preparation of filing of Tax returns normal and TDS and ensure proper & regular/ pending work for filing Tax Return of the Corporate Office.
4. To arrange, finalized and submit the above Return correctly to the Tax Department in stipulated time to avoid any levy of penalty.
5. To opine and guide on any income Tax issue, which may arise and also arrange compliance of the same.
6. Filling income tax return of the Corporation for any previous year.
7. Calculation of Income Tax liability of individual employees for any previous year for statutory compliance.
8. Rectification of the PAN card or Challan modification in TRACES for any reason.
9. To communicate any new changes in Income Tax law and compliance of same in respect of the Corporation.
10. Generation of FORM 16/16A for TDS income Tax for current and any previous year.

## **GST as Tax Deductor**

### **Advice the method to be followed for capturing data as tax detector**

1. Advice and assists in maintenance of documents necessary for as Tax deductor.
2. Ensuring smooth operation GST tax deductor.
3. Ensuring the correctness of all kinds of outputs generated from all the systems based on GST changes.
4. Ensuring correct data uploaded on GST network.
5. To guide and assist in and making in preparation of filing of Tax returns normal and GST and ensure proper & regular/ pending work for filing Tax Return of the Corporate Office.
6. To arrange, finalized and submit the above Return correctly to the Tax Department in stipulated time to avoid any levy of penalty.
7. To opine and guide on any GST issue, which may arise and also arrange compliance of the same.
8. To communicate any new changes in GST law and compliance of same in respect of Corporation.



9. To collect various information relating to GST return for any previous year.
10. Assisting in preparation of various documents and reconciliation statements for assessment of any previous year.
11. Communicate any notice which showed in Portal and recommend possible action within 7 days from the receipts of notice and information.

## **2. Income Tax of Corporation:**

1. Advice and assists in maintenance of documents necessary for the Income Tax act.
2. Ensuring smooth Compliance with Income Tax law.
3. Ensuring the correctness of all kinds of outputs generated from all the systems based on Income tax changes.
4. Ensuring correct data uploaded on the Income Tax network.
5. To guide and assist in and making in preparation of filing of income Tax returns tax and ensure proper & regular/ pending work for filing Tax Return of the Corporate Office.
6. To arrange, finalized and submit the above Return correctly to the Tax Department in stipulated time to avoid any levy of penalty.
7. To opine and guide on any Income Tax issue, which may arise and also arrange compliance of the same.
8. To communicate any new changes in Income Tax law and compliance of same in respect of Corporation.
9. To collect various information relating to Income Tax return for any previous year.
10. Assisting in preparation of various documents and reconciliation statements for assessment of Income Tax any previous year.
11. Communicate any notice which showed in Portal and recommend possible action within 7 days from the receipts of notice and information.

**Self attested :**  
**Documents**  
**to be**  
**submitted**  
**along with**  
**Tender**  
**otherwise**  
**quotations**  
**will not be**

- a) GST Code Registration Certificate along with the SAC Code & last month return.
- b) Income tax Return of Financial Year 2018-2019, 2019-20 & 2020-21.
- c) Credential of similar type of job executed in the Public Sector Unit as mentioned above in the Financial Year 2019-20, 2020-21, 2021-22. Experience Certificate is mandatory document.

