

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF COMMERCIAL TAXES
14,Beliaghata Road, Kolkata-700 015.

NOTICE INVITING EXPRESSION OF INTEREST

The Directorate of Commercial Taxes has introduced various electronic services for the benefit of the Taxpayers. Some of the e-services introduced so far are:-

- a) Online filing of VAT, ST, CST and Profession Tax Returns
- b) Online Dealer's Profile
- c) Online payment of VAT,ST,CST and Profession Tax
- d) Online registration under VAT and CST Acts and dematerialization of Registration Certificate
- e) Self-creation of User-id and Password for accessing e-services
- f) Online generation and printing of Dematerialized CST related Forms
- g) Online generation and printing of Dematerialized Transit Declaration
- h) Online generation and printing of Dematerialized Way Bills
- i) Online VAT refund and payment of refund through ECS
- j) Online submission of Form 16 exercising option for Composition Scheme
- k) Computer-aided Assessment and Audit
- l) Payment of industrial promotion assistance through ECS
- m) SMS accepting e>Returns, etc.

As many of the taxpayers in the State does not have required IT infrastructure or expertise to avail the e-services, the Directorate has already enlisted some of the concerns as Facilitation Centres to assist the taxpayers to use the services. The Directorate now plans to enlist some more establishments to act as Facilitation Centre so that most of the taxpayers may find such centres near to their respective places of business.

Subsidy scheme - Dealers who paid total Commercial Tax (VAT+CST+SST) taken together of less than Rs. 1 Lakh in the previous financial year, may upload their returns free of cost at the FCs and the Government will subsidize the FCs at approved rates on presentation of bills in the prescribed format.

Expression of Interest is therefore invited from suitable concerns for being enlisted to work as Facilitation Centres. The Facilitation Centers to be enlisted will be required to assist the dealers using e-services, against payments as may be fixed by the Directorate.

Facilities to be available with the Facilitation centres:-

- 1) Should have 3 to 5 PCs with good configuration
- 2) There should be Windows XP or higher version as Operating System
- 3) RAM not below 1GB
- 4) Internet Explorer version 6.0 or higher
- 5) Broadband connection
- 6) At least one LaserJet / DeskJet Printer in good condition
- 7) Telephone facility
- 8) Should possess valid Trade License from the appropriate authority
- 9) Should possess an Enrolment Certificate under Profession Tax Act, 1979

Services to be provided by the Facilitation centre:-

A. In respect of e-Registration and generation of dematerialized Registration Certificate

- (i) Online application under the VAT and CST Acts & Printing of Acknowledgement Slip.
- (ii) Creation of e-mail address, where necessary
- (iii) Printing of Annexures
- (iv) Submission of payment details
- (v) Printing of Registration Certificate after grant
- (vi) Creation of User-ID and Password, where necessary.

B. In respect of e-Return

Download, Entry, Upload and Print of Return with Annexures.

- (a) VAT Return in Form 14 (18 pages with 8 page Annexures)
- (b) VAT Return in Form 15 (4 pages)
- (c) VAT Return in Form 15R (4 pages)
- (d) CST Return in Form 1 (12 pages with 8 page Annexures)
- (e) WBST Return in Form 25 (7 pages)
- (f) Generation and printing of CST related 'C' & 'F' Forms (quarterly/ monthly).

C. In respect of generation and printing of e-Way Bill

- 1) Generation of Acknowledgement Slip and Key Nos.
- 2) Generation and printing of Way Bill
- 3) Download, entry and upload of Invoice-details.

D. In respect of e-application for CST related 'E1', 'E2' & 'H' Forms

- (a) Download & upload of Form 2B
- (b) Utilisation / cancellation of Forms

D. In respect of online submission of Form-16

Generation and printing of Form-16

E. In respect of online submission of Application for Refund.

Entry, submission and generation of Acknowledgement Slip.

F. In respect of online Enrolment under Profession Tax

Online application under the Prof Tax Act & Printing of Acknowledgement Slip.

Willing establishments having required infrastructure may submit Expression of Interest in two separate sealed envelopes.

The first envelope superscribed "Technical Proposal" should contain application for enlistment including profile of the establishment giving details of

current activities as per proforma, with all the documents suggested. The second sealed envelope should contain the financial proposal, superscribed "Financial Proposal". Both the sealed envelopes should be sealed in a separate envelope and sent by Registered Post at the following address on or before **20th. January, 2012.**

**The Commissioner, Commercial Taxes,
Government of West Bengal,
14, Beliaghata Road, Kolkata – 700 015.**

A pre-bid meeting will be held on 10th. January, 2012 Interested establishments may take part in the pre-bid meeting with their queries, if any.

For more on EOI, one may contact Help Desk for e-services located at Room No. 310 in the 3rd.floor of the main building at Sales Tax Building, 14, Beliaghata Road, Kolkata-15 (Tel. 2251-1493).

**Commissioner,
Commercial Taxes,
West Bengal,**

Proforma for application for enlistment as a Facilitation Centre

**To
The Commissioner,
Commercial Taxes,
West Bengal.**

Sir,

With reference to the advertisement published in the newspapers of the issue dated xx/12/2011 and in your website : www.wbcomtax.gov.in, I intend to get enlisted as a 'Facilitation Centre'. The profile of my concern is as under:-

1	Name of the applicant	
2	Trade name of the concern	
3	Postal Address of the place of business with PIN Code	
4	No. of Personal Computers in good condition	
5	Operating System in the PCs	
6	Random Access Memory (RAM) in PCs	
7	Version of Internet Explorer available	
8	Whether Broadband connection is available	Yes/ No
9	Telephone	Landline : Mobile :
10	E-mail address	
11.	Name of the Trade License issuing authority with License No. and date	
	Profession Tax Enrolment No.	
12.	Experience	

I have submitted Financial Proposal in a separate sealed envelope.

Yours faithfully