



## BRAHAMA PUTRA VALLEY FERTILIZER CORPORATION LIMITED

(A government of India undertaking)

**Namrup**

A/XII/TC/NIT/AKS/ 2016-17 dt.29/04/2016

Enquiry: Estimated value for Rs.2,25,000/-

Quotations are invited **on limited tender basis** from Tax Consultant and VAT Auditor of local district of **Dibrugarh and Tinsukia**

NIT is also available on Government web site [www.tenders.gov.in/](http://www.tenders.gov.in/)

“eprocure.gov.in/cppp” and BVFCL web site [www.bvfcl.com](http://www.bvfcl.com).

1. Name and address of the firm/individual :

2. Duration of profession :

3. Experience in the line :

	SCOPE OF WORKS	quoted rate in rupees
1.	<b>Assam VAT, Tripura VAT, West Bengal VAT &amp; Bihar VAT&amp; CST ►</b> Preparation and filing of annual VAT & CST Returns of financial year 2015-16 including monthly revised returns of VAT, CST for the financial year 2015-16 (as & where it necessary). Preparation of VAT audit report for the financial year 2015-16 above all act and rules. Scrutiny and Preparation of monthly returns of AVAT & CST for the financial year 2016-17 considering sales of Fertilizer, SSP, pesticides, MOP also other sales- scrapes & empties, also purchases which attracts taxes and duties as per VAT and CST act.	
2.	<b>Entry Tax ►</b> Preparation and scrutiny of monthly/annual returns of Entry Tax for the financial year 2016-17including preparation of revise returns of entry tax for the year 2015-16 (as and when it requires by the tax authority).	
3	<b>Assam professional Tax and Electricity duty ►</b> Scrutiny & providing necessary guidance in respect of preparation of monthly returns of AP Tax and Assam Electricity duty for the financial year 2016-17.	
4	<b>Income Tax ►</b> Preparation of quarterly e-TDS/ e-TCS of Income Tax returns of tax deducted at source from salary of employees, contractors and others for 1st qtr. –April 2016 to June 2016, 2nd qtr. July 2016 to September 2016, 3rd qtr. October 2016 to December 2016. & 4th qtr. January 2017 to March 2017. <b>Scrutiny &amp; Generation of TDS certificate Form 16 and 16A also furnish soft copy to BVFCL.</b> <b>2ndly follow up all the justification report thus arises from TRACES and to do necessary steps to square up the company's TDS account.</b>	
5	<b>Service Tax ►</b> Preparation and e-filing of <b>Service Tax half yearly</b> returns from April 2016 to September 2016, second from October 2016 to March 2017 as per the Requirement of the Act within the stipulated time also file revised returns if requires. Update the information about finance act implanted by the parliament time to time	
6	<b>Central Excise ►</b> Preparation of monthly Central Excise returns as well as other returns for the financial year 2016-17 as required by Excise law also.	

Total (inclusive of taxes if any)

Contt.....2

**Others:**

**A)** Proper guidance and assistance shall be extended by the firm in regard to deposit of tax, filing of returns to avoid penal provisions etc. as and when required in regard to tax matters as mentioned above. Party shall also give its opinion in any of the above tax matters as may be referred to by us for which no additional fees will be paid.

Moreover, Party will inform about the changes in the field of direct and indirect tax matter after enactment by the Govt. of India and statutory bodies at the earliest.

**B)** It is to be noted that the entire job of preparation of quarterly, half yearly and annual returns also Representing the assessment, attending hearings and helping in obtaining final assessment order is the assignment of tax consultant.

**C)** Further, consultant firm will extent helps in respect of additional cases which may some times arises after final assessment order.

**D) Experiences:** Those tax consultant firms rendered consultancy in this line more than three years will be preferred.

**E).** Please submit self attested copy of PAN with also Service Tax registration certificate.

**F) TA** -The Partner of the consultancy firm will be entitled 2nd class AC or Taxi fare in actual which ever is lower, for others members involve in the assignments of the consultancy/audit firm will be allowed AC III class or Taxi fare in actual which ever is lower.

**G) )** Food and lodging will be allowed to the party free of cost subject to production of list of visiting and engaged members in advance for availability of guest house accommodation.

**Payment terms:**

At the end of submission of each quarterly return 20% payment will be made of total amount up to 3rd qtr., at the end of submission of 4th quarter return the balance 30% will be released subject to completion of entire scope of work in all respect. Balance 10% will be paid after final assessment of VAT, CST and Entry Tax by the Tax authority.

The above quotation should reach this office of undersigned on or before **26th of May 2016 at 3.00 PM** and will be opened on **26th of May 2015 at 3.30 PM** in the chamber of DGM(Finance)

For and behalf of  
**Brahmaputra Valley Fertilizer Corporation Limited,**

**Sd/-**

**A. K. Sharma**  
**Accounts Officer Gr.-I**

**For** DGM(Finance)