



1. NIT NO : A/XII/2018-19/TDS/AKS/02 dated. 16/07/2018
2. DATE OF ISSUE : 26/07/2018
3. TYPE OF BID : Single Stage
4. LAST DATE OF RECEIVING QUOTATION : 06/08/2018 till 3.00 P.M.
5. BID OPENING : 06/08/2018 at 03.30 PM
6. EARNEST MONEY DEPOSIT : Rs. --- Nil
7. COST OF TENDER PAPER : Rs. ---Nil
8. BRIEF DESCRIPTION OF WORK: **invitation to bid document for Appointment of Consultant for TDS (of Income Tax Act 1961) & for existing Assam Govt. taxes.**

9. NIT issued to the following parties on limited tender basis:-

Sl. No.	Name of firm	Desgn .	Address
1	Rakesh Agarwal & Co.	CA	1st Floor, Goeanka Market, RKB Path, Dibrugarh-786001, Assam
2	M/s AMD & Associates	CA	URSA Complex, Rotary Road, Dibrugarh, - 786001
3	Birmiwal Associates	CA	Jagadamba Apartment, 5th Floor, Khageswar Road, Tinsukia-786125, Assam
4	Ronak Agarwal & Associates	CA	2 nd Floor Inder Mansion (near ASTC AT Road) Tinsukia, 786125, Assam
5	Priyanka Modi	CA	Chaliha Nagar Sector 1, By Lan-6, Tinsukia-786125, priyankamoditsk2010@gmail.com
6	Monoj Gogoi & Co.	CMA	BOC gate,1st Floor,(below L.I.C. Office),Near central Bank ,Duliajan- 786602

NOTICE INVITING TENDER

Tax practitioners are invited from the above specified list of professional ON LIMITED TENDER BASIS for the NIT. The interested firm may tender for the job. Quotations will be accepted into single bid SYSTEM.

NIT is available in BVFCL web site www.bvfcl.com also in Govt. web site.

1. Name and address of the firm/individual :
2. Duration of profession :
3. Experience in the line :
4. Office address :

category	SCOPE OF WORKS	Minimum professional fee is Rs.
A	<p>CONSULTANCY RELATING TO INCOME TAX ►</p> <p>Preparation of quarterly e-TDS/ e-TCS of Income Tax returns of salary, and others related to contractors/ suppliers, scrap lifter & go down rent for one year 20 18-19.</p> <p>Scrutiny of post e-filing effects of TDS quarterly return, providing solutions to square up the accounts, preparation of all correction returns as arises in due course in the books of IT department, Generation of TDS certificate Form 16 and 16A all are consistent of the assignments.</p>	
B	<p>CONSULTANCY RELATING Assam Govt. taxes ►</p> <p>1) Preparation and filing & scrutiny of Assam Electricity duty returns for the year 2018-19.</p> <p>2) Preparation and filing& scrutiny of Assam Professional Tax.</p> <p>3) Preparation and filing& scrutiny of Professional Tax returns of other state than Assam where sometimes BVFCL deputes its employee in the states or union territory .</p>	
	Total excluding GST	
	GST @ _____%	
	Total estimated consultancy fee (inclusive of GST) Rs.	

Others:

A) Proper guidance and assistance shall be extended by the firm regarding deposit of tax, filing of returns to avoid penal provisions etc. as and when required in case of aforesaid tax matter. 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) The job Assignment of tax consultant is the assemble of entire work of preparation of quarterly TDS (**Income Tax**) returns, TDS annual return (in Case of Salary deductees), generation of Form 16 and 16A, filing of all correction returns if arises in due course of time relating to assigned work order period, also they have to provide helping hand representing the

assessment, attending hearings and helping in obtaining final assessment order. In this respect the assignee is to obtain clearance of TDS from **Income Tax Department /TRACES** site which to be provided to BVFCL management as a token of no dues to TDS.

C) Further, consultant firm will extent helps in respect of additional cases which may sometimes arise after final assessment order of TDS/ TCS or in Assam Govt. taxes of previous financial years. Consultant have to file revised return of any quarter of previous financial year if it is arises due to some mistake/lapses/omission in original returns of TDS/TCS or in Assam Govt. taxes.

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

E) Please submit self attested copy of PAN with also GST registration certificate if it registered under GST.

F) Food and lodging will be allowed to the party at company's cost in BVFCL guest house subject to production of list of visiting and engaged members in advance for availability of guest house accommodation if activity confined to Tax Office at **Naharkatyia** as well as

BVFCL premises.

G) i. party will be paid TA by 2nd class AC for partners of the firm **ii.** For below rank of partner 3rd class AC. **iii.** Or lump sum amount of Rs. 1500/- as to & fro taxi fare for consisting of team visited BVFCL. **IV. TA** will be reimbursed against submission of fare slip. The travelling is confined from their office to Namrup subject to only job relating to **TDS, AP Tax & Assam Electricity duty** returns and in representing BVFCL in case of hearing phases at the office of superintended of SGST Assam, Naharkatyia, Dy. Commissioner (Of Commercial) Tinsukia, ITO office Dulijan & Commissioner of IT (TDS) Dibrugarh if arises in due course of time.

H) Assignment and Subcontracting:

Except with the prior written permission of the BVFCL you will not assign, award/sub contract the work or any part thereof or any money due to any other Consultant.

I) Termination:

BVFCL reserves the right to terminate the Order in whole or in any part by serving 15 days written or fax notice to the Consultant at any time prior to completion of the contract period.

J) Cancellation:

BVFCL reserves the right to cancel or reject any or all the quotations without assigning any reason whatsoever and also place order on more than one vendor.

K) Extension of tenure:

The contract will be awarded initially for one year period from the date of commencement of work. BVFCL Management reserves the right to extent the tenure of the contract for next one year period of time subject to finding of optimum satisfactory performance of the consultancy.

Payment terms:

At the end of submission of quarterly return 20% payment will be made of total amount up to 4th qtr. The Balance 20% will be paid after final assessment by the Tax authority of TDS(Income Tax)- AP Tax & Assam Electricity Duty.

The above quotation should reach this office of undersigned on or before **06/08/2018 at 3.00 PM** and will be opened on **06/08/2018 at 3.30 PM** in the chamber of DGM (Finance)

For BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED

Sd/-

(P.C. Gupta)

Dy. General Manager (Finance)