



BRAHAMA PUTRA VALLEY FERTILIZER CORPORATION LIMITED

(A government of India undertaking)

Namrup

NIT

NIT No. A/XII/TC/NIT/AKS/ 2016-17 dt. 02/08/2016

Name of work: Appointment of A VAT Auditor for the financial year 2015-16 and Tax consultant for one year.

Quotations are invited from **Chartered Accountant /Cost Accountant Firms only** for VAT Audit and Tax Consultant from the local district of **Dibrugarh and Tinsukia**.
NIT is also available on Government web site www.tenders.gov.in/ /
“eprocure.gov.in/cppp” and BVFCL web site www.bvfcl.com.

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

	SCOPE OF WORKS	Minimum professional fee
A	<p align="center">TAXES RELATED TO GOVT. OF ASSAM</p> <p>1) Assam VAT, & CST ► 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 of above all act and rules. Scrutiny and Preparation of monthly returns of AVAT & CST for one year considering sales of manufacturing and traded product, also purchases which attracts taxes and duties as per VAT and CST act. Moreover, in case of GST implications the consultant firm will provides its share of knowledge as & when its necessary arises.</p> <p>2) Entry Tax ► Preparation and scrutiny of monthly/annual returns of Entry Tax for one year including preparation of revise returns of entry tax for the year 2015-16 (as and when it requires by the tax authority).</p> <p>3)Assam professional Tax and Electricity duty ► Scrutiny & providing necessary guidance in respect of preparation of monthly returns of AP Tax and Assam Electricity duty for one year.</p>	
B	<p align="center">INCOME TAX ►</p> <p>Preparation of quarterly e-TDS/ e-TCS of Income Tax returns of tax deducted at source from salary of employees, contractors and others for one year basis. Scrutiny of TDS in respect of rates and deductees PAN & Generation of TDS certificate i.e Form 16 and 16A also to furnish soft copy to BVFCL. 2ndly follow up all the justification report thus arises from TRACES and to do necessary steps to square up the books of company’s TDS liabilities.</p>	
C	<p align="center">SERVICE TAX & CENTRAL EXCISE ►</p> <p>Preparation of Service Tax half yearly and annual returns for one year. If revised returns are required by prevailing situating and Authority’s demand it will be done within the stipulated time as per the requirement of the Act. Update the information about finance act implemented by the parliament time to time. Scrutiny of monthly Central Excise returns also preparation of other returns for year for one year as required by Excise law. Moreover the firm will attend the service tax audit if the Authority will program to visit BVFCL according to their discretion.</p>	
	Total amount in rupees (inclusive of all taxes if any)	

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 service tax audit and helping in obtaining final assessment order is the assignment of VAT Auditor/tax consultant.

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

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

E) Please submit self attested copy of 1. PAN, 2.Service Tax registration certificate & 3.other documents related to Professional empanelment of your recognized institution.

F) TA – Local conveyances will be provided from arrival point to guest house and Guest house to office vice e versa .

G) Food and lodging will be allowed to the party at BVFCL`s 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 of each category 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 AVAT, CST- Assam and Entry Tax Assam.

General:

i) Further to be noted that on getting satisfaction of better performance from the consultant firm/firms there is a scope of extension for additional terms of periods which may be decided by the competent authority in due course on receiving performance certificate from the HOD finance.

ii) Party will mention clearly - the NIT No & date in the sealed cover of quotation and to be addressed to undersigned.

The above quotation should reach this office of undersigned on or before 02/09/2016 and will be opened on 02/09/2016 at 3.30PM 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)