

1. Name of the item.....: HIRING OF CONSULTANT FOR IMPLEMENTATION
OF GOODS AND SERVICES TAX (GST) AT HVF

2. Eql. specification number.:

3. Eql. proprietary part no....:

4. Eql. DS Catalogue number...:

5. Item accounting unit code.: 80 (WHOLE JOB)

6. OTHER TECHNICAL DETAILS:

Eligibility and Pre Qualification criteria:

Essential:

1. Cost Accountant or Chartered Accountant or Company Secretary or Bachelor's/Master's degree in Law (LLB/LLM).

2. The consultant should be a registered firm/person with professional bodies of Institute of Cost Accountants of India or Institute of Chartered Accountants of India or Institute of Company Secretary of India or Bar Council of India.

3. The Firm/Person should be registered assessee with Goods and Services Tax Department and also must be registered as a GST Practitioner.

4. The person should have minimum 3 years experience in dealing with the tax matters as relevant to the contract.

Scope of work: Prime role and work of consultant:-

Providing necessary guidance and assistance in preparation/compilation of all required data and records under GST Act.

Verification of all purchase invoices for the eligibility of credit and sales invoices for the payment of GST on monthly basis.

Following are the activities of the Tax Consultant:-

i. Calculating the tax liability for GST.

ii. Preparation, compilation and submission of Monthly, Quarterly, Half yearly and annual returns within time as prescribed in the Act.

iii. Undertake Liaison work with the Tax Authorities.

iv. Queries raised by HVF regarding Taxation have to be replied/Clarified then and there.

v. Attending Taxation authorities for assessment/Hearing till completion of assessment.

vi. Receiving any communication/Notice/Show Cause Notice from the Tax authorities and drafting of replies in compliance to that communication/Notice.

vii. To represent and appear before Taxation Authorities/Appellate Authorities for current as well as old pending cases and submitting explanation and information asked for.

viii. Examination of the Assessment Order/Appellate orders and advising further action in the matter.

ix. Drafting and preparation of Appeal papers and prepare before Appellate Authority.

x. Assisting the Tax Authorities if any scrutiny/audit required to be conducted by Department of Taxing Authority within the premises of the factory.

xi. In case of any dispute arising with assessing authority, all necessary guidance & assistance will be given to sort out the dispute.

xii. Claiming of refund if any from the Tax Authorities.

4. To inform the latest amendments/circulars issued from time to time by Govt. with respect to GST related matters and conduct workshops on indirect tax matters for the benefit of Executives as and when as requested/required.

AT LEAST 60 DAYS VISIT BY CONSULTANT TO HVF SPREAD OVER 12 MONTHS.

THE ABOVE ASSISTANCE SHOULD CONTINUE UP TO 12 MONTHS.

HVF : DETAILS OF MATERIAL/SERVICES Drg/Spcn.No.: HVF2200-00067
AVADI : (ON-LINE INFORMATION) Page number.: 2

Pur.Tm.Wk: Pur. Sec.: 05 Godown...: STNY Plng. Gp.: SMP
Alt. PS.: 005 Alt.Indct: Item Type: M

Approved by: *[Signature]* Item Code(LFNo.): 9727003616
Date.....: *31/05/2018* Printed on date : 31-05-2018

Note: Document approved by a gazetted officer is only valid.

M T 31/5/18.