

**INDIA TRADE PROMOTION ORGANISATION  
FINANCE & ACCOUNTS DIVISION  
Notice Inviting Tender (NIT)**

Online electronic bids (single stage 2 bids) on open tender basis on Least Cost Selection (LCS) model for engagement of consultant for accounting & taxation matters on retainership basis for 3 years are invited by India Trade Promotion Organisation (ITPO) as detailed hereunder:

1. **Tender reference No.:** ITPO/FINANCE/M.A/c/Consultant/2023-24.
2. **Mode of tendering:** e-Procurement System
3. **E-Tender No.:** Consultant for Accounting & Taxation/2023-24
4. **Scope of Service:** Consultant w.r.t. Income Tax, GST/ Service Tax and accounting matters
5. **Duration for completion of work:** 3 years (on retainership basis)
6. **Tender View Date & Time:** 12<sup>th</sup> Jun. 2023
7. **Period of Bid Validity:** 120 days
8. **Cost of bid documents:** INR 2360 (incl. GST 18%) through online payments. Bid submitted without cost of bid shall be rejected. MSMEs are exempted from payment of tender fees. Bank Details are as under:  
*Beneficiary Name:* India Trade Promotion Organisation  
*Bank name:* Central Bank of India  
*Branch:* TFAI, New Delhi  
*Address:* PRAGATI MAIDAN, MATHURA ROAD, NEW DELHI  
*A/c No.:* 1167404133  
*IFSC:* CBIN0284078
9. **Amount of bid Security:** Rs. 50,000/- through online payment to bank account as above. MSMEs are exempted from payment of bid security.
10. **Starting date of submission of Technical Bid and Price Bid:** 12/06/2023
11. **Last Date for submission of Technical Bid & Price Bid:** 27/06/2023 (06:55 pm)
12. **Date and Time of bid opening:**  
*Technical bid:* 29/06/2023  
*Price bid:* (Date & time to be intimated later to the bidders whose technical bids qualify)

**Tender Documents** can be viewed and downloaded from [www.indiatradefair.com/tenders/listing](http://www.indiatradefair.com/tenders/listing) and or CPPP site <https://eprocure.gov.in/eprocure/app>

Bidders are requested to read the terms and conditions of this tender before submitting their bids.

## **1. INDICATIVE SCOPE OF WORK**

### **1.1. Income Tax matters**

- 1.1.1. Tax planning w.r.t. ITPO's present status as a company incorporated u/s 8 of the Companies Act, 2013 and registered u/s 10(23C)(iv) of Income Tax Act, 1961 as a Charitable Trust for the promotion of trade & commerce.
- 1.1.2. Updation on amendments in Income Tax Act & Rules. Providing expert opinion and advice concerning the Income Tax matters including domestic & international.
- 1.1.3. Collection of information/documents for computation of taxable income including compliances required as per status of ITPO under Companies Act and Income Tax Act.
- 1.1.4. Computation of Advance Income Tax, if applicable.
- 1.1.5. Computation of taxable income, preparation and filing of Annual Income Tax Return, revised returns and filing such other documents/applications as required/ applicable.
- 1.1.6. Obtaining orders and certificates from the Income Tax Department in connection with the assessment and/ or any other matter.
- 1.1.7. Preparation/ drafting and filing of appeals & replies connected with all the existing & new income tax assessment/ appeal matters/ notices/ queries/ penalty proceedings raised by the Income Tax Department including appearance before the officers/ Authorities up to CIT/ CCIT or officer of equivalent rank.
- 1.1.8. Follow ups & filing of papers etc. for obtaining Income Tax Refunds from Income Tax Department including interest on delayed refunds and work in relation to stay/ settlement of demands, if any.
- 1.1.9. Assistance to advocates/ counsels who appear before High Court & Supreme Court for ITPO.
- 1.1.10. Preparation and filing of requisite documents/ application for obtaining Lower/ Nil Deduction Certificate under Section 197 and other applicable exemptions, if any, from Income Tax Department, as applicable to the company.
- 1.1.11. Assistance in and drafting for seeking Advance Ruling, if required
- 1.1.12. Advice on applicability and compliance of provisions in respect of salary/ perquisites, etc. paid by ITPO to its employees, payments to contractors/ professional/ other payments etc. involving applicability of TDS provisions.
- 1.1.13. Advice on applicability and compliance of TCS provisions wherever applicable.
- 1.1.14. Assistance in filing and revising all the TDS/ TCS returns of ITPO.
- 1.1.15. Assistance in nullifying the TDS defaults, if any and appearance before Income Tax Officers up to the level of CIT/ CCIT (TDS Ward) in respect of notices for TDS defaults, etc.

### **1.2. GST/Service Tax Matters**

- 1.2.1. Advice & guidance on applicability of GST on goods/services dealt by ITPO in various states of India & abroad.

- 1.2.2. Advice & guidance in compliance of the GST Rules & provisions along with amendments, if any, including:
  - 1.2.2.1. Determination of tax rates
  - 1.2.2.2. Due dates of payments/ filing applicable returns/ forms/ annexures/ applications
  - 1.2.2.3. Utilization/ claiming tax credits on inputs (capital or otherwise)
  - 1.2.2.4. Accounting treatments thereto
  - 1.2.2.5. Casual registrations, wherever required
  - 1.2.2.6. Books/ registers to be maintained along with the formats thereof
- 1.2.3. Advice on changes required in internal accounting, policies & procedures of ITPO in respect of issue of invoices, credit notes and debit notes, purchase bills, employee expenses, etc. for compliance of GST provisions and amendments therein, if any.
- 1.2.4. Assistance in filing/ revising GST returns/ transitional returns & such other applicable forms as may be prescribed from time to time, within due dates in respect of Head Office (Delhi), regional offices (Chennai, Mumbai & Kolkata) and other casual registrations.
- 1.2.5. Review of GST documents including purchase bills, invoices, reports, registers etc. to ensure compliance with GST law to ensure accuracy of description of details of suppliers/ customers, address relevant to place of supply, etc.
- 1.2.6. Computation of output GST liability on monthly basis including any liability under reverse charge.
- 1.2.7. Drafting and submission of ITPO's replies to all the existing and new cases/ show-cause notices/ queries/ orders/ audit observations issued/ raised by the GST/ Service Tax authorities.
- 1.2.8. Attending the assessments/ appeals/ cases for adjudicating show cause notices on behalf of ITPO pertaining to GST/Service Tax up to Commissionerate level
- 1.2.9. Assistance to advocates/ counsels who appear before High Court & Supreme Court for ITPO.
- 1.2.10. Intimation/ updating in respect of amendments in GST provisions and feedback on outcome on important service tax/ GST cases affecting ITPO.

### **1.3. Accounting, auditing and other matters**

- 1.3.1. Guidance on day-to-day maintenance of accounts in accordance with the requirements of Companies Act, Ind-AS, Income Tax Act (including TDS/ TCS), GST and other relevant acts applicable to ITPO.
- 1.3.2. Computation of Deferred Tax Liability/ Asset in accordance with Ind AS, wherever applicable.
- 1.3.3. Assistance in drafting and submitting replies to Statutory/ Departmental/ Government Auditors in respect of Income Tax, GST & Service Tax.

- 1.3.4. Advising on changes required in accounting software, policies & procedures of ITPO in adherences of the applicable provisions of various Acts and Indian Accounting Standards.
- 1.3.5. Since the interaction will be on regular basis, it will be necessary to nominate Senior Partner/ Senior Professional of the firm who will interact/ attend meetings with ITPO as per requirements. On-site services will be required.

**1.4. Income Tax matters of PF Trust, Gratuity Trust & NPS Trust of ITPO**

- 1.4.1. Preparation and filing of requisite documents/ application for obtaining Lower/ Nil Deduction Certificate under Section 197 and exemption registrations under Sec. 10(25) from Income Tax Department, as applicable to the Trusts.
- 1.4.2. Follow ups & filing of papers etc. for obtaining Income Tax Refunds from Income Tax Department including interest on delayed refunds and work in relation to stay/ settlement of demands, if any.
- 1.4.3. Assistance in filing of annual Income Tax Return (original/ revised/ corrected)
- 1.4.4. Drafting and submission of Trusts' replies to all the existing and new cases/ show-cause notices/ queries/ orders/ audit observations issued/ raised by the Income Tax authorities.
- 1.4.5. Correspondences/ follow-up with the Income Tax authorities as & when required.

**1.5. Supply of accounting staff:**

- 1.5.1. Up to five (5) personnel shall be provided for accounting & financial work in ITPO (on-site), as per monthly requirements of ITPO.
- 1.5.2. Each personnel should have minimum qualification of B. Com or CA Intermediate.
- 1.5.3. The staff shall be assigned various tasks as per directions of FA & CAO of ITPO.
- 1.5.4. They shall work under the guidance of ITPO officers for assistance in recording of vouchers and various calculations.
- 1.5.5. They shall attend the office of ITPO at Pragati Maidan on all working days (Mon.-Fri.) as per working hours and leave calendar of ITPO. Their attendance shall be recorded in bio-metric machines.
- 1.5.6. A fee of Rs. 25000/- per month (excl. GST) shall be payable to the consultant for each personnel. Statutory compliances (EPF/ ESI/ any other labour laws applicable) in respect of employment shall be the sole responsibility of the consultant.
- 1.5.7. Proportionate fee shall be deducted for any of absence from office.

**1.6. ITPO Service Limited (ISL)- Any consultancy/ opinion required in the matter of Accounting, Direct/ Indirect taxation.**

- 1.7. **Quarterly training/ discussion sessions shall be provided by the consultant for awareness of amendments, improvements/ corrections required in procedures/ practices.**
- 1.8. The above scope is indicative and not exhaustive. Any consultancy/ opinion/ drafting in the matter of Accounting, Direct/ Indirect taxation as & when required in ITPO, ISL and the 3 Trusts shall be provided by the consultant.

## **2. ELIGIBILITY**

- 2.1. **Bidder should be a firm of Chartered Accountants/ Cost & Management Accountants (CAs/ CMAs) providing services in accounting & taxation field with a minimum experience of 15 years. The bidder must also be registered with GST authorities and EPF authorities.**

In support of above, firm of CAs/CMAs shall submit copy of firm's registration certificate issued by Institute of Chartered Accountants of India/ Institute of Cost & Management Accountants of India. The GST registration certificate and EPF registration certificate shall also be provided.

- 2.2. **Bidders should have a minimum of**

- 2.2.1. **4 FCA/ FCMA partners with at least 2 partners having at least 10 years' experience in each field of Income Tax, Accounts and GST as on the last date of submission of tender**
- 2.2.2. **4 paid qualified Chartered Accountants/ CMAs (other than partners) out of which at least 2 should have atleast 5 years' experience in each field of Income Tax, Accounts and GST.**

In support of above, bidders shall upload the resumes of the partners and paid CAs/ CMAs giving the brief details of experience in field of Income Tax, Accounts and GST with membership no. and other documentary evidence establishing the fulfillment of criteria

- 2.3. **Bidders should have prior experience of providing similar services for a minimum total period of 2 years in any of the previous 5 financial years to a Central Public Sector Company having an annual turnover of atleast Rs. 200 crores in the year of assignment. Experience of 2 years in separate PSUs shall also be considered. The reference date for considering the period of five (5) financial years shall be reckoned till FY ended 31.03.2023.**

In support of above, bidders shall upload the followings:

- Self-attested copy of letter of award and

- Copy of relevant extract of Profit & Loss Statement of the client organization for the relevant financial year.

**2.4. The bidder should have minimum 2 professionals (partners/ paid CAs/CMAs) having minimum experience of 5 years of handling the cases before the Income Tax/ GST authorities up to the level of Appellate Tribunals (ITAT/ CESTAT)/ Authority for Advance Rulings.**

In support of above, bidders shall provide the resume of such employees or such other documentary evidence showing the details of cases handled in ITAT/ AAR/CESTAT in last 5 years.

**2.5. The bidder should have minimum average turnover of Rs. 2 crores from the last 3 completed financial years (till FY ended 31.03.2023).**

In support of above, bidders shall upload the extract of audited Profit & Loss/ Income & Expenditure Statement of the relevant 3 financial years. Provisional statement may be considered for FY 2022-23, in case audited statement is not available.

**2.6. The bidder should have their permanent office in Delhi/ NCR.** Undertaking as per Annexure II.

**2.7. Besides the lump-sum fee (to be submitted as financial bid) for the scope of work mentioned above at Clause 1, the bidder shall be required to convey acceptance to fees, on call basis, for work before Tax authorities at the level of Appellant Tribunal at the predetermined rates.**

Consent by bidder is to be submitted as per format attached in Annexure IV.

### **3. INSTRUCTIONS TO BIDDERS**

- 3.1. The invitation of bid is open to all bidders who are registered legal entity i.e. consultancy firm/ company/ proprietorship firm/ LLP etc.
- 3.2. Non-refundable fee of Rs 2360/- (inclusive of GST 18%) is required to be paid online towards the cost of tender. The bidder shall submit the tender fee details along with the Technical bid for the tender as per Annexure III. Bank details for the purpose are mentioned in NIT. MSMEs are exempted from payment of tender fees.
- 3.3. The bidders shall furnish, as part of bid, deposit of Rs 50,000/- (Rupees Fifty Thousand Only) is required to be paid online towards bid security/ performance guarantee. MSMEs are

exempted from payment of security deposit. The bidder shall provide the details of payment in Annexure III along with a copy of cancelled cheque.

- 3.4. The Earnest Money of unsuccessful bidders will be returned within 30 days of the award of work. The Earnest Money of the successful bidders will be refunded after successful completion of the work. No interest is payable in case of any delay in refund of Earnest Money.
- 3.5. The Earnest Money may be forfeited:
  - 3.5.1. If the bidder withdraws his bid after bid opening or varies any terms & conditions in regard thereto during the period of Bid validity; or
  - 3.5.2. If the bidder adopts corrupt or fraudulent or collusive or coercive practices; or
  - 3.5.3. In the case of a successful bidder, if the bidder deviates from the undertaking(s) submitted or fails to complete the work within the stipulated time.
- 3.6. Bidder shall quote the lump sum price after careful analysis of cost involved for the performance of the complete work considering all parts of the Bidding Document.
- 3.7. The quoted Price shall be deemed to be all inclusive except applicable taxes till the completion of the work.
- 3.8. Bid shall remain valid for a period of 120 days after deadline for bid submission.
- 3.9. The bid shall be signed by a person duly authorized to sign on behalf of the bidder.
- 3.10. Mere issuance of Bid document to prospective bidders shall not be construed that such a bidder automatically fulfills the prescribed eligibility criteria.
- 3.11. At any time prior to the deadline for submission of bid, ITPO may amend the tender documents by issuing corrigendum/agenda which shall be notified on portal. Therefore, the bidders are advised to visit the site regularly before deadline of submission of bids.
- 3.12. In case the office happens to be closed on the date of opening of bid as specified; the same will be opened on the next working day at the same time.
- 3.13. The bids as well as correspondence and documents relating to the qualification submitted by the bidders shall be in English or Hindi language only.

- 3.14. ITPO reserves the right to cancel the tendering process at any time before award of work without assigning any reasons thereof.
- 3.15. The bidder should submit only relevant documents precisely and not more than 100 pages. **The bids with more than 100 pages will be liable for rejection at the discretion of ITPO.**
- 3.16. The entire work shall be awarded to the successful bidder and the work shall not be split amongst the bidders.
- 3.17. ITPO reserves the right to postpone and/ or extend the date of receipt or to withdraw the bid notice, without assigning any reason thereof, entirely at its discretion. In such an event, bidders shall not be entitled to any compensation, in any form whatsoever.
- 3.18. Prices quoted shall remain firm, fixed and valid until completion of the Contract and will not be subject to variation on any account.
- 3.19. ITPO reserves the right to verify/confirm all documentary evidences as submitted by bidders in support of their eligibility.
- 3.20. The work shall initially be awarded on retainership basis for 3 years from the date of award. The fee shall be payable equally in 3 months cycle subject to satisfactory services. The retainership may be **extended further for 2 years every time on the same rates and terms & conditions with the consent of ITPO.**
- 3.21. The work shall initially be awarded on retainership basis from 1<sup>st</sup> July 2023 and fee shall be payable in 4 equal quarterly installments. TDS, as applicable, shall be deducted from all payments by ITPO. The retainership may be extended on bi-annual basis on the same rates and terms & conditions at the discretion of ITPO.
- 3.22. The successful bidder may be required to submit the periodic compliances (payments, returns etc.) in respect of EPF/ ESI/ other labour laws before processing the periodic payments, at the discretion of ITPO.
- 3.23. All disputes subject to jurisdiction of the Delhi High Court.
- 3.24. In case of any queries on bidding, please visit ITPO office or contact:  
Manish Prasad- [manishprasad@itpo.gov.in](mailto:manishprasad@itpo.gov.in), Anchal Aggarwal- [anchalaggarwal@itpo.gov.in](mailto:anchalaggarwal@itpo.gov.in),  
Anirudh Kumar Bhatia- [anirudhbhatia@itpo.gov.in](mailto:anirudhbhatia@itpo.gov.in), 9810886558



#### **4. BID SUBMISSION& EVALUATION**

Two-Part Bid procedure shall be adopted for submission and evaluation of the bids. The bidder shall accordingly prepare and submit the bids containing the required documents up to the closing date and time. The bidder shall prepare the bid and submit the bid in following manner:

**4.1. First Part: Technical bid:** online submission:

- Duly filled-in evaluation sheet as per Annexure I
- The scanned copy of the Undertaking/ Acceptance/other relevant documents as per Annexure II- IV.
- The scanned copy of other supporting documents as per the tender requirement.

**4.2. Second part: Price bid**

The Price bid submitted should be lump-sum per year amount excluding taxes. It should be duly filled-in in conformity with the tender specification to be submitted online in the prescribed format.

- 4.3. For qualifying Technical Evaluation, a bidder has to meet minimum specified eligible criteria in all the categories.
- 4.4. During bid evaluation, ITPO may, at its discretion, ask any bidder for clarification of its bid which shall be submitted within given time.
- 4.5. If a bidder does not provide clarifications of the information requested by the date and time set in ITPO's request for clarification, its bid may be rejected.
- 4.6. Price bid of bidders, whose technical bids are not considered acceptable to the Organisation, will not be opened and their bid security shall be refunded after award of work to the successful bidder. The decision of ITPO will be final and binding in this regard.
- 4.7. The financial bids of only technically qualified bidders will be opened and evaluated.
- 4.8. Bidders are requested to submit their offer strictly in line with terms and conditions of tender document; otherwise the bid may be rejected.
- 4.9. After the evaluation of Technical bid, ITPO shall upload the evaluation results on the portal and the opening financial bids will be processed.

- 4.10. In case of tie between two or more financial bids, financial bids shall again be requested from the qualifying bidders.
- 4.11. Lowest Financial Bid will be considered for award of work.
- 4.12. If necessary, negotiations will be held with the successful bidder to examine the reasonableness of quoted fees and the work will be awarded at the reduced/ negotiated fees.

## **5. BREIF DESCRIPTION OF ITPO**

- 5.1. ITPO is the apex body of the Government of India for promoting trade in India & abroad primarily through the medium of trade fairs & exhibitions.
- 5.2. ITPO is registered under Sec. 25 of Companies Act, 1956 (now Section 8 of Companies Act, 2013).
- 5.3. ITPO is also registered under Section 12A as a charitable trust and exempted u/s 10(23C)(iv) of Income Tax Act, 1961. The matter is sub-judice in the Hon'ble Supreme Court of India.
- 5.4. ITPO has three Trusts namely ITPO Employees Contributory Provident Fund Trust, ITPO Gratuity Trust, ITPO Employees Superannuation Trust for settlements of PF, Gratuity and NPS (pension) to employees.
- 5.5. ITPO has its head office at Delhi and 3 operational Regional Offices at Chennai, Mumbai and Kolkata.
- 5.6. ITPO Service Limited (ISL) is one of the subsidiaries of ITPO. ITPO holds 100% of equity in ISL. ISL is a private limited company registered for profits in May 2020 with the main object of promoting/ undertaking the business of hospitality and ancillary services for trade promotion activities in and/or outside India. The company is inoperative till date.
- 5.7. ITPO implemented Ind-AS accounting in FY 2016-17.
- 5.8. Annual Accounts 2021-22 of ITPO may be referred at [https://indiatradefair.com/uploads/doc/pdf/ITPO\\_AR\\_2021\\_22\\_English\\_2837283.pdf](https://indiatradefair.com/uploads/doc/pdf/ITPO_AR_2021_22_English_2837283.pdf)
- 5.9. For further details, officers of ITPO referred above at clause 3.23. may be contacted.

**CHECKLIST OF DOCUMENTS**

This duly filled-in check-list shall form part of technical bid

<b><i>S. N o.</i></b>	<b><i>Eligibility Criteria</i></b>	<b><i>Eligible (Yes/ No)</i></b>	<b><i>Documentary proof attached</i></b>	<b><i>Page numbers (not more than 100 in total)</i></b>
1	Bidder should be a firm of Chartered Accountants/ Cost & Management Accountants (CAs/ CMAs) providing services in accounting & taxation field with a minimum experience of 15 years.			
2	Bidders should have a minimum of 4 FCA partners with at least 2 partners having at least 10 years' experience in each field of Income Tax, Accounts and GST as on the last date of submission of tender			
3	Bidders should have a minimum of 4 paid qualified Chartered Accountants/ CMAs (other than partners) out of which at least 2 should have at least 5 years' experience in each field of Income Tax, Accounts and Service Tax/ GST.			
4	Bidders should have prior experience of providing similar services for a minimum total period of 2 years in any of the previous 5 financial years to a Central Public Sector Company having an annual turnover of at least Rs. 200 crores in the year of assignment.			
5	The bidder should have minimum 2 professionals (partners/ paid CAs/CMAs) having minimum experience of 5 years of handling the cases before the Income Tax/ GST authorities up to the level of Appellate Tribunals (ITAT/ CESTAT)/ Authority for Advance Rulings.			
6	The bidder should have minimum average turnover of Rs. 2 crores the last 3 completed financial years (till FY ended 31.03.2023).			

7	Besides the lump-sum fee (to be submitted as financial bid) for the scope of work mentioned above at Clause 1, the bidder shall be required to convey acceptance to fees, on call basis, for work before Tax authorities at the level of Appellant Tribunal at the predetermined rates. (Annexure IV)		Annexure IV	1
8	The bidder should have their permanent office in Delhi/ NCR.		Annexure II	1
9	The bidder should not have been banned/de-listed/de-barred from business by any PSU/Govt. Department (Declaration in Annexure II)			
10	Details Tender Document Fee Through online payment Rs 2,360/- as per Annexure III		Annexure III	1
11	Earnest Money of Rs. 50,000/-		Annexure III (with copy of cancelled cheque)	
12	Price Bid (Lump-sum excl. taxes)		BOQ_XXX.xlsm	-
13	This annexure		Annexure I	2

Signature

Authorized Person: Name

Designation

Seal.....

**UNDERTAKING**  
**(To be given on Company Letter Head)**

Date: .....

To,  
R K Thakur  
FA & CAO  
India Trade Promotion Organisation  
Pragati Maidan, New Delhi-110001

**Sub: Undertaking for/ Acceptance of Terms & Conditions of  
Tender for Consultant for Accounting & Taxation/2023-24**

Dear Sir,

1. I/ We have downloaded/ obtained the tender document(s) for the ‘Tender for engagement of consultant for accounting & taxation matters of ITPO’ from the website(s) namely:  
\_\_\_\_\_.
2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organisation have also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/ We have an office for work in Delhi/ NCR having address as under:  
\_\_\_\_\_  
\_\_\_\_\_.
6. I/We do hereby declare that our firm/ company has not been blacklisted/ debarred by any Government Department/Public Sector Undertaking.
7. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Signature

Authorized Person: Name

Designation

Seal.....

**Details of payment of Tender fee & Bid security  
(for non-MSME)**

Bidder Name: \_\_\_\_\_

Amount of payment: Rs. 2360/- (incl.18% GST) and Rs. 50000/- as bid security

Date of payment: \_\_\_\_\_ and \_\_\_\_\_

Transaction Ref. No.: \_\_\_\_\_ and \_\_\_\_\_

Remitting Bank Name: \_\_\_\_\_

Bank Branch: \_\_\_\_\_

For refund of Bid security of Rs. 50,000/- (*attached a copy of cancelled cheque*):

Account no. \_\_\_\_\_ IFSC \_\_\_\_\_

Account type \_\_\_\_\_ Name in bank account \_\_\_\_\_

Signature

Authorized Person: Name

Designation

Seal.....

.....

(For ITPO Office use only)

It is confirmed that the above payment has been received in ITPO's Bank A/c no. 1167404133 with Central Bank of India.

(Signature)

Manager

Cash & Banking Section

**(To be given on Company Letter Head)**

Date: .....

To,  
R K Thakur  
FA & CAO  
India Trade Promotion Organisation  
Pragati Maidan, New Delhi-110001

**Sub: Acceptance to fees for work with Tax authorities**

Dear Sir,

1. I/ We offer to work on annual retainership basis at the rates as indicated in the price bid (lump-sum excluding taxes) payable in equally 3 months cycle.
2. Besides, retainership fee, I/ we offer to accept the below mentioned fees to work before Tax authorities at the level of Appellant Tribunal on call basis:
  - a. Drafting of appeal including paper book and filing etc.- Rs.21,000/- plus applicable taxes per case.
  - b. Appearance for effective hearing- Rs. 31,500/- per hearing plus applicable taxes.
  - c. Appearance for non-effective hearing- Rs.6,300/- per hearing plus applicable taxes.

Yours Faithfully,

Signature

Authorized Person: Name

Designation

Seal.....