

#### DETAILED SCOPE OF WORK FOR TAX CONSULTANCY:-

The Scope of the contract shall be preparation, compilation, filing and all necessary follow-up of statements/reports/returns/concerning EXCISE/SERVICE TAX/INCOME TAX/GST of High Energy Projectile Factory, Trichy – 620025.

**a) The following works are to be carried out by the Tax Consultants as enumerated below:**

1. Providing necessary guidance and assistance in preparation/compilation of all required data and records under GST Act and successful implementation.
2. Verification of all purchase invoices for the eligibility of Input Tax Credit and sales invoice for the payment of GST liability on monthly basis.
3. Calculating the monthly tax liability for GST/TDS GST based on the data provided by HEPF.
4. Preparation, Compilation and Submission of Monthly, Quarterly, half yearly and Annual returns within time or any other reports or Returns statutorily required (GSTR-1, GSTR-2, GSTR-3 & GSTR-7).
5. Undertake Liaison work with the Tax Authorities for preparation and submission of replies against the notices issued by the Tax Authorities from time to time.
6. Queries raised by HEPF regarding Taxation have to be replied /Clarified then and there.
7. Liaisoning with Taxation authorities for assessment/Hearing till completion of assessment on behalf of HEPF.
8. On receipt of communication/Notice/Show cause notice from the Tax Authorities and forwarding to Tax Consultant for drafting replies in compliance to that Communication / Notice under relevant rules & acts including physical appearance before appellate authority.
9. To represent and appear before Taxation authorities /Appellate Authorities for current as well as old pending cases pertaining to Central Excise/Service Tax/Income Tax and submitting explanation and information asked for.
10. Examination of the Assessment Order/Appellate Orders and advising further action in the matter.
11. Drafting and Preparation of Appeal papers and submitting before Appellate Authority and necessary co-ordination with appellate authority including physical appearance before appellate authority.
12. Assisting and coordinating, if any scrutiny/audit conducted by Tax Department within the premises of the factory.
13. In case of any dispute arising with assessing authority, all necessary guidance & assistance will be given to sort out the dispute.
14. Claiming of refund if any from the Tax Authorities.
15. Preparation, Compilation and Submission of Quarterly E-TDS return in Form No:24Q,26Q,27EQ & 24G.
16. To inform the latest amendments/circulars issued from time to time by Government with respect to GST/Income tax related matters and conduct workshops on Indirect tax matters for the benefit of Executives as and when as requested.

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**b) Terms and Conditions:**

1. The necessary Data/information shall be made available by the factory.
2. The information shall be confidential in nature. The consultants are to make sure that the same is not leaked out in any manner to lend in unauthorized hands for which an undertaking has to be submitted by the firm.
3. The Consultancy service provider will visit the factory regularly on telephonic intimation and also as per work requirements as felt by the tax consultant & factory management.
4. The Consultancy service provider shall provide their telephone/mobile/ fax/ email ID for communication.
5. The Consultancy service provider shall report to designated officers for work.

**c) Eligibility criteria:**

1. The Consultant should be a registered with any of the professional bodies like ICAI, ICMA, ICSI Bar Council of India and copy of registration certificate should be submitted.
2. The firm should not have been blacklisted/debarred by any of Govt/CPSUs or any other legal entities for consultancy services and should submit self-declaration in firm's letterhead duly signed and sealed.
3. The firm should have at least one person in their pay roll holding a degree such as CA/ICWA/CS/LLB/LLM/GST practitioner exam qualified and should submit a declaration and proof like degree/qualification certificate, if any.
4. The firm should have atleast 5 years' experience in dealing with the direct and indirect taxation matters as relevant to the contract and documents in this regard to be submitted.
5. The firm must have their office located at Trichy. Self-declaration to be submitted with all office details like address, telephone nos etc.
6. The firm/person should be registered assessee with Goods and Service Tax Department and also must be registered as a GST Practitioner. Certificate copy should be submitted in this regard.


**d) Duration of Contract:** The Period of the Contract will be for 12 months.

**e) Payment:** The Payment will be made on monthly-basis @ 1/12<sup>th</sup> of the total contract value on certification of completion of work. The payment will be released within 30 days of claim.

**f) Disputes:** If at any time, any dispute or difference whatsoever shall arise between the Consultant and the Factory upon or in relation to or in connection with the contract, the same shall be referred to the Sole Arbitrator amongst the Officers of the O.F. Organisation appointed absolutely at the discretion of the Director General of Ordnance Factories, Kolkata. It will be no objection, that the arbitrator is a Government servant, that he had to deal with the matters to which the order relates or that in the course of his duties as a Government servant that he has expressed views on all or any of the matter in dispute or difference. The award of the arbitrator shall be final and binding to the parties to the order. The Venue of the arbitration shall be the place where the Ordnance Factory is situated i.e at Tiruchirapalli only.

  
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