

**Scope of work for Hiring Tax Consultant for GST and Income Tax related work.**

**1) Contract period:** 01 Year

**2) Eligibility of Tax Consultant:** Chartered/Cost Accountant having 4 to 6 years experience in taxation field/matters.

**3)** The Consultant will visit OFV (MIL) before 5th of every month to check the sales & purchase Tax invoices of **GST TDS & IT TDS/TCS** deductions for scrutiny, compiling and verification of the same in all aspects. In addition to the above he will also visit OFV (MIL) as and when required basis to guide about the updated notifications of GST and IT rule and make OFV's concerned Officer/Staff familiar with that.

**4)** The Tax Consultant will guide to concerned Officer/Staff of OFV (MIL) in maintaining books of accounts related to Taxation under the provisions of applicable GST Act & I.T. Act.

**5)** The Tax Consultant will periodically verify all transactions recorded by the concerned Officer/Staff of OFV (MIL) along with the document (If required).

**6)** The Tax Consultant will verify the GST Computation/Input Tax Credit (ITC) computation on monthly basis provided by OFV (MIL).

**7)** The Tax Consultant will prepare final calculation Sheet of tax payable value and the same should be forwarded to OFV (MIL) through e-mail on very next day without fail, for timely payment of GST to the Govt.

**8)** E-filing of all mandated applicable returns related to GST will be done by the Tax Consultant . Further, Reconciliation of GSTR-2B with purchase data of OFV (MIL) should be furnished by him.

**9)** The Tax consultant will file all e-mandated returns on Quarterly/Monthly/Yearly basis related to Salary and Non-Salary vide Form No.24Q,26Q,27EQ etc. in time bound manner .

**10)** After each quarter, the tax consultant will clear all TDS/TCS defaults as shown in **TRACES Portal** ( if any), after each salary / non-salary quarterly returns.

**11)** The Tax consultant will generate the Form 16 for the Employees of OFV (MIL) & Form 16A for the Firms , after the successful filing of quarterly returns.

**12)** The Tax Consultant will do all mandatory works related to **TRACES portal** concerned with OFV (MIL).

**13)** The Tax Consultant will attend the Audit/Assessment and represent OFV (MIL) before the External authorities and also guide in making compliance, if any sought by these authorities.

**14)** The Tax consultant will provide a Draft reply to the Queries/Notices pertaining to GST Act and IT Act raised by OFV (MIL)

**15)** Apart from the above, if any query asked by OFV(MIL) for Taxation/GST/Audit/Account/Companies Act etc. related to the GST TDS & IT TDS/TCS ,Tax Consultant should provide proper guidance and draft reply.

**16)** The Tax Consultant would have to ensure every month whether all types of transactions are being carried out as per applicable IT Act, GST Act & Company Act and in case of non-compliance he will intimate OFV(MIL) immediately alongwith remedial measure .

**17)** The Tax Consultant will not claim any expenses for visiting OFV (MIL) towards travelling, Convenience, lodging, Food etc. and make such arrangement by their own expenses .

**18)** Payment will be made on Quarterly basis, on issuing successful completion of Tax Consultancy work.

**19)** All types of penalty clause (including termination) will be applicable terms & conditions on the GEM portal for this service.

Ay

Dy. General Manager/Fin. & Accounts

JWM/F & A

Sign of Tax Consultant with Seal