

New Delhi-110024
Phone: 011-24698431, Fax: 011-24697352

Ref.No:

Sub: Appointment of Tax Consultant on retainer ship basis.

1. Sealed quotation is invited for tax consultant on retainer ship basis for corporate office at 18-a, D.D.A. Shopping-Cum-Office Complex, Defence Colony New Delhi-110024, from professionally qualified Chartered Accountants firm.
2. Tax consultant will be initially appointed for a period of 12 (Twelve) months and which may be extended by the Competent Authority, for the period 01.04.2018 to 31.03.2019
3. Tenders, in the under mentioned format, Marked " QUOTATION FOR APPOINTMENT OF TAX CONSULTANT ON RETAINERSHIP BASIS", addressed 18-a, D.D.A. Shopping-Cum-Office Complex, Defence Colony New Delhi-110024 by Registered / Speed Post only, should reach on or before **05th March 2018**. The above sealed envelope shall consist two bid systems:
 - I. **The First envelop marked as "Profile of Tax Consultant" shall contain their profile as per Annexure-A.**
 - II. **The second envelop marked as "Price Bid" shall contain offer of Consultancy Fees.**
4. The envelope containing profile shall be opened first and second envelop shall be opened only for those bidders who are found eligible for the job on evaluation.
5. DTTDC reserves the right to accept or reject any or all the offers before or after evaluation of respective bid without assigning any reason thereof. No claim on this account shall be entertained by DTTDC.
6. Bill of consultancy fees shall be raised in favour of corporation at end of the quarter.
7. Appointment of tax consultant may be terminated by giving one month notice.
8. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their Bid.
9. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation/placement of order. Such bidder will be debarred from bidding in future.

10. The Contractor shall not sublet, transfer or assign the contract or any part thereof to any other person/firm/consulting company/organization.
11. DTTDC shall not be responsible for any expense incurred by Bidders in connection with preparation and delivery of their Bids, site visit, participating in the discussion and other expenses incurred during the bidding process.
12. Tax Consultant shall during the tenure of the contract and at anytime thereafter keep all the information relating to the work in full confidence and shall not, unless so authorized in writing by DTTDC, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through Tax Consultant or its personnel or agents.
13. Tax Consultants required to certify that it will adhere to the policy for prevention of fraud in DTTDC and not indulge or allow anybody else working in our organisation to indulge in fraudulent activities and would immediately apprise DTTDC of the fraud/suspected fraud as soon as it comes to its notice.
14. In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Managing Director, DTTDC will be final and binding on both the parties to the Contract.
15. Tax consultant are also required to comply that they will not take up any assignment which conflicts with the interest of DTTDC.

Sundari Sathiamini

(Sundari Sathiamini)

Manager Finance

DTTDC LTD



Manager Finance (F&AS)
Delhi Tourism & Transportation
Development Corporation Ltd.
18-A, DDA, SCO Complex
Defence Colony, New Delhi-24

Scope of work for tax consultant

Scope of Work for the Income Tax, Service Tax, DVAT compliances	
<u>Income Tax/TDS</u>	<ul style="list-style-type: none">• Monthly Determination of TDS Liability.• Filling of various Quarterly Return/Revision i.e. 24Q, 26Q, 27Q• Generation of TDS Certificates i.e. Form 16 and 16A on timely Basis.• Clearing off the outstanding demands on the Traces Website.• Ascertaining the Advance Tax liability & preparation of Computation of Income.• Filling of the ITR of the Corporation including Revision if required.• Examination of the Assessment order/Appeal order and advising further action in the matter.
<u>Delhi VAT</u>	<ul style="list-style-type: none">• Monthly Determination of DVAT Liability.• Filling of Monthly Return/Revision (D VAT 16) and filling of Return Verification form (Form 56)
<u>GST</u>	<ul style="list-style-type: none">• Monthly determination of GST liability under normal provision and reverse charge mechanism (if applicable).• Filing of Monthly/Quarterly/Annually GST returns/Revision.• Consultancy on the applicability of GST.• Validate or verify detail of supplier electronically in GSTR-2 to claim ITC.• Generation of TDS Certificates.• Clearing off the outstanding demands.
<u>Assessments, Opinions/Consultancy & Documentation Vetting relating to VAT, GST, & Income Tax.</u>	<ul style="list-style-type: none">• Assistance in replying to various notices.• Documentation vetting before submissions to Government Authorities.• One CA (final)/CA (inter) should be stationed at head office for full month.• Informing about the various changes/amendments under respective Acts.

Sundari Sahayam



Manager Finance (F&AS)
Delhi Tourism & Transportation
Development Corporation Ltd.
18-A, DDA, SCO Complex
Defence Colony, New Delhi-24

Selection criteria

1. The appointment will be initially for two years which may be extended to two more years on satisfactory performance and on mutually agreed terms.
2. The CA firm should have minimum 3 full time CA Partners & 8 Article Assistant & should have an office in Delhi.
3. Turnover of the firm of the average of last three years should be minimum of Rs.50 Lakhs.
4. At least one of the partners should have minimum experience of ten years in the field of direct and indirect taxation.
5. The lead partner, under whose supervision, Tax related work of DTTDC will be carried out, should have continuous experience of 5 years or more in full time practice. The cut-off date of ascertaining experience will be 01/01/2018.
6. DTTDC reserves the right to accept or reject any quotes or cancel the entire process without prejudice.
7. Also provide all the details in the attached Performa below.

For detail information about our company you can visit our company website-
www.delhitourism.gov.in



Sandhu Sahayamani
Manager Finance (F&AS)
Delhi Tourism & Transportation
Development Corporation Ltd.
18-A, DDA, SCO Complex
Defence Colony, New Delhi-24

Offers/Details to be submitted

TO,

Delhi Tourism & Transportation Corporation Limited
18-a, D.D.A. Shopping-Cum-Office Complex,
Defence Colony,
New Delhi-110024

A. Partnership Firm/Proprietor/Individual details: -

Sr. No.	Particulars
1	Name of Practising Chartered Account/ Firm of Chartered Accountant <ul style="list-style-type: none">• Whether Partnership/Proprietorship/individual :• Name of Partners/proprietor/individual• Membership No.
2	Date of Commencement of practice: Date of Registration: Firm Registration No.: (Attach copy)
3	Detail of Office (s): Address: Contact Details:
4	Post Qualification Experiences in full time practice of partners (s)/ proprietor: No. Of Year:
5	PAN No (Please attach Copy): Service Tax Reg No. (Please attach Copy):
6	No. Of Active partners in firm
7	Profile of Firm /individual :