

Notice Invitation Quotation

NIFT, Delhi Campus invites sealed quotations from Chartered **Accountants firms for providing services of tax consultancy for the Financial Year 2018-2019.**

SCOPE OF WORK:

1. **All Statutory Compliance i.e. TDS Salary, TDS Other than Salary, Form 16 A, Form 16, return of 26Q and 24Q and all other statutory work as pertained to this organization as per Rules applicable from time to time may be done in all respect within the prescribed time limit in the foolproof manner to safe guard the interest of the Institute.**
2. **Visiting to this organization every month end and check each and every voucher along with supported documents i.e bill and claims and after that based on facts, ascertain total tax liability as per applicable Rules on the part of NIFT and accordingly calculation sheet needs to be handed over every month to the NIFT DC for the remittance of said tax liability.**
3. **After filing of each return, all return copies along with acknowledgement in hard and soft format must be submitted to NIFT Delhi Campus.**
4. **During the contract period, any demand and queries received, if any, the same may be replied and further, in this connection, whenever asked to present the case to the authority, same also be entertained by you for the settlement of the cases, for which, NIFT will not borne any expenditure.**
5. **Consultancy on statutory tax matters as and when required to be entertained.**

TERMS OF REFERENCE

1. The quoted rates shall include GST/ALL TAXES etc. as applicable and no extra shall be payable on this account.
2. The assignment will be valid for a period of one year effective from the date of issue of award letter. Further extension up-to two years subject to satisfactory performance can be made on the existing terms & condition without any financial increase in the bid price.
3. The CA firms must enclose copy of the GST Registration certificate & PAN card of the company/Proprietor and work experience certificate.
4. The payment shall be made on the submission of bill on quarterly basis.
5. The envelop shall be super scribed with **“Tax Consultancy for the Financial Year2018-19 “ and to be dropped in the tender box placed at 2nd Floor, B-Block, Delhi Campus by 3.00 P.M on 06-04-2018.**
6. The quotations shall be opened on the same day at 3.30 P.M.
7. NIFT reserves the right to accept or reject any quotation in part or whole without assigning any reason thereof.

Your signature below indicates acceptance of above terms of references and scope of work.

(Signature with stamp)

SELECTION CRITERIA

The work will be awarded to L1 vendor on overall basis.

Company Details

- a. Name of the CA Firm
- b. Name of the authorized person (owner/proprietor/partner):
(Who signs on the NIQ?)
- c. Address of the contractor/agency.....
- d. Name of Contact Person
- e. Membership No.
- f. Copy of PAN Card.....
- g. Copy of GST Registration Certificate
- h. Phone No. (if Land line).....
- i. Mobile No.....
- Email ID.....

LAST DATE OF SUBMISSION OF QUOTATION: 06.04.2018 (up-to 3:00 PM)
DATE OF OPENING OF QUOTATION: 06.04.2018 (after 3:30 PM)