

## Tendering Process

The technical bid super scribed as "Technical Bid" and financial bid super scribed as "Financial Bid" should be submitted in the prescribed format in Annexure-I (Technical details) and Annexure-II (Financial details) separately in a sealed cover. Both the sealed envelopes containing technical bid and financial bid should then be submitted in a single sealed envelope super scribed-"Tender for Appointment of ~~Tax Consultant~~ The bid must be addressed to the Registrar , M.P.Nurses Registration Council, Gomati Parisar Jawahar chowk Bhopal -462003 and reach this address latest by 18 ~~MAY~~ 2016 before 5:00 p.m. Bids received with incomplete bid documents or without EMD will be summarily rejected. A pre bid session will be held in the above mentioned office of the on 20 ~~MAY~~ 2016 at 2 p.m.

Sd/-

Registrar

Encl:

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### **Bid Security**

The Bidder shall furnish, as part of his bid, a bid security (EMD) for an amount of Rs 10,000 (Rupees ten thousand only) in the form of Demand Draft from any Nationalised Bank in favour of "Registrar, M.P. Nurses Registration Council" payable at Bhopal. The bid received without EMD will not be considered. The EMD will bear no interest whatsoever

EXPRESSION OF INTEREST FOR SHORT LISTING TAX CONSULTANT FIRM

**TECHNICAL OFFER-PART-I**

Questionnaire to be filed in by the "Tax Consultant Firm"

1. Name of the Firm : .....
2. Address with phone no. : .....
- a. Permanent : .....
- b. For Communication : .....
- c. e-mail : .....
3. Date of Registration Firm : .....
4. Date of Establishment of Firm: .....
5. Name of the Partners : .....
6. PAN of Firm ( attach copy of PAN) .....
7. Service tax code (attach copy of Registration).....
8. Qualification of Partners.

Name of Partner(S)	Basic Qualification	Year of Registration in Firm	Registration Date & No. as Associate Member of ICAI	Additional qualification if any
1	2	3	4	5

9. Experience of Firm : .....

( attach photocopy of documents for proof for work exceeding 1.00 lacs in each case during last 3 F.Y.)

Name & Address of the Institution for which you have worked	Documents in favour of experience	Nature of work performed	Specific Certificates regarding details of work	Period of work		Remarks specifically with reference to work conducted and litigation etc.
				From	To	
1	2	3	4	5	6	7

10. Turnover the Firm in last Three Financial Year

2013-14	2014-15	2015-16

11. Whether your firm has been Disqualified / Terminated / Black listed / debarred by any of the Govt./ PSU/s/ Educational Agencies. :.....

We the Proprietor of ..... (Name of the Firm) hereby declare that the above mentioned facts are true and correct to the best of our knowledge, and anything found incorrect may result in the cancellation of our firm's name.

Date: .....

Place: .....

(Signature of the Applicant)

Note: All point must be answered

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**Professional fee Tax Consultant- Part II**

**Financial Bid**

Name of the Firm: .....

S. No.	Description	Amount
1	Tax Consultant for ( year wise)	
2	Any other emoluments	
3	Others	
4	Service Tax	
	Total	

Rs. ....

(Signature of the Applicant)

Date: .....

Place: .....

*1/1*

## Documents to attaché

The Chartered Accountant Firm should provide the details supported by documentary evidence in respect of the following points:

1. Name and Address proof of the firm
2. Copy of PAN ( Self Attested)
3. Copy of Certificate a practice of legal firm.
4. Income tax return of firm along with computation of income and balance sheet and profit and loss account of the last Three years.

Note: Any other certificate beside the above if deemed necessary can also be enclosed.

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## SCOPE OF WORK FOR TAX CONSULTANT

1. Preparation and submission of returns like Income Tax, Service Tax, Tax deducted at sources (TDS) and Sales Tax to appropriate taxation authorities including revised return, required (if any) with in time as prescribed in the concerned Act.
2. Drafting of replies in compliance of the notices and other communications received from the Taxation Authorities.
3. To Represent the Corporation & appear before Taxation Authorities /Appellate Authorities for current as well as old pending cases and submitting explanation and information asked for time to time.
4. Examination of the Assessment Orders and advising further action in the matter.
5. Preparation and filing of Appeal before Tax authorities.
6. To advise the Council on applicability /benefits/rebates/incentives available under the Income tax, Service Tax & Sales Tax, etc.
7. Computation of Advance Tax liability of the councils on quarterly basis & tax liability under above said taxes.
8. To arrange the refunds due to Council (if any).
9. To provide expert opinion for the case as and when required by the council under the Income tax, Service Tax & Sales Tax, etc.

Ad