



APPLICATION FOR HIRING SERVICE TAX CONSULTANT

1. Name of the firm : _____
(in block letters)
2. Name and designation of the : _____
representative/partner/proprietor
to whom all references shall be
made
3. Status of the firm : _____
(whether company/ partnership/
sole proprietor-attach proof)
4. Address : _____

5. Contacts : _____
a) Mobile : _____
b) Landline : _____
c) Fax : _____
d) E-mail : _____
6. Professional Qualifications viz. : _____
Chartered Accountant/Cost
Accountant/
(attach documentary proof)
7. Financial Credentials : _____
(attach self attested copy of
last 3 years Income Tax returns)
8. Consolidated Charges towards annual : In figures: _____
retainership fee, filing of returns,
routine consultancy In words: _____
(including transportation, taxes, _____
other charges etc.)
9. Any other information : _____

Scope of work, Requirements & Terms and Conditions

Scope of work

- Routine consultancy w.r.t. to services tax matters
- Periodic filing of returns with the concerned department(s)
- Introduction of any new taxes like GST, other levies etc. by the Government/Department(s) in future shall invariably form a part of the scope of work.
- The charges/fee for filing replies w.r.t. to notices/cases (if any) with the department(s) and appearing before the Asssistant Commissioner/Dy. Commissioner/Service Tax appellate Tribunal/other Authorities will be decided mutually on case to case basis.
- Any other consultancy/help required from time to time.

Essential Requirements

- The firm should be in existence for the last 5 years and possess a minimum experience of 3 years in the relevant area/tax matters (attach documentary proof).
- The firm should have provided consultancy/dealt with service tax matters of at least three organizations/companies out of which one must be a Government organization/Public Sector Undertaking/Autonomous Body. (attach documentary proof)
- The annual turnover of the organizations to whom the consultancy has been provided should be at least 5 crores. (attach documentary proof)
- The firms based in Jalandhar, Kapurthala and Ludhiana need only apply.

Terms and Conditions

- The offers of firms not fulfilling the essential requirements will be summarily rejected.
- In case there is a tie in the financial offer, the decision of PGSC shall be final and binding.
- The consultant will be engaged initially for a period of one year extendable on year to year basis at the discretion of PGSC. The charges may be quoted for one year.
- No other payment will be made in addition to the amount quoted above.
- In case of variation between amount given in figures and in words, the amount quoted in words shall be considered as final.
- A brief profile of the firm to be attached (not more than 1 page).
- PGSC reserves the right to reject/cancel any offer without assigning any reasons thereof. The decision of PGSC shall be final and binding.
- All documents and supporting documents submitted with the offer should be stamped and signed.
- The envelope containing the offer should be super scribed "Quotation for providing Service Tax Consultancy" and be submitted to the Director, Pushpa Gujral Science City, Jalandhar-Kapurthala Road, Kapurthala, PIN-144601.
- The offers should be sent through Post/Speed Post/Registered Post or in person only (not by courier). PGSC will not be responsible for any postal delays. The offers received after the due date & time will not be entertained.
- Offers not submitted on prescribed format or sent through E-mails or conditional in nature will be summarily rejected.
- Last date for submission of offer is 22nd October, 2016 by 2.30 PM.
- The legal jurisdiction shall be District Courts at Kapurthala, Punjab only.
- For any clarification, please contact Dr. Munish Singla, MFA, Mobile No. 9815417699, e-mail: mfa.pgsc@yahoo.in

(Signature with Seal)