

UT Administration of Dadra Nagar Haveli and Daman & Diu
Daman & Diu e Governance Society
Office of the Director (IT)
Fort area, Moti Daman, Daman

No.01/IT/DDeGS/File no.119/2021-22/174

Date: 08/10/2021

QUOTATION NOTICE

The Director (Information Technology) / Member Secretary, Daman & Diu e-Governance Society, Daman invites sealed quotations from Tax Consultant for taxation work of society as prescribed below for the financial year 2020-21. All Tax Consultant/ bidders are requested to quote the fees in a sealed cover. The sealed covers are to reach the undersigned on or before 28/10 /2021 up to 12.00 p.m. to be registered post or courier service or by hand to the office.

The quotation along with terms and conditions can be download from official website of Daman & Diu i.e. www.daman.nic.in

Quotation Name	Tax Consultant for the Daman & Diu e-Governance Society
Last date of submission	<u>28/10</u> / 2021 at 12.00 hours at Department of IT, 2 nd floor, Behind Post Office, Fort Area, Moti Daman
Date of opening of Quotation	<u>28/10</u> / 2021 at 16.00 hours at Department of IT, 2 nd floor, Behind Post Office, Fort Area, Moti Daman

The scope of work for the appointment of Tax consultant shall be as follows

Sr No.	Scope of work
1	Preparation of TDS challans, GST challans etc, timely payment of taxes and to follow legal work
2	Filing Monthly / Quarterly TDS & GST returns on time.
3	Preparation and filling of Income tax return , tax audit statements, GST audit etc.
4	Guide and advice on Compliance of TDS requirement & other statutory requirements including Income Tax, GST etc. as applicable from time to time.
5	Assist & advise in tax planning
6	Issue GST on TDS certificates on time
7	Issue form-16, form -16A on time

8	Liaisoning with Income tax department and other taxation department on behalf of DDeGS for the queries/ notice raised by the department to avoid penalties.
9	Any other legal liability if applies to DDeGS during the contract period e.g. GST, PF, etc.

2. Terms and Condition:

- a) The quotation has to be sent in sealed cover superscribed with words “quotation for Taxation work of DDeGS”
- b) Any penalty imposed by the income tax or any other authority due to non-compliance / non filing timely return will be borne by the Tax consultant.
- c) The rate should be inclusive of all taxes. TA/ DA will not be given to the Tax consultant.
- d) The quote should be for one financial year, which will remain same for next two years as well.
- e) DDeGS & DNHeGS are in process of merging hence after merger of the both society's i.e. DDeGS & DNHeGS the Tax Consultant has to continue the work mentioned in scope of work for the New Society and do the necessary work required after merger. No additional amount will be paid for those additional work related to merging.

3. Minimum Eligibility Criteria:

- a) The attested copy of the valid registration of Tax Consultant firm / Proprietorship has to be enclosed
- b) The Tax Consultant must have minimum 05 years of experience of Tax Consulting.
- c) The sealed quotation should be reach the undersigned on or before 28/10/2021 up to 12.00 p.m.
- d) The undersigned reserves the right to reject any or all the offers without assigning any reasons thereof


 Director (IT)/ Member Secretary
 Daman & Diu e-Governance Society,
 Daman

Copy to,

1. All head of offices, for kind information.
2. SIO, NIC, Daman with request to upload on official website of Daman.