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वसुधैव कुटुम्बकम्
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Jammu & Kashmir Horticultural Produce Marketing & Processing Corporation (JKHPMC) Ltd
Horticulture Department, Jammu & Kashmir Government

Opposite Presentation Convent School, Rajbagh, Srinagar-190008, J&K

Short Term Invitation of Bids for appointment of firm as Tax Consultant of JK HPMC Limited)

Jammu & Kashmir Horticultural Produce Marketing and Processing Corporation Limited (JK HPMC), a Joint Venture of Government of India and Government of Jammu & Kashmir under the administrative control of Agriculture Production Department, J&K invites short term bids in two parts (Technical Bid & Price Bid) for appointment of a firm of Chartered Accountants as Tax Consultant for handling matters of both Indirect and Direct Taxes for a period of 03 financial years. The services will be regarding the issues related to Direct/Indirect taxes levied by Central and the UT Governments. The Technical Bid shall contain details sought regarding various technical particulars of the proposal covering particulars of the firm given in Annexure I. The Price Bid shall contains details as per the Scope of Work given in Annexure II and contain the details of the financial bid of the proposal exclusive of taxes, in the format given in Annexure III. The above bids shall be submitted by the firms not later than 2.00 pm on November 25th, 2023.

Sd/-

Managing Director

JKHPMC Ltd.

Annexure I

Technical Bid for Appointment of Tax Consultant –JKHPMC Tax Matters- Evaluation

Sr. No	Technical Bid	Pl. specify Yes / No	Documents and Information Required	Basis of Marking
	Mandatory Criteria			
1	The applicant firm should have been registered with ICAI of India and practicing continuously in J&K for the last 05 years as on September 2023.		Constitution Certificate issued by ICAI and Certified copy of registration Certificate issued by Registrar in case of LLP	Mandatory
2	The firm must have Head office in Srinagar headed by a full-time partner		1. Address of Head office (HO) of the firm at Srinagar: 2. Name of full-time partner heading the HO: 3. Phone Number & email	Mandatory
3	The firm should have experience of 05 years in both Indirect and Direct Tax matters.			

Annexure II

Terms of Reference for appointment

Scope of Work –

(A). Compliance for returns and input tax credit:

- I. Prepare and file returns/forms pertaining to Income Tax and TDS and provide guidance / advice on matters relating to Income Tax and other related subject periodically.
- II. Estimate the amount of advance income tax and arrive at the quantum of each installment on a quarterly basis.
- III. Draft replies to the queries, if any, raised by Income Tax Department or any other Authority in respect of Income Tax and any return or information to be filed / submitted by the Corporation, whenever necessary.
- IV. To conduct scrutiny of Assessment Orders and advice on the same, compute Total Income and revised Total Income and file applications for rectification u/s 154 of the IT Act.
- V. Verify the completeness of the data generated by the Corp.'s system for GST returns and other compliances.
- VI. Prepare, review and file periodical GST returns (including TDS returns), in accordance with the law in force subject to the modifications / changes / revisions that may be carried out in the existing laws necessitating additional / modified returns etc.
- VII. Estimate and validate the monthly Goods and Services Tax (GST) liability of the Corp. and claim input tax as applicable.
- VIII. Guide and assist in preparation of Annual Return (GST Annual Return) and reconciliation of the same with books of accounts.
- IX. Assistance in preparing the Input Credit Statement (GSTR 2A) and reconciliation of Input Credit (GSTR 2A) and GSTR 1 and GSTR 3B with books of accounts on a monthly basis.
- X. Draft replies to the letters / orders / notices / any other documents received from Corporate Income Tax Authorities and Service tax / GST authorities.
- XI. Review and suggest overall improvement in regulatory compliance, if considered necessary.

(B). Audits/Appeals/Assessment Proceedings

- (i) Appear before the officers of the Income Tax Department / ITAT for hearing in connection with the assessment proceedings on Income Tax and TDS Return.
- (ii) Prepare and file appeals before the Commissioner of Income Tax (Appeals) / ITAT/High Court/Supreme Court/Appellate Tribunal, whenever necessary, and appearing on behalf of the Corporation for the hearing of such appeals.

- (iii) (iii) Represent the Corporation/ attend hearing proceedings before Income Tax and taking further action that may be necessary for the expeditious disposal of pending matters of the earlier assessment years.
- (iv) (iv) Represent the Corporation before Service Tax Department / GST Dept. or any authority in respect of ST / GST in connection with the assessment proceedings, personal hearings, penalty proceedings and other indirect tax related matters including existing / ongoing appeals / writs etc. and related matters and taking further action that may be necessary for the expeditious disposal of pending matters of the earlier assessment years, if any.
- (v) (v) Draft and file appeals to appellate authorities including GST Commissioner, CESTAT etc. Drafting replies to the letter/queries/Demand notices /Show Cause Notices/any other document if any, raised by Service Tax Department / GST Dept. or any authority in respect of ST / GST matters.

Managing Director

JKHPMC Ltd.

Annexure III

Financial Bid for handling matters of Taxes–

FINANCIAL BID FORM - Appointment of Tax Consultant.		
1	Name of the Firm	
2	Complete Postal Address (with contact details, phone no./ Mobile no./Email-id)	
3	Retainership Fees per annum (excluding Professional charges):	. ₹ ____ per annum
4	Professional charges per case	
4.1	Drafting Reply to Show Cause Notices.	₹ ____ per case
4.2	Appearing before Departmental Authorities up to the level of Commissioner(Appeals).	₹ ____ per case
4.3	Drafting appeals to Commissioner (Appeals), Drafting appeals to CESTAT / ITAT	₹ ____ per case
4.4	Appearing before CESTAT/ ITAT, Discussion / opinion on Tax matters.	₹ ____ per case
4.5	Representation before Central Board of Excise and Customs or Central Board of Direct Taxes for any matter regarding service tax and Income tax respectively	₹ ____ per case
	<i>Retainership fees includes all the items stated in Annexure II except items covered under professional.</i>	

Signature of the Authorized Signatory with Seal of the Firm