

MPCON LIMITED

Ground Floor, Rajiv Gandhi Bhawan-2, 35, Shyamla Hills, Bhopal

Proposals are invited from Chartered Accountancy Firms having experience in Income Tax and GST/Service Tax related cases & Filings . A firm not fulfilling any prequalification criteria would have its proposal summarily rejected. Quotations/ Financial Proposal of firms meeting all prequalification criteria would be considered and the lowest bidder would be selected. The proposals should be submitted on or before 26/5/2023 in sealed envelope **at MPCON Limited, Rajiv Gandhi Bhawan-2, Ground Floor, 35, Shyamla Hills, Bhopal with the Subject: “ Quotations for Income Tax & GST Consultants ”** clearly mentioned on the envelope.

1. SCOPE OF WORK

A. GST RELATED

1. Monthly returns filing under GST.
2. Guidance in rectifying errors/validations of GSTR 2A and Reconciliation of 2A
3. Assistance in payment of GST under Different heads.
4. Consultancy on Routine & specific matters, sharing views on different aspect of GST as & when required, Opinion Reports , if required for various issues with regards to GST.
5. Guidance on GST input Reconciliation in tally with GST Portal.
6. Guidance on GST Output Reconciliation in tally with GST Portal.
7. Assistance in filing TDS Return under GST.
8. Filing of GSTR 7, GSTR 1 & GSTR 3B on monthly basis.
9. Reconciliation of GST TDS on monthly basis.
10. GST consultancy for GST department Audit, Appeals, Notice Compliance and Return filing

B. INCOME TAX RELATED

1. Filing of Income Tax Return as per Income Tax Act, 1961 (Including Assessment Proceeding before Income Tax Authorities such as ACIT, CIT(A) proceeding, other Miscellaneous Tax Notices Compliances etc. Income Tax Consultancy, opinion, Tax planning and Transactions planning etc.
2. Preparation and filing of TDS Return both for Salary and Non Salary on quarterly Basis

3. Validation of data:
 - a. Tax deducted properly or not.
 - b. PAN Number verification
 - c. Payments of Tax Under Correct Section.
 - d. Filing application for Deduction of TDS at lower rate
4. Revision of TDS return as and when required on the basis of request from MPCON.
5. Consultancy for any other Direct and Indirect Tax matter as required by MPCON.
6. Reconciliation of 26AS/AIS.

2. SCHEDULE FOR COMPLETION

The firm will have to provide service as stated in Scope of Work within the due dates under the respective Acts.

3. TIME PERIOD FOR ENGAGEMENT-

CA Firm will be appointed for the period of one year from date of its appointment.

PREQUALIFICATION CRITERIA FOR INCOME TAX/GST CONSULTANTS

Sl. No.	Requirement	Criteria
1	Number of years of experience as on 31/03/2022. Out of which at least 5 years should be as a consultant in PSU/Govt. Sector in matters of income tax and GST /Service Tax (Both). Must have work orders for at least in 5 successful cases each of Income tax and GST/Services for Appeals before respective Tribunals	Minimum 10 years
2	Number of full time partners/ experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects. Out of 5 partners 3 should be FCA partner Lead Partner/Manager Profile to be attached separately	5
3	Minimum annual turnover of the applicant each year in the last 3 financial years (2019-20 , 2020-21,21-22) – audited balance Sheets/ P&I to be submitted along with details in tabular form.	Rs. 30 Lakhs
4	The Proposer/firm should provide names and contact details of 2 clients for whom they have earlier/recently carried out such work as a consultant in the Govt. Sector.	Required
5	The Proposer/firm or no partner thereof should have been subjected to any disciplinary proceedings initiated by the Institute of Chartered Accountants of India and no such proceedings should be pending as on the date of appointment	- Self Certification to be provided
6	The proposer/firm should not be currently blacklisted by any Government / CAG/ Government agency/ Bank / institution in India or abroad.	- - Self Certification/ Declaration to be provided
7.	Firms Should have a local office at Bhopal	Self certification along with address & contact details

