

1. DCHFC invites quotation for Appointment of Tax / Investment consultant from eligible CA's firms purely on contractual basis for a period of one year which may be extendable upto 3 years.

Sr. No.	Particulars	
1	Name of the Organization	Delhi Co-operative Housing Finance Corporation Ltd. (DCHFC)
2	Address	3/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi-110049
3	Telephone No.	26491111
4	a) E-mail ID	<a href="mailto:support@dchfcdelhi.nic.in">support@dchfcdelhi.nic.in</a>
	b) Website	<a href="http://www.dchfcdelhi.nic.in">www.dchfcdelhi.nic.in</a>

2. Delhi Cooperative Housing Finance Corporation Ltd. (DCHFC) is a cooperative society Ltd. and registered under Delhi Cooperative Societies Act. DCHFC has been classified as an 'apex' under section 74(b) of DCS Act. The affairs of Corporation are managed by a Board consisting of 11 Directors nominated by the Delhi Government. More than 95% of the shares is subscribed by the Government.

DCHFC Ltd. provide long term finance for

- To acquire flat in the cooperative group housing society
- Allottee of DDA flat
- Extension of existing house
- Swapping of loan of other financing institutions
- For purchase of freehold property with a clear mortgagable title in respect of DDA flat; group housing society flat or built up residential property.
- Repair / renovation of the existing house
- Loan to the Govt. employees for purchase of property adjoining the NCR area.
- Installation of Solar Power System and Rain Water Harvesting System in the society's complex

The details of the tender document are available in DCHFC websites [www.dchfcdelhi.nic.in](http://www.dchfcdelhi.nic.in) The corrigendum/ addendum to this tender, if any, shall also be uploaded on the above websites.

### 3. Eligibility Criteria

CA firm with minimum 1 (one) FCA having minimum 10 years' experience in the field of providing income tax consultancy including appearance/representing the cases for corporate assessee before income tax authorities upto the level of ITAT.

### 4. General terms and conditions

- a) The CA's firm should have functional registered office in Delhi
- b) Canvassing in any form by the CA Firm or by any other agency on their behalf may lead to disqualification of their bid.
- c) The CA's firm shall not sublet, transfer or assign the contract or any part thereof to any other person / firm/ consulting company/organization.
- d) The CA's firm shall quote in Indian Rupees.
- e) The CA's firm is expected to examine the scope of work ,quotation format including all instructions, forms, terms and specifications in the Document. Failure to furnish all information required as per the Tender Document may result in the rejection of the quote.
- f) The quoted Price shall be deemed to be **without applicable GST & Taxes** till the completion of the work.
- g) Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account.
- h) Price shall be quoted in figures as well as in words. If some discrepancies are found between the price given in words and figures, the price quoted in words shall be taken as correct.
- i) DCHFC reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.
- j) The consultant will be required to visit at least two days in a month at the Corporation's registered office at Siri Fort New Delhi.

### 5. Scope of Work

Scope of work includes the following, but not limited to:

- a) An opinion / advice on the investment of DCHFC's funds would be required as per Bye-laws of DCHFC/ Delhi Cooperative Societies Act / DCS, Rules.

- b) To advise / give written opinion relating to Income Tax / GST/Investment time to time.
- c) To keep aware and compute advance tax/self assessment tax/any other tax liability.
- d) To prepare & filing of returns/forms required in Income Tax/GST Act.
- e) To prepare replies/submissions for assessment proceedings, appellate proceedings and any other income tax/GST/Service Tax related proceedings/notices/letters/summons/Show Cause Notice etc.
- f) To prepare & file appeal before CIT(A) / ITAT.
- g) To represent/attend hearing proceedings before Income Tax/ GST / Service Tax Authorities
- h) To assist the appointed advocate/representative in appeal matters before the Hon'ble Supreme Court of India / Hon'ble High Court
- i) To examine any order/communication received from Income Tax Department and advise further course of action.
- j) To follow-up with department for any refund/interest due.
- k) To update about relevant changes / amendments / judgements in the Income Tax Act & Rules/GST Act and rules (more specifically having implications on DCHFC) regularly through mail.
- l) To advise on the tax-planning like benefits / rebates / deductions/exemptions available under Income Tax Act.
- m) To provide consultancy services in any other work related to Income Tax / GST/ Investment

## **6. Terms of Payment**

The payment shall be made against the services by firm, subject to the following terms and conditions :-

- (1) The payment during the entire contract period shall be made in accordance with the accepted amount by both the parties.
- (2) No request for extra payment on account of increase in fee on any account called will be entertained including TA/ DA.

- (3) The payment shall be made on quarterly basis on submission of bill and satisfactory performance of assigned work.
  - (4) The Corporation reserve the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services on delay in providing the services. The decision of the Corporation shall be final in this regard.
  - (5) The Corporation shall deduct TDS / GST / any other tax / levy as per prevailing Rules / Rates
7. **The sealed envelope containing the documents shall be dropped in the Tender Box placed at the Reception of DCHFC Limited, 3/6, Siri Fort Institutional Area, August Kranti Marg, New Delhi-110049. The last date of submission of quotation is on 14.12.2020 at 3.00 PM**

**Annexure 'A'**

**GENERAL INFORMATION**

1	Name of the CA Firm	
2	Registration / Incorporation (Copy enclosed)	
3	Registered address of office	
4	Address of local office in Delhi	
5	Contact No.  a) Telephone No. b) Mobile No. c) E-mail address d) Website e) Fax Number	
6	ICAI Firm Registration No. / Membership No. (Copy Enclosed)	
7	GST Registration No. (Copy Enclosed)	
8	Permanent Account No. (PAN) (Copy Enclosed)	

Signature of the authorized person \_\_\_\_\_

Name of the authorized person \_\_\_\_\_

Date \_\_\_\_\_

Stamp

Note The self attested copies of documents at Sr.No.2,6,7 & 8 to be attached

**PRICE QUOTE**

Name of Job / service Appointment of Income Tax /  
GST / Investment Consultant

Name of the Organization Delhi Co-operative Housing Finance  
Corporation Ltd. (DCHFC)  
3/6, Siri Fort Institutional Area,  
August kranti Marg,  
New Delhi-110049

Name of the CA Firm \_\_\_\_\_

Complete Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sr. No.	Description of work	Amount (Rs.)
1	<p>Monthly consultancy fee for GST and Income Tax matters with respect to replies to queries, routine opinion, advice on uploading of tax audit report, advice on deposit of tax including advance tax and advice on filling of GST returns / <b>Advice on investment of DCHFC's funds matters</b></p> <ul style="list-style-type: none"> <li>▪ Verification and computation of GST liability on monthly basis</li> <li>▪ Verification of Input Tax Credit (ITC) Sheet on monthly basis</li> <li>▪ Filing of GST Returns on monthly basis</li> </ul> <p>a. GSTR-1 b. GSTR-3-B c. GSTR-7 – any other return / document, if any, as notified by the Govt. in respect of GST</p> <ul style="list-style-type: none"> <li>▪ To assist in devising the reconciliation of uploaded bills related to GST with GST 2-A and 2-B for the purpose of claiming of ITC (Input Tax Credit) under CGST, SGST &amp; IGST</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ GSTR 9 for annual filing under CGST, SGST &amp; IGST</li> <li>▪ To examine any order/communication received from Income Tax /GST Department and advise further course of action.</li> <li>▪ To follow-up with department for any refund / interest due.</li> <li>▪ To update about relevant changes / amendments/ judgements in the Income Tax Act &amp; Rules / GST Act and Rules (more specifically having implications on DCHFC) regularly through mail.</li> <li>▪ To advise on the tax-planning like benefits/ rebates/ deductions/ exemptions available under Income Tax Act.</li> <li>▪ Payment liabilities of GST</li> <li>▪ Any other Return(s) / document(s), if any, as notified by Government of India with respect to GST</li> <li>▪ To review the letters / Notes / Replies prepared by Delhi Co-operative Housing Finance Corporation Ltd. (DCHFC) on the issue(s) concerning DCHFC's operations and interest.</li> <li>▪ To provide suitable guidance and advice on queries raised by DCHFC related to the investment of DCHFC time to time as per Bye-law of DCHFC /Delhi Cooperative Societies Act &amp; Rules</li> <li>▪ Advising DCHFC on proper course of action to be adopted in respect of the above mentioned laws to avoid any future adverse implementation.</li> <li>▪ To send periodic updates on various amendments in the GST / Income Tax status</li> </ul>	
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	<ul style="list-style-type: none"> <li>▪ Referred above including tariffs, Board circulars, judgements etc. which may affect DCHFC's operations from time to time</li> <li>▪ Any other incidental work related to above.</li> <li>▪ Assistance during initiated under GST / Income Tax law by Administration, any other authority</li> </ul>	
2	Filing of annual Income Tax Return	
3	Reply to Show Cause Notice(s)	
4	Rectification matters	
5	Adjudication / Assessment / Re-assessment	
6	Appeal with Commissioner Appeal	
7	Appeal with Tribunal	
8	Any other Taxation matters	

- Note - a. The above rates shall be exclusive of GST  
b. Taxes extra as applicable will be paid separately.  
c. There will be no reimbursement of conveyance expenses and other out of pocket expenses

Signature of the authorized person \_\_\_\_\_

Name of the signatory \_\_\_\_\_

Designation of the signatory \_\_\_\_\_

Official seal

## Annexure 'C'

### UNDERTAKING

We hereby confirm that

- a. all the documents submitted in the tender are authentic, genuine copies of the originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.
- b. our CA's firm complies with the total requirements / terms & conditions of the document and subsequent addendum / corrigendum (if any), issued by Delhi Co-operative Housing Finance Corporation Ltd. (DCHFC) without any deviation / exception / comment(s) / assumption(s).
- c. we have quoted the rates without any condition and deviation.
- d. We are not under any liquidation, any court receivership or similar proceedings and bankruptcy.
- e. Any partner / director of the entity have not been convicted in any disciplinary proceedings / criminal case by Regulatory Authority/ies / Court in connection with professional work.
- f. We have not been in negative list / blacklist by any public sector undertaking / Govt. Organization.
- g. We have not been banned / de-listed / de-barred from business by any PSU / Govt. Department during the last three years.
- h. The contents of the documents have not been modified or altered by us. We agree that any noticed in future, our CA's firm may be rejected / terminated.
- i. We have gone through and understood the documents and that our quote has been prepared accordingly in compliance with the requirement stipulated in the said document containing Annexure A to C.

Signature of the authorized person \_\_\_\_\_

Name of the authorized person \_\_\_\_\_

Date \_\_\_\_\_

SEAL

Note To be stamped and signed by the signatories on letter head of CA's firm