

# JUDICIAL ACADEMY, ASSAM

National Law University and Judicial Academy Campus, Hajo Road, Amingaon, Guwahati-781031  
E-mail :- ja@assam.gov.in

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No.JAA.AC/42/2020-21/362-363

Dated Amingaon, the 4<sup>th</sup> August, 2020

## NOTICE INVITING QUOTATION FOR ENGAGEMENT OF TAX CONSULTANT

Sealed quotations affixing Court Fee Stamp of Rs.8.25/- (non-refundable) are invited from eligible and intending firms / companies for engagement as Tax Consultants for Judicial Academy, Assam.

### I. Scope of Work: -

#### 1. Indirect Tax

##### A. Goods and Services Tax (GST) Retainership

- Computation of monthly GST liability and preparing the challans.
- Computation of monthly GST credit and adjustments thereof.
- Reconciling of the GST liability account on regular basis.
- Preparation and submission of the monthly / quarterly / half-yearly returns in appropriate form of GST.
- Scrutinizing documents from time to time to ensure proper compliance.
- Providing updates on statutory changes in GST related matters to the Client.
- Causing appearance and making submissions in the course of assessments.
- Providing monthly information of GST liability and GST credit as applicable to Judicial Academy, Assam.
- Preparation and submission of replies against the notice issued by the tax authority from time to time.
- Attending the queries, raised by the CERA audit and CAG audit.
- Computation of monthly GST liability for purchase of goods and services made from unregistered suppliers / vendors.
- Computation of monthly GST liability for reverse tax mechanism.
- Providing assistance and guidance for any changes required in the ERP system for GST implementation at present / future.

##### B. GST & other direct & indirect Litigations

- Handling the existing and future appeals and notices – drafting the replies / appeals, filing of the reply / appeal and attending the hearings.
- Briefing the legal counsel, if any, appointed for handling critical litigations.

##### C. Any other work not specified hereinbefore relating to Indirect Tax.

## 2. Direct Tax

### A. TDS Return and Withholding Tax Compliance

- i. Under the Indian tax laws, educational and training institutions are also required to deduct the tax at source on various payments made on account of both domestic and international transactions. Further, the law imposes an obligation on the organisations to deduct tax and deposit the same with the Government on timely basis. Educational and training institutions are also required to issue certificates for the tax deducted at source (TDS) to the payee and file quarterly TDS return with the tax authorities.
- iii. Pursuing, assisting and coordinating with Income Tax Authorities for timely getting the refunds due to Judicial Academy, Assam.
- iv. Rendering expert opinion as and when required by Judicial Academy, Assam for all the taxation issues including international taxation matters, etc. Updating Judicial Academy, Assam on all day to day changes in relevant taxation laws and suggesting measures for effective adaptation of changes in Judicial Academy, Assam whenever required.

In this connection, the consultant should also provide the following services:

- a) Review of quarterly statements in respect of tax deducted / deposited from Salary, Honorarium and Contractors, etc. before filing return.
- b) To obtain registration under Section 12 A of Income Tax Act.
- c) The consultant is requested to obtain lower / NIL withholding tax certificates whenever required. In this regard, the scope of service would be as under:
  - Filing of application and submissions / replies to be filed with the income tax authorities in relation to the above.

### B. Any other work not specified hereinbefore relating to Direct Tax.

## II. Terms and Conditions: -

- i. The bidder should have at least 3 (three) years of similar experience as Tax Consultants in Govt. organisations/ Govt. depts./ judiciary/ PSUs/ autonomous body, etc.
- ii. The sealed envelope containing quotation as per **Annexure-A** shall be marked as "Quotation for Engagement as Tax Consultants" and the following documents must be annexed (with seal and signature of Authorised Signatory) with the quotation:
  - a. Copy of PAN Card;
  - b. Copy of GST Registration Certificate;
  - c. Copy of Trade Licence;

- d. Copy of Income Tax Return for last 3 (three) Financial Years i.e. 2016-17, 2017-18 and 2018-19;
  - e. Copies of proof of work experience/ work order of similar nature in Govt. organisations/ Govt. depts./ judiciary/ PSUs/ autonomous body, etc.
  - f. Copy of Notice Inviting Quotation as acceptance of the Terms and Conditions mentioned therein.
- iii. Payments shall be made after satisfactory execution of the order on bill basis.
  - iv. Judicial Academy, Assam, reserves the right to accept or reject any or all the tenders in part or full, without assigning any reason whatsoever.
  - v. The rate quoted by Bidder will be valid for the rest of the Financial Year 2020-21 i.e. till 31st March, 2021.
  - vi. The Tax Consultant will be engaged for a period of 1 (one) year with provision to renew the same for another 1 (one) or more years based on quality of service and performance on the same terms and conditions unless terminated by Judicial Academy, Assam.
  - vii. In case of failure to comply with TDS provisions leading to levy of interest and penalty due to delay at the Tax Consultant's end, then such interest and penalty will have to be borne by the Tax Consultant.
  - viii. The decision of the Judicial Academy, Assam shall be final and binding on all.
  - ix. Quotations in sealed covers, complete in all respect should reach the undersigned on or before **17/08/2020**, during office hours.

**III. Confidentiality: -**

Tax Consultant shall during the tenure of engagement and at any time thereafter keep all information relating to the work in full confidence and shall not, unless authorised so in writing by Judicial Academy, Assam, divulge or grant access to any party about the work or its results.

**IV. Terms of Payment: -**

**A. FOR INDIRECT TAX**

- a. For regular work: 25 % of the yearly fee payable on quarterly basis after successful rendering of services for each quarter.
- b. For specialised work:
  - i. Preparation, Filing of appeal, Submission of paper book and written submissions, etc.- On case basis after successful completion of such service.
  - ii. Representation before Competent Authority- On case basis after successful completion of such service.

- iii. No fee will be paid for any infructuous/ adjournment.
- iv. In case of common/ repetitive issues filed at the same time for different assessment years, all appeals will be considered as single appeal.

**B. FOR DIRECT TAX**

- a. For Monthly/ Quarterly/ Annual TDS Return: 25 % of the yearly fee payable on quarterly basis after successful rendering of services for each quarter.
- b. Representation and appealing before the Income Tax authorities for assessment proceedings, etc. and to arrange refund of TDS, if applicable as per order of Income Tax authorities: On case basis after successful completion of such service.

*Sdf*

(B. Choudhury)  
Administrative Officer  
Judicial Academy, Assam

Memo No.JAA.AC/42/2020-21/362-363

Dated Amingaon, the 4<sup>th</sup> August, 2020

**Copy to:-**

1. The Computer Operator, Judicial Academy, Assam. He is hereby directed to upload the Notification in the website of Judicial Academy, Assam.
2. Notice Board of Judicial Academy, Assam.

*Revised  
4/8/20*

Administrative Officer  
Judicial Academy, Assam

**PRICE QUOTATION**

Sl. No.	Particulars of Service to be offered	Consolidated Professional Fee (in INR)
<b>INDIRECT TAX</b>		
1	For rendering of regular tax services as mentioned in the Scope of Work	(per annum)
2	Preparation, Filing of appeal, Submission of paper book and written submissions, etc.	(per job)
3	Representation before Competent Authority	(per job)
4	Any other service w.r.t. Indirect Tax (Specify, if any) 1..... 2..... 3.....	(per job)
<b>DIRECT TAX</b>		
5	For Monthly/ Quarterly/ Annual TDS Return	(per annum)
6	Representation and appealing before the Income Tax authorities for assessment proceedings, etc. and to arrange refund of TDS, if applicable as per order of Income Tax authorities	(per job)
7	Consultancy service for obtaining registration under Section 12 A	(per job)
8	Any other service w.r.t. Direct Tax (Specify, if any) 1..... 2..... 3.....	(per job)

*\*\* Applicable taxes, if any may be mentioned separately.*

I/We accept all the general terms and conditions stated in the Notice Inviting Quotation.

Date:

Signature of the bidder with seal

Place: