



# Delhi Financial Corporation

(A Government undertaking)

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Phone : 28525036-37-38 Fax No. 28525041

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No. DFC/A/cs Corp./Tax Advisor/158/2023-24/

Dated: 02.05.2023

**Sub: Invitation of Sealed Financial bids for appointment of Tax Advisor for the Financial Year 2023-24**

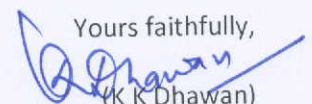
Sir,

The Corporation invites sealed financial bids for appointment of Tax Advisor for the financial year 2023-24 of the Corporation as per the scope of work (**Annexure-I**) and terms and conditions (**Annexure-II**), Profile of Firm (**Annexure-III**) and Bid Form (**Annexure-IV**). The scope of work, terms and conditions as stated, may please be obtained from our website [www.dfcdelhi.nic.in](http://www.dfcdelhi.nic.in).

Accordingly, you are requested to send financial bids strictly in Bid Form for appointment as Tax Advisor in sealed cover latest by 25.05.2023 upto 3.00 PM. at the Head Office of the Corporation. Bids will be opened on 26.05.2023 at 3.00 PM.

For further clarification, you may please contact the undersigned.

Yours faithfully,

  
K K Dhawan  
Manager (A/cs)



**SCOPE OF WORK**

1. Filing of TDS return of the Corporation (24Q and 26Q).
2. Representing the Corporation in the proceedings before assessing officer for assessment of Income Tax, TDS and GST.
3. Filing of Annual Income Tax Return of the Corporation before the due date and preparation of computation of income.
4. Advising the Corporation on day to day and policy matters having Income Tax and GST.
5. To prepare and file appeal before DCIT (A), CIT (A) and Income Tax Authority and representing the Corporation before the appellate authority for argument/hearing, if any in the said matters. ( separate fee for filing of Appeal will be paid only).



ANNEXURE-II

TERMS & CONDITIONS

1. The appointment shall be initially for a period of one year and may be extended on yearly basis. Extension/ renewal shall be subject to appraisal of performance and decision of the Corporation
2. The firm shall be in existence for a minimum period of five years and the proprietor/partner(s)/qualified employees shall have atleast five years experience in tax consultancy/advisory matters.
3. The firm should be registered/empanelled with RBI/ C & AG.
4. The firm shall maintain strict confidentiality regarding any sensitive information obtained in course of its assignment with the DFC and shall not make use of such information for any purpose other Income Tax/ Auditors. It shall be also not accept cases or render advice against the Corporation so long as its appointment is continued with the Corporation. The firm shall be required to submit a bond of fidelity to the Corporation and maintaining secrecy of Corporation's business operations, procedure and policies.
5. The firm, before undertaking the work, shall submit an undertaking that if during its appointment with the Corporation, any of its client/clients happen to be Corporation's borrower whether directly or indirectly, it shall be forthwith brought to the notice of the Corporation. Failure to do so shall entail cancellation of the appointment and otherwise action as decided by the Corporation.
6. The firm will be liable for the consequences errors and omission on its part. However, the indemnification to be paid by the firm shall be based on the seriousness of error/omission and shall be determined in relation to the firms fee and shall never be in excess of that fee.
7. The proprietor/partners/qualified employees shall visit Corporation as per the requirement.
8. The assignment shall not be sub-contracted to any other firm.
9. No other charges/ fee shall be payable other than the fees finalized for the assignment as per Annexure IV.





**Annexure -III****Profile of Firm**

1. Name of Firm :  
 2. Address of Firm :  
 3. Date of Incorporation :  
 4. No. of Years of Existence :  
 5. Details of Partners : Name Membership No. Status  
 6. Other Associates :  
 7. No. of Staffs : CAs Semi qualified Others  
 8. Registration no. with ICAI :  
 9. UCN No.  
 10. MEF No.  
 11. CAG Reg. No.  
 12. Experience :

|                      | Tax Advisors | Tax Audit | Appeal Filed |      | Appeal Won during last 3 yrs. |      |
|----------------------|--------------|-----------|--------------|------|-------------------------------|------|
|                      |              |           | CIT(A)       | ITAT | CIT(A)                        | ITAT |
| A. Banks             |              |           |              |      |                               |      |
| 1                    |              |           |              |      |                               |      |
| 2                    |              |           |              |      |                               |      |
| 3                    |              |           |              |      |                               |      |
| B. SFC's/DFI's/Fl's  |              |           |              |      |                               |      |
| 1                    |              |           |              |      |                               |      |
| 2                    |              |           |              |      |                               |      |
| 3                    |              |           |              |      |                               |      |
| C. Govt./ Public U/T |              |           |              |      |                               |      |
| 1                    |              |           |              |      |                               |      |
| 2                    |              |           |              |      |                               |      |
| 3                    |              |           |              |      |                               |      |
| D. NBFCs/ Companies  |              |           |              |      |                               |      |
| 1                    |              |           |              |      |                               |      |
| 2                    |              |           |              |      |                               |      |
| 3                    |              |           |              |      |                               |      |

**DECLARATION**

I/We hereby declare that there is no enquiry pending against firm or any partner /associate what so ever for professional misconduct / criminal and civil liability. The firm and its Partners are not penalized by ICAI, RBI and other Government Departments. The above information given / provided is true and correct.

Dated :  
Place :

Signature  
Name of the Partner  
(With Stamp)



BID - FORM

**TAX ADVISOR FEE\***

- a) Filing of TDS Return on quarterly basis as per  
Para 1 of Scope of Work. Rs. \_\_\_\_\_
- b) Annual Fees for assignment as Tax Advisor as per  
Para 2, 3, 4 and 5. Rs. \_\_\_\_\_
- c) Fees for filing of appeal Rs. \_\_\_\_\_

\*GST and other Government charges/fee will be paid separately along with bill claimed.

