
 <p>ISO 9001:2008 Certified</p>	<p align="center"><b>DAKSHIN GUJARAT VIJ COMPANY LIMITED</b></p> <p align="center"><b>CIN U40102GJ2003SGC042909</b></p>	
	<p>Regd. &amp; Corporate Office: "Urja Sadan", Nana Varachha Road, Kapodara Char Rasta, SURAT- 395 006</p>	
	<p>Telephone: (0261) 2506151/52, Fax: (0261) 2572636</p>	
	<p>Website: <a href="http://www.dgvcl.com">www.dgvcl.com</a>, e-mail:acepdgvcl@yahoo.in</p>	

### **Request for Proposal Appointment of Service Tax Consultant**

We are a Government Company engaged in distribution of Electricity in Southern Gujarat covering seven districts i.e. Bharuch, Narmada, Surat, Tapi, Dang, Navsari and Valsad.

DGVCL is inviting quotes / bids from Practicing Chartered Accountant / Firm of Chartered Accountant for carrying out Retainer ship for Service Tax matters of the Company. DGVCL intends to appoint reputed Practicing Chartered Accountant / Firm of Practicing Chartered Accountant as Service Tax Consultant for FY 2015-16.

#### **The scope of the Service Tax matters would be :-**

(1) Compliance related to Service Tax law:-

- Establishing the proper documentation and record keeping systems, which are required to be kept for proper compliance of Service Tax Act and Rules made there under.
- To guide and assist for proper calculations and timely payment of Service Tax liability at Division, RSO, Circle and Corporate level on a monthly basis as per provisions of Service Tax Act.
- To guide and assist for preparation of filing of half yearly Service Tax returns and ensure proper & regular filling of Service Tax Return by the Division offices, Circle offices and Corporate Office.
- To arrange, finalized and submit the above Service Tax Return correctly to the Service Tax department in stipulated time to avoid any levy of penalty.
- To opine and guide on any Service Tax issue, which may arise and also arrange compliance of the same.
- Compliances of all notices / letters from Service Tax authorities received during the year.

(2) Obtaining Registration under Service Tax Rules, 1994, for newly created Divisions / Circle Offices if any, to which Service Tax Act, 1994 is applicable.

(3) Attending Service Tax Audits and Compliance of Service Tax Audit queries and appearing before Service Tax authorities for appeal proceedings and other related matters.

**Payment Terms:**

- (1) After completion of the assignment, you will raise the bills on a half yearly basis for the completed two quarters, at Corporate Office for all the Divisions to which you have rendered the services.
- (2) Payment will be released after completing the work within a month from the date of submission of the bill (along with acknowledgment of filing of Service Tax returns of all different locations) after deduction of Tax at Source at applicable rates.

At present total locations are as under:

<b>Particulars</b>	<b>No.</b>	<b>Locations</b>
Division Offices	19 Nos.	(4 No. of Divisions under Surat Rural Circle, 4 under Surat City Circle, 5 under Bharuch and 6 No. of Divisions under Valsad Circle )
Circle Offices	04 Nos.	(Surat Rural, Surat City, Valsad & Bharuch)
RSO Offices	02 Nos.	(1 No. of RSO under Surat Rural & Bharuch Circle each)
Corp. Office	01 Nos.	(Surat)
<b>Total</b>	<b>26 Nos.</b>	

**The rate should be quoted in the specific format attached in schedule B enclosed herewith. The rate for item no. 1 of scope of work is to be quoted on per location per annum basis and for item no. 2 and 3 on per occasion basis which may please be noted. Further, the evaluation of Price on lowest basis should be done considering the total rate quoted for item no. 1 to 3 which may also be noted.**

Interested Practicing Chartered Accountant/Firm of Practicing Chartered Accountants are requested to provide quotation for professional fees per annum (excluding applicable taxes) for the services of conducting of the said scope of work on or before 25.05.2015, in **SEALED COVER**, with duly mentioning thereon **"Professional Quotes for the Retainer Ship as Service Tax consultant for FY 2015-2016"** Only by way of Speed Post or RPAD. Bids/ Quotation sent through courier /submitted in person / by e-mail etc. shall not be accepted and are liable to be rejected out rightly.

**Selection Criteria:-**

1. The appointment will be initially for the financial year 2015-16.
2. The lead partner/ Proprietor/Individual, under whose supervision the Service Tax Related Work of DGVCL will be carried out, should have continuous (without any break) experience of 3 years or more in full time practice for Service Tax. The cut –off date for ascertaining experience will be 01.01.2015.
3. Practicing Chartered Accountant / Firm of Practicing Chartered Accountants who have experience of retainer ship for Service Tax Matters for any Public Sector Unit (PSU) and retainer ship of ₹ 500 Crore turnover Company would be given first preference.(please refer point no. 8 in details to be submitted form below)
4. The Competent Authority reserves the right to accept or reject any quotes or to cancel the entire process.
5. In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Managing Director, DGVCL will be final and binding on both the parties to the contract.
6. Also please provide all the details in the attached Performa here.

For detailed information about our Company you can visit our company website – [www.dgvcl.com](http://www.dgvcl.com). For any further information / clarification, in this regards, you may contact on mobile no. 9925218013 or write to – at [dcao2.dgvcl@gebmil.com](mailto:dcao2.dgvcl@gebmil.com).

**Executive Director ( F&A)  
Dakshin Gujarat Vij Company Ltd.  
'Urja Sadan', Kapodra Char Rasta, Surat**

**OFFER /DETAILS TO BE SUBMITTED**  
**(For conducting Service Tax related matters of DGVCL)**

**To,**  
**The Executive Director ( F&A),**  
**Dakshin Gujarat Vij Company Limited,**  
**“Urja Sadan”, Regd & Corp Office,**  
**Nana Varachha,**  
**Kapodra Char Rasta,**  
**Surat – 395006**

<b>Sr. No.</b>	<b>Particulars</b>
1.	Name of the Practicing Chartered Accountant / Firm of Chartered Accountant / Indirect Tax Consultants :  <ul style="list-style-type: none"><li>• Whether Partnership /Proprietorship/Individual :</li><li>• Name of the Lead Partner / Proprietor / Individual /In-charge :</li><li>• Name (s) of the Contact person(s) and the Contact details :</li></ul>
2.	Date of Commencement of Practice :  Date of registration :  Certificate of Practice (COP) Number / Registration Number :  (Please attach copy )
3.	Details of Office (s) : <i>Address:-</i>  <i>Telephone Nos:-</i>  <i>Fax No.:-</i>  <i>Email:-</i>  <i>Website:-</i>
4.	Post Qualification Experience in fulltime practice of Lead Partner /Proprietor.  No of years:
5.	PAN No (please attach copy) :

	Service Tax Registration No. (please attach copy)(if any) :
6.	Number of Active Partners in the Firm : <b>OR</b>
	Number of Employees with Practicing Chartered Accountant / Firm of Chartered Accountant / Indirect Tax Consultants including who are qualified Chartered Accountant and Student of ICAI.
7.	Profile of the firm. :
8.	List of major clients of past and present as mentioned in Point No. 3 in selection criteria along with the work order, Profit & Loss Account & Balance Sheet.
9.	Self-Attested copy of ICAI Registration Certificate.
10.	Any other relevant information.

**Declaration:**

1. All the information provided by me / us herein above is correct.
2. I/We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I/We hereby undertake that, I will not sub contact the work.
4. I/We hereby undertake that, neither I nor any of my partners have any interest in the business of the Company.

**Signature:** \_\_\_\_\_

**Name of the Authorized Signatory:** \_\_\_\_\_

**Stamp of the Proprietor/Firm:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Schedule B ( format of Price-Bid to be submitted in sealed cover)**

Scope of Work Point No.	Particulars (Scope of work)	Remuneration				Total
		Unit of measurement	Professional Fees	Out of Pocket Exp	Service tax as applicable	
1	Compliance related to Service Tax law (Please refer Point no. 1 of Scope of Work for details)	Per Location per Annum				
2	Obtaining Registration under Service Tax Rules, 1994, for newly created Divisions / Circle Offices if any, to which Service Tax Act, 1994 is applicable.	Per Occasion				
3	Attending Service Tax Audits and Compliance of Service Tax Audit queries and appearing before Service Tax authorities for appeal proceedings and other related matters.	Per Occasion				
Total						