
Sub.: Appointment of Chartered Accountant Firm as service tax consultant

Sir,

Housing and Urban Development Corporation Limited (HUDCO), a premier techno financing institution under the Ministry of Housing and Urban Poverty Alleviation, Govt. of India is engaged in providing long term loan for financing for Housing and Urban Infrastructure Sector.

The Corporation is registered Service provider in terms of finance Act 1994 and accordingly, avails CENVAT Credit also.

We are currently looking for a firm of chartered accountants as service tax consultants for the enclosed scope of work at an estimated fee of Rs. 10,000/-.

The selection of Chartered Accountant Firm would be made in two fold process. All the firms are required to submit the technical bid and financial bid separately.

The technical bid must contain the following details

- 1) Date of establishment of Firm.
- 2) No. of partners, paid CA and other staff must be clearly indicated.
- 3) Registered Office of Firm.
- 4) Experience in handling Service tax matters.
- 5) Local office of Firm.

The financial bid must mention the consolidated fees for handling this matter.

The broad scope and selection procedure for the aforesaid work is enclosed herewith for details kindly visit us at www.hudco.org/tendernotification. In case your firm is interested to be considered for empanelment the bid can be submitted latest by 1530 hours on **06.08.2012**. The envelope containing technical bid and financial bid must be superscribed as "Expression of interest for appointment of Chartered Accountant firm as service tax consultant". The Bids shall be opened on same day at 1600 hours your representative may remain present, if desired.

HUDCO reserves the right to take any decision in this regard without intimating the reasons.

धन्यवाद,

भवदीय,

(उमेश नांगिया)

उप महा प्रबन्धक-वित्त

संलग्न: यथोपरि ।

Annexure-1

SCOPE OF WORK:

- 1) The consultant will be required to sort out the issue of availing wrong CENVAT Credit of Rs. 2,24,491/- during the period Oct. 2008 to Sept. 2010.
- 2) If required the consultant will have to present the case upto the level of Commissioner of Central Excise & ST (Appeals).

Selection Procedure and General Terms & Conditions

- 1) Firm shall be short listed on the basis of Technical Bid and financial bids of short listed firms only would be opened.
- 2) The services would be provided to Jaipur Regional Office, Housing & Urban Development Corporation Ltd. (HUDCO), HUDCO Bhawan, Behind RHB Office, Jyoti Nagar, Jaipur as well as any other location/ office falling within the jurisdiction of HUDCO, Jaipur Regional Office.
- 3) Quotation can be sent by post or deposited in tender box available at Reception in HUDCO Office.
- 4) Quotation should be sent in sealed envelope containing both the bids in separate envelope clearly indicating technical & financial bid. The envelope superscribing on top “Expression of Interest for Appointment of Chartered Accountant firm as service tax consultant” and which must display clearly our reference number, closing date and time to be mentioned on the envelope with name of your firm, telephone number and full address. This should detail out the firm’s detailed profile including the firm’s name, address, date of establishment, detailed profile of partners and brief details of paid CA’s associates/ support staff, cliente (PSUs, Banks, other companies) and experience in handling work of service tax matters.
- 5) The Eligibility Criteria required for consideration for appointment are as under:-
 - The date of establishment should be at least 5 years old.
 - Minimum 3 No. of partners who should be qualified CAs.
 - The firm should have Office at Jaipur.
- 6) Financial Bid only from those firms would be opened, who fulfill the HUDCO’s criteria and have adequate experience/ staff strength and reputation in handling service tax work.
- 7) HUDCO shall not entertain requests for escalation in cost/ price on account of any reasons whatsoever.
- 8) Any modification in offer after the opening will not be considered.
- 9) Bidder, before submitting quotations, should clearly understand HUDCO’s requirement and, in case, any information/ clarification is required, he/ she may visit HUDCO Regional Office during the working days (Monday to Friday between 9.30 am to 6.00 pm). It may be noted that no clarification/ information after closure of the last date of receipt of quotation, would be entertained.
- 10) EOI received late, will not be considered. HUDCO will not be responsible for any postal delay
- 11) Quotation will be opened on 06.08.2012 at HUDCO Office (at the address given in point no. 2) at 1600 hours.
- 12) HUDCO reserves the right to accept or reject any or all quotations without assigning any reason.
- 13) The lumpsum fees shall be paid @50% after filing Ist reply to department/ persuasion and 50% after final settlement of case.