

**HIGH COURT OF MADHYA PRADESH: JABALPUR**

**No. Reg (IT) (SA) /2019/1470**

**Dated:20-09-2019**

**NOTICE**

**SUB:- Regarding the engagement of reputed consultancy firm.**

Registrar General on behalf of High Court of Madhya Pradesh invites proposal regarding engagement of good / reputed Income Tax Consultancy Firm to deal with the matter of the Income Tax return, Income Tax issues, GST Return/ GST Work and to work as Internal Auditor. The vendor has requested to submit their commercial proposal along with their consultancy firm details to High Court of Madhya Pradesh, Jabalpur as per enclosed **Annexure-“A & B”** before **15<sup>th</sup> October, 2019 before 03:00 P.M.** in the sealed envelope addressed to **“Registrar General, High Court of Madhya Pradesh, Jabalpur”**. The proposal shall be opened on same day **i.e. 15<sup>th</sup> October, 2019 at 03:30 P.M.** The firm has to enclose the Demand Draft of Rs. 10,000/- in favor of Registrar General High Court of Madhya Pradesh, Jabalpur.

Sd/-

**REGISTRAR GENERAL**

**Annexure-A**

**Techno-Commercial Bid**

<b>S.No.</b>	<b>Description</b>	<b><u>Must Indicate page number where attached</u></b>
1.	Name, address & telephone number of the agency/firm	
2.	Name, designation, address & telephone number of authorized person	
3.	Name, address & telephone number of Directors/Partners, Fax No., e-mail address.	
4.	Copy of PAN Card issued by Income Tax Department and <b>Copy of previous 3 Financial Year's Income Tax Return.</b>	
5.	GST Registration and GST Return (please enclose copy)	
6.	Experience details of 5 years in providing similar work i.e. Income Tax return, Income Tax issues, GST Return/ GST Work and to work as Internal Auditor etc,	
7.	Details of Bid Security/Earnest Money Deposited: a) Amount: <b>10,000/-</b> b) Date of issue: c) Name of issuing Bank: d) Reference No.	

**Declaration by the Firm:**

This is to certify that I/We before signing this proposal have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

Signature of firm with Seal

**Annexure-“B”**

**Financial Bid (Price Schedule)**

<b>S.No.</b>	<b>Description</b>	<b>Amount quoted by the Firm for the period of one year.</b>	<b>Taxes</b>	<b>Total Amount</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5=(3+4)</b>
<b>1.</b>	Work related to Income Tax return, Income Tax issues, GST Return/ GST Work and to work as Internal Auditor etc,			
		<b>Total Amount in Rs.</b>		

Signature of firm with Seal