

HIGH COURT OF MADHYA PRADESH: JABALPUR

No.Reg(IT)(SA)/2025/250

Dated: 13/02/2025

// NOTICE //

SUB:- Regarding the engagement of reputed consultancy firm.

The 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 Income Tax returns, Income Tax Issues, GST Returns/ GST Work and to work as Internal Auditor at High Court of Madhya Pradesh. The vendor required 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 **04th March, 2025 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. **04th March, 2025 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

S. No.	Description	<u>Indicate page number where attached</u>
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 Copy of previous 03 Financial Year's Income Tax Return i.e. 2021-22, 2022-2023 & 2023-2024.	
5.	GST Registration and Latest GST Return (please enclose copy)	
6.	Experience details of 05 years in providing similar work i.e. Income Tax return, IncomeTax issues, GST Return/ GST Work and to work as Internal Auditor etc.	
7.	Details of Bid Security/Earnest Money Deposited: a) Amount: Rs. 10,000/- 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)

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

Signature of firm with Seal