



File No.-5-86/Income Tax/CASFOS/2024/1559

Date-18/09/2024

Notice

With Reference to letter no. 5-86/Income Tax/CASFOS/2024/1460 dt. 06/09/2024 regarding inviting tender for service of Chartered Accountant at CASFOS Dehradun, the last date of submission of bids is hereby extended upto 25/09/2024 at 12 pm. Revised terms and conditions, eligibility criteria, are attached herewith in the annexure-I.

Your Faithfully

K. M. Sharma

Head of Office 18/09/24
Central Academy for State Forest Service
Dehradun

Central Academy for State Forest Service (CASFS), Dehradun is a premier Academy under the Ministry of Environment, Forest and Climate Change, Government of India mandated with induction and in-service training of State Forest Service officers recruited by the Government of various States and union Territories of India.

Selection Criteria

Qualification

- A CA/CMA firm registered with institute of CA of India or ICAI.
- Minimum 5 Years of practicing as General CA.
- Filing of GST Return (Monthly & Yearly) of minimum 3 years as per GST Act (Experience Certificate/Appointment Letter is Mandatory)
- Minimum 5 Years of work experience of filling of TDS and Returns.

Works to be executed


1. Filing of quarterly TDS returns.
2. Filing and preparation of GSTR7.
3. Filing and preparation of 24G.
4. Filing and preparation of 24Q.
5. Filing and preparation of 26Q.
6. Filing and preparation of Form 16 Part A.
7. Filing and preparation of Form 16 Part B.
8. Filing and preparation of Form 16 Non-Salaries.
9. Monthly, Quarterly, Yearly GST Returns.
10. Shall ensure that the organization/ Buyer/ Seller to Which CASFS, Dehradun is paying GST, is regularly paying GST & Filing the return periodically.
11. Monitoring and Claiming of Input Credit periodically if any.
12. Any new amendments in any act related to Tax & Service need to be implemented immediately: training/ workshop needs to be conducted if necessary.
13. Annual Audit of Induction course accounts.
14. Cost per visit to CASFS, Dehradun. If any
15. Cost per special Audit on requisition. If any

Terms and Conditions

- All rights related to the selection and appointment is vested with the CASFS, Dehradun
- Incomplete application (Part-I, Part-II) will not be processed for further scrutiny.
- Application will be rejected if the declarations are not submitted.
- Application will not be accepted if it is not submitted on date.
- Both the Technical Bid and the Financial bid will be considered for qualifying of L1.
- This contract is for the period of 11 months from the date for appointment.
- Appointment may be cancelled, 15 days prior notice will be given by the CASFS, Dehradun, in case of any shortcomings from the firm.
- In case of withdrawal or resignation, one-month prior written notice shall be given to CASFS, Dehradun.
- During the notice period, all the pendency work shall be completed, and the summary shall be submitted to the concerned authority to whom CASFS, Dehradun will be authorizing. No payment will be paid for any delay in handing over the detail and documents.
- Your bid, complete in all respects, in a sealed cover super scribing "Bid for Hiring of the service of Chartered Accounts" Should reach the office of the principal, Central Academy for State Forest Service, Dehradun by 02/09/2024. Bid validity is for 3 Months from the date of issuance of work order.

Penal classes for successful bidder

- The above listed works, if not submitted on time, then the concerned firm will be held responsible and recovery will be made according to the losses to CASFS, Dehradun.
- Time to Time Service and Good Quality of work is mandatory.
- Any penalty to the academy due to delay from the side of C.A. will be recovered/deducted from the payment/service charges.
- If the firm fails to pay the penalty as mentioned above on time or fails to comply with the instruction of CASFS, Dehradun regarding pending works then they may be blacklisted and/or contract may be given to next agency.


 Head of Office
 Central Academy for State Forest Service,
 Dehradun

18/09/24