

Notice for inviting Quotations

Subject: Tender for hiring of Chartered Accountant for Tax Audit of SEEPZ-SEZ Authority for 2 Years.

This is to inform that SEEPZ-SEZ Authority invites quotation in sealed single packet for hiring of Chartered Accountant for Tax Audit of SEEPZ-SEZ Authority for the period 2023-24.

A. Scope of Work

- a. The auditor shall carry out Income Tax Audit as per the provisions of Section 44AB of the Income Tax Act, 1961 for the Authority for the financial year under Audit and prepare and upload its audit report on Income Tax Department e-filing site as required under the relevant section of the Income Tax Act, 1961 within the time limits specified.
- b. Subsequent revisions / rectifications, if required, in Tax Audit Report filed earlier, pertaining to the financial year under Audit, shall also be done by the appointed firm of auditors.
- c. Observations in the Draft Tax Audit Report should be discussed with the Concerned Authority and important observations should be brought to their notice so that timely corrective action can be taken.

B. Audit Team

The team should consist of **One** Qualified Chartered Accountant and **One** Semi-Qualified Article Assistant (who is pursuing Chartered Accountancy Course and are registered with ICAI), led by a senior partner of the firm.

The personnel /employees deployed shall have the required qualification and experience to complete the audit in timely and efficient manner.

C. Selection Criteria:

1. The Contract Value is Estimated at **Rs 80,000/-**

Qualification	Man days (A)	Cost per Man Day (B)	Total (A*B)
Article Assistant X 2	10	2,250	22,500
Chartered Accountant X 1	5	11,500	57,500
Total			80,000

2. Annual Average Turnover of the firm should not be less than **Rs 50 Lakhs** in the past 3 years.

3. The firm should be in existence for minimum 10 years as per ICAI and should be empanelled with C&AG.
4. The firm should have minimum 3 years of experience in the field of Tax Audit.
5. The firm should have minimum 2 full time partners and 2 qualified Chartered Accountant employed with the firm as on 31.03.2023
6. Principal Place of Business should be in **Mumbai**.

D. Payment Terms

1. Payment will be made after submission of bill and on rendering satisfactory service to the Authority.
2. The Chartered Accountant firm would be solely liable for all the payments/ dues of the personnel/ employees so deployed.

Quotation should be submitted in a sealed single packet on or before 19.08.2024 at 3.00PM.

The Quotation will be opened on 19.08.2024 at 4.00 PM L1 bidder will be selected for the said work.



(Prasad Varwantkar)

Deputy Development Commissioner
SEEPZ SEZ