

Note

SUBJECT: Tender for hiring of Chartered Accountants for Tax Audit of SEEPZ SEZ Authority

This is to inform that SEEPZ SEZ Authority invites quotation in sealed single packet for hiring of Chartered Accountants for Tax Audit of SEEPZ SEZ Authority for the Financial Year 2024-25.

A. Scope of Work

- a. The Auditor shall carry out Income tax Audit as per the provision 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 in Income tax department e-filing site as required under the relevant section of the Income tax Act, 1961 with-in 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/employee 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. 75,000/-.

Qualification	Man Days (A)	Cost Per Man Day (B)	Total Cost (A*B)
Articled Assistants (2)	8	2,625	21,000
Chartered Accountant (1)	4	13,500	54,000
Total			75,000

2. Annual Average Turnover of the firm should not be less than Rs. 50 lacs 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 during last 10 years in Central Government/ Central Government Autonomous Body/Government of Maharashtra/ Government of Maharashtra Autonomous Body

5. The firm should have minimum 2 full time partners and 2 qualified Chartered Accountants employed with the firm as on 31-03-2024.
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 personnel/employees so deployed.

Quotation should be submitted in a sealed single packet on or before 30-08-2025 at 3.00 PM

The Quotation will be opened on 30-08-2025 at 4.00 PM and L1 bidder will be selected for the said work.

Digitally signed by
Mangala Yanamandra
Date: 20-08-2025

Y. Mangala

Sr. Pay & Accounts Officer
SEEPZ SEZ Authority

F. No. SEEPZM- EFNC/ 237/2022-EF/49665

Date:-20-08-2025

To,
Assistance Development Commissioner- Procurement
SEEPZ SEZ Authority