



Himachal Pradesh Road and other Infrastructure Development Corporation Limited
State Roads Project, Nirman Bhawan, Nigam Vihar Shimla-171002
Tel/Fax :2620663/2627602 Email; pdsrp-hp@nic.in, hpridc-hp@nic.in

Terms of Reference for Hiring of Services of agency to provide Support Consultant to HPRIDCL in tax and other financial related matters

Background

Himachal Pradesh Road & Other Infrastructures Development Corporation Ltd (HPRIDCL) has been incorporated as Private Limited Company on 10th June, 1999 vide CIN No. U45203HP1999SGC022670 under the Companies Act 1956 (now 2013). Shareholding of the company is with the Government of Himachal Pradesh. The main objective of the Company is to construct Highways, Roads, Bridges & other Infrastructure Projects including those related to Power, Telecom, Information and Technology, Transmission of Electricity, Water Supply Projects, Irrigation Projects, Sanitation and Sewerage System, Housing, Building, education, Hospitals, Tourism, Transport, Aviation, Ropeways, Rail System, Mining etc. or any other notified public facilities of similar nature on Build Operate and Transfer (BOT), Build Own Operate Transfer (BOOT), Build Operate Lease and Transfer (BOLT) basis / or any other scheme in a manner which will facilitate to undertake the above mentioned works in the State of Himachal Pradesh and other places and also to act as a “Special Purpose Vehicle” for resource mobilization on behalf of the State Government for all infrastructure projects and also discharge obligations on this account on behalf of the State Government from revenue /other receipts accruing to the State Government from such projects. The accounts of company are maintained in registered office.

Scope of the work

HPRIDCL requires the services of Chartered Accountant/Chartered Accountant Firms as Support Consultant to advise and assist the HPRIDCL on compliances of various provisions/ issues related to Direct and Indirect Taxes and also assist HPRIDCL in financial accounting, restructuring of Balance Sheet and finalization of annual accounts. The scope of work shall be as under:

1. To advise/give written opinion relating to Income Tax/GST.
2. To keep aware and compute advance tax/self assessment tax/any other tax liability.
3. To prepare & filing of returns/forms required under Income Tax Act/GST Act.
4. To assist in tax related accounting.
5. To prepare replies/submissions for assessment proceedings, appellate proceedings and any other income tax/GST related proceedings/notices/letters/summons etc.
6. To prepare & file appeal before CIT(A)/ITAT/High Court.
7. To represent/attend hearing proceedings before Income Tax Authorities e.g. AO, TPO (Transfer Pricing Officer) & CIT(A).
8. To assist the appointed advocate/representative in appeal matters before ITAT/HC.

9. To examine any order/communication received from Income Tax Department/CGST Commissionerate and advise further course of action.
10. To follow-up with department for any refund due.
11. To update about relevant changes/amendments/judgments in the Income Tax Act/GST Act & Rules.
12. To advise on the tax-planning like benefits/rebates/deductions/exemptions available under Income Tax Act/GST Act.
13. To arrange for any Income Tax/GST Clearance/Exemption Certificate, as and when required.
14. To provide consultancy services in any other work related to Income Tax/GST.
15. Support Consultant will advise and assist HPRIDCL in Financial Accounting, Cost Accounting, Restructuring of Balance Sheet and finalization of Annual Accounts.
16. To co-ordinate with Statutory Auditors and Tax Auditors.
17. To advise on matters like capitalization, depreciation, revaluation, impairment of assets and other non-routine matters.

Qualification and Experience

A qualified Chartered Accountant/Chartered Accountant firm with 5 years experience in dealing with Direct and Indirect Tax related matters, Financial Accounting, Cost Accounting and finalization of Annual Accounts and preparation of Financial Management Manual.

Duration of Assignment/Contract

The contract period shall be for one year.

Fee & Payment

Fee:- As per price bid sheet- 'A'

Payment Terms

- i) The amount of the services as decided shall be paid in 12 equal installments on satisfactory delivery of services in accordance with the scope of services. No additional payment whatsoever shall be made to the consultant for delivering the output as desired in the scope of work.

Place of Performance

Place of performance shall be Shimla.

General

- i) The individual Chartered Accountant/ Chartered Accountant firm should mention the qualification and experience as desired in the tender. Documentary evidence of qualification and experience should also be attached with the bid.

- ii) The Chartered Accountant /Chartered Accountant Firm should have office in Shimla city. The documentary proof of the same also attached with bid/tender.
- iii) The individual Chartered Accountant/Partner of Chartered Accountant firm shall attend the office of HPRIDCL at regular intervals or as and when required by the HPRIDCL.
- iv) The bid should be submitted in sealed envelope subscribing “Bids/ Tenders for hiring of the services of Chartered Accountant/Chartered Accountant Firms as Support Consultant not to be opened before 18.06.2024 till 03:00 PM.
- v) HPRIDCL reserves the right to accept or reject any or all bids without assigning any reason whatsoever.

Director (Projects)
HPRIDCL, Shimla-171002

(Annexure-‘A’)

Price Bid

1	Name of work:	
2	Name of Firm :	
3	Fees (Excluding Service Tax)for the services indicated at Sr. No. 1 to 17: (Lumpsum) of the scope of work for complete One Year	(Rupees)(In words)

Signature

(Authorized representative of Firm) Seal of the Firm

Note:-

1. GST as applicable on the date of payment will be paid extra by the HPRIDCL.
2. TDS or other statutory deductions as applicable will be deducted by HPRIDCL.