

**BID SUBMISSION FORMAT**

S. No.	Particulars/Name of Firm	Description
1	<b>a) Name of the Firm</b>	
	(b) Address of Firm	
	(c) Year of establishment	
	(d) No. of Branches	
	(e) PAN of Firm	
	(f) Firm Registration no. with ICAI	
	(g) Number of Partners	
	(h) Number of paid CA staff	
	(i) Other Paid staff including article Assistant	
	(j) Past Experience of handling of Direct/Indirect/GST cases	
	(k) Past Experience of providing tax consultancy services to reputed companies	
	(l) Brief Profile about firm	
	(m) Technical Capability	
Financial Bids		
S.No.	Particulars	Quotation (Annually In Rs.)
1.	(a) Retainership services (It includes consultancy on any issue/query related to direct/indirect tax and follow up for recovery of income tax refund.	
2.	<b>Income Tax Cases</b>	
	a) Income tax case before Assessing officer	Per Case
	b) Income tax cases before CIT (Appeals)	Per Case
	<b>GST Cases</b>	
	a) GST case before Adjudicating Authority	Per Case
	b) GST Case First Appellate Authority	Per Case

Certified that the above particulars are true & correct. In the event of any such information/document is found to be incorrect/false/manipulated, the company is at liberty to reject the proposal of the CA firm without assigning any reasons thereof and without giving any opportunity of being heard.

Signature: \_\_\_\_\_

Name & Designation:

Date:

Place: