INDIA TRADE PROMOTION ORGANISATION
FINANCE & ACCOUNTS DIVISION
Notice Inviting Tender (NIT)

Online electronic bids (single stage 2 bids) on open tender basis for engagement of consultant for accounting & taxation matters on retainership basis for the FY 2018-19 are invited by India Trade Promotion Organisation (ITPO) as detailed hereunder:

1. **Tender reference No**.: ITPO/FINANCE/M.A/c/Consultant/2018-19.
2. **Mode of tendering:** e-Procurement System
3. **E-Tender No.** Consultant for Accounting & Taxation/2018-19
4. **Scope of Service**: Consultant w.r.t. Income Tax, GST/ Service Tax and accounting matters
5. **Duration for completion of work**: 1 financial year i.e. 2018-19 (on retainership basis)
6. **Tender View Date & Time**: 14/03/2018 (6:30 pm)
7. **Period of Bid Validity**: 90 days
8. **Cost of bid documents**: INR 2360 (incl. GST 18%) through online payments. Bid submitted without cost of bid shall be rejected. Bank Details are as under:
   Beneficiary Name: *India Trade Promotion Organisation*
   Bank name: *Central Bank Of India*
   Branch: *TFAI, New Delhi*
   Address: *PRAGATI MAIDAN, MATHURA ROAD, NEW DELHI*
   A/c No.: *1167404133*
   IFSC: *CBIN0284078*
9. **Amount of bid Security**: INR 50,000/- to be submitted in the form of demand draft favouring "India Trade Promotion Organisation" payable at New Delhi.
10. **Starting date of submission of Technical Bid and Price Bid:** 14/03/2018 (6:30 pm)
11. **Last Date for submission of Technical Bid & Price Bid:** 31/03/2018 (06:55 pm)
12. **Date and Time of bid opening**:
    Technical bid: 02/04/2018 (10:00 am)
    Price bid: (Date & time to be intimated later to the bidders whose technical bids qualify)

Tender Documents can be viewed and downloaded from www.indiatradefair.com/tenders/listing and or CPPP site https://eprocure.gov.in/eprocure/app

Bidders are requested to read the terms and conditions of this tender before submitting their bids.

1. INDICATIVE SCOPE OF WORK

1.1. **Income Tax matters**

1.1.1. Tax planning w.r.t. ITPO's present status as a company incorporated u/s 8 of the Companies Act, 2013 and registered u/s 12A of Income Tax Act, 1961 as a Charitable Trust.

1.1.2. Updation on amendments in Income Tax Act & Rules. Providing expert opinion and advice concerning the Income Tax matters including domestic & international.

1.1.3. Collection of information/ documents for computation of taxable income including compliances required as per status of ITPO under Companies Act and Income Tax Act.

1.1.4. Computation of Advance Income Tax, if applicable.

1.1.5. Computation of taxable income, preparation and filing of Annual Income Tax Return, revised returns and filing such other documents/ applications as required/ applicable.

1.1.6. Obtaining orders and certificates from the Income Tax Department in connection with the assessment and/ or any other matter.

1.1.7. Preparation/ drafting and filing of appeals & replies connected with all the existing & new income tax assessment/ appeal matters/ notices/ queries/ penalty proceedings raised by the Income Tax Department including appearance before the officers/ Authorities up to CIT/ CCIT or officer of equivalent rank.

1.1.8. Follow ups & filing of papers etc. for obtaining Income Tax Refunds from Income Tax Department including interest on delayed refunds and work in relation to stay/ settlement of demands, if any.

1.1.9. Preparation and filing of requisite documents/ application for obtaining exemptions from Income Tax Department, as applicable to the company.

1.1.10. Advice on applicability and compliance of provisions in respect of salary/ perquisites, etc paid by ITPO to its employees, payments to contractors/ professional/ other payments etc involving applicability of TDS provisions.

1.1.11. Advice on applicability and compliance of TCS provisions wherever applicable.

1.1.12. Assistance in filing and revising all the TDS/ TCS returns of ITPO.

1.1.13. Assistance in nullifying the TDS defaults, if any and appearance before Income Tax Officers up to the level of CIT/ CCIT (TDS Ward) in respect of notices for TDS defaults, etc.

1.2. **GST/ Service Tax Matters**

1.2.1. Advice & guidance on applicability of GST on goods/ services dealt by ITPO in various states of India & abroad.

1.2.2. Advice & guidance in compliance of the GST Rules & provisions along with amendments, if any, including:

1.2.2.1. Determination of tax rates

1.2.2.2. Due dates of payments/ filing applicable returns/ forms/ annexures/ applications

1.2.2.3. Utilization/ claiming tax credits on inputs (capital or otherwise)

1.2.2.4. Accounting treatments thereto

1.2.2.5. Casual registrations, wherever required

1.2.2.6. Books/ registers to be maintained along with the formats thereof

1.2.3. Advice on changes required in internal accounting, policies & procedures of ITPO in respect of issue of invoices, credit notes and debit notes, purchase bills, employee expenses, etc. for compliance of GST provisions and amendments therein, if any.

1.2.4. Assistance in filing/ revising GST returns/ transitional returns & such other applicable forms as may be prescribed, within due dates in respect of Head Office (Delhi), regional offices (Chennai, Mumbai & Kolkata) and other casual registrations.

1.2.5. Review of GST documents including purchase bills, invoices, reports, registers etc. to ensure compliance with GST law to ensure accuracy of description of details of suppliers/ customers, address relevant to place of supply, etc.

1.2.6. Computation of output GST liability on monthly basis including any liability under reverse charge.

1.2.7. Drafting and submission of ITPO's replies to all the existing and new cases/ show-cause notices/ queries/ orders/ audit observations issued/ raised by the GST/ Service Tax authorities.

1.2.8. Attending the assessments/ appeals/ cases for adjudicating show cause notices on behalf of ITPO pertaining to GST/Service Tax up to Commissionerate level

1.2.9. Intimation/ updating in respect of amendments in GST provisions and feedback on outcome on important service tax/ GST cases affecting ITPO.

1.3. **Accounting, auditing and other matters**

1.3.1. Guidance on day to day maintenance of accounts in accordance with the requirements of Companies Act, Ind-AS, Income Tax Act (including TDS/ TCS), GST and other relevant acts applicable to ITPO.

1.3.2. Computation of Deferred Tax Liability/ Asset in accordance with Ind AS, wherever applicable.

1.3.3. Assistance in drafting and submitting replies to Statutory/ Departmental/ Government Auditors in respect of Income Tax, GST & Service Tax.

1.3.4. Advising on changes required in accounting software, policies & procedures of ITPO in adherences of the applicable provisions of various Acts and Indian Accounting Standards.

1.3.5. Since the interaction will be on regular basis, it will be necessary to nominate Senior Partner/ Senior Professional of the firm who will interact/ attend meetings with ITPO as per requirements. On-site services will be required.

2. ELIGIBITY

2.1. **Bidder should be a firm of Chartered Accountants/ Cost & Management Accountants (CAs/ CMAs) providing services in accounting & taxation field with a minimum experience of 15 years.**

In support of above, firm of CAs/CMAs shall submit copy of firm's registration certificate issued by Institute of Chartered Accountants of India/ Institute of Cost & Management Accountants of India and the GST registration certificate.

2.2. **Bidders should have a minimum of**

2.2.1. **4 FCA partners with at least 2 partners having at least 10 years' experience in each field of Income Tax, Accounts and Service Tax/ GST as on the last date of submission of tender**

2.2.2. **4 paid qualified Chartered Accountants/ CMAs (other than partners) out of which at least 2 should have at least 5 years' experience in each field of Income Tax, Accounts and Service Tax/ GST.**

In support of above, bidders shall upload the resumes of the partners and paid CAs/ CMAs giving the brief details of experience in relevant field with membership no. and other documentary evidence establishing the fulfillment of criteria

2.3. **Bidders should have prior experience of providing similar services for a minimum total period of 2 years in any of the previous 5 financial years to a Central Public Sector Company/ Govt. Department having an annual turnover of at least Rs. 200 crore in the year of assignment. Experience of 2 year in separate PSUs/ Govt. Dept. shall also be considered. The reference date for considering the period of five (5) financial years shall be reckoned till FY ended 31.03.2017.**

In support of above, bidders shall upload the followings:

- Self-attested copy of letter of award and
- Copy of relevant extract of Profit & Loss Statement of the client organization for the relevant financial year.

2.4. **The bidder should have minimum 2 professionals (partners/ paid CAs/CMAs) having minimum experience of 5 years of handling the cases before the Income Tax/ Service Tax/ GST authorities up to the level of Appellate Tribunals (ITAT/ CESTAT)/ Authority for Advance Rulings.**

In support of above, bidders shall provide the resume of such employees or such other documentary evidence showing the details of cases handled in ITAT/ AAR/ CESTAT in last 5 years.

2.5. **The bidder should have minimum average turnover of Rs. 2 crore the last 3 completed financial years (till FY ended 31.03.2017).**

In support of above, bidders shall upload the extract of audited Profit & Loss/ Income & Expenditure Statement of the relevant financial year.

2.6. **The bidder should have their permanent office in Delhi/ NCR.** Undertaking as per Annexure II.

2.7. **Besides the lump-sum fee (to be submitted as financial bid) for the scope of work mentioned above at Clause 1, the bidder shall be required to convey acceptance to fees, on**

call basis, for work in ITAT/ AAR/ CESTAT/ High Court/ Supreme Court at the predetermined rates.

Consent by bidder is to be submitted as per format attached in Annexure IV.

3. INSTRUCTIONS TO BIDDERS

3.1. The invitation of bid is open to all bidders who are registered legal entity i.e. consultancy firm/ company/ proprietorship firm/ LLP etc.

3.2. Non-refundable fee of Rs 2360 (inclusive of GST 18%) is required to be paid online towards the cost of tender. The bidder shall submit the tender fee details along with the Technical bid for the tender as per Annexure III. Bank details for the purpose are mentioned in NIT. MSMEs are exempted from payment of tender fees.

3.3. The bidders shall furnish, as part of bid, Bid Security of Rs 50,000/- (Rupees Twenty Thousand Only) in the form of demand draft in favour of 'India Trade Promotion Organisation' payable at New-Delhi. MSMEs are exempted from payment of security deposit. The bidder shall upload the scanned copy of the DD and send it through speed post/ by hand to:

R K Thakur
Dy. General Manager- Finance
India Trade Promotion Organisation
Room No. 208, Second Floor
Pragati Maidan, New Delhi-110001
The DD must reach ITPO before the last date for submission of Bids.

3.4. The Earnest Money of unsuccessful bidders will be returned within 30 days of the award of work. The Earnest Money of the successful bidders will be refunded after successful completion of the work. No interest is payable in case of any delay in refund of Earnest Money.

3.5. The Earnest Money may be forfeited:

3.5.1. If the bidder withdraws his bid after bid opening or varies any terms & conditions in regard thereto during the period of Bid validity; or

3.5.2. If the bidder adopts corrupt or fraudulent or collusive or coercive practices; or

3.5.3. In the case of a successful bidder, if the bidder deviates from the undertaking(s) submitted or fails to complete the work within the stipulated time.

3.6. Bidder shall quote the lump sum price after careful analysis of cost involved for the performance of the complete work considering all parts of the Bidding Document.

3.7. The quoted Price shall be deemed to be all inclusive except applicable taxes till the completion of the work.

3.8. Bid shall remain valid for a period of 90 days after deadline for bid submission.

3.9. The bid shall be signed by a person duly authorized to sign on behalf of the bidder.

3.10. Mere issuance of Bid document to prospective bidders shall not be construed that such a bidder automatically fulfills the prescribed eligibility criteria.

3.11. At any time prior to the deadline for submission of bid, ITPO may amend the tender documents by issuing corrigendum/ agenda which shall be notified on portal. Therefore, the bidders are advised to visit the site regularly before deadline of submission of bids.

3.12. In case the office happens to be closed on the date of opening of bid as specified; the same will be opened on the next working day at the same time.

3.13. The bids as well as correspondence and documents relating to the qualification submitted by the bidders shall be in English language only.

3.14. ITPO reserves the right to cancel the tendering process at any time before award of work without assigning any reasons thereof.

3.15. The entire work shall be awarded to the successful bidder and the work shall not be split amongst the bidders.

3.16. ITPO reserves the right to postpone and/ or extend the date of receipt or to withdraw the bid notice, without assigning any reason thereof, entirely at its discretion. In such an event, bidders shall not be entitled to any compensation, in any form whatsoever.

3.17. Prices quoted shall remain firm, fixed and valid until completion of the Contract and will not be subject to variation on any account.

3.18. ITPO reserves the right to verify/ confirm all documentary evidences as submitted by bidders in support of their eligibility.

3.19. ITPO reserves the right to accept or reject any offer or curtail the appointment at any time without assigning any reason. The decision of ITPO in this regard will be final and binding on the parties.

3.20. The work shall initially be awarded on retainership basis for the year 2018-19 and fee shall be payable in 4 equal quarterly installments. The retainership may be **extendable up to further 2 year on annual basis on the same rates and terms & conditions at the sole discretion of ITPO.**

3.21. All disputes subject to jurisdiction of the Delhi High Court.

3.22. In case of any queries on bidding, please contact/ visit:

1 Raj Kumar Thakur, rajthakur@itpo.gov.in, 9891066002
2 Anchal Aggarwal, anchalaggarwal@itpo.gov.in,
3 Anirudh Kumar Bhatia, anirudhbhatia@itpo.gov.in

4. BID SUBMISSION & EVALUATION

Two-Part Bid procedure shall be adopted for submission and evaluation of the bids. The bidder shall accordingly prepare and submit the bids containing the required documents up to the closing date and time .The bidder shall prepare the bid and submit the bid in following manner:

4.1. First Part: Technical bid: Online submission:

- Duly filled-in evaluation sheet as per Annexure I
- The scanned copy of the Undertaking/ Acceptance/ other relevant documents as per Annexure II- IV.
- The scanned copy of other supporting documents as per the tender requirement.

4.2. Second part: Price bid

The Price bid submitted should be lump-sum amount excluding taxes. It should be duly filled-in in conformity with the tender specification to be submitted online in the prescribed format.

4.3. For qualifying Technical Evaluation, a bidder has to meet minimum specified eligible criteria in all the categories.

4.4. Price bid of bidders, whose technical bids are not considered acceptable to the Organisation or are below the minimum qualifying score, will not be opened and the DD for their bid security shall be returned to them. The decision of ITPO will be final and binding in this regard.

4.5. Bidders are requested to submit their offer strictly in line with terms and conditions of tender document; otherwise the bid may be rejected.

4.6. During bid evaluation, ITPO may, at its discretion, ask any bidder for clarification of its bid which shall be submitted within given time.

4.7. If a bidder does not provide clarifications of the information requested by the date and time set in ITPO's request for clarification, its bid may be rejected.

4.8. After the evaluation of Technical bid, ITPO shall notify the consultants on the website whose bids did not meet the technical qualification or were considered non-responsive, indicating the reasons thereof and their financial bids will be not be opened. ITPO shall notify the consultants that have qualified, indicating the date and time set for opening the financial bids.

4.9. The Financial bids shall be opened in the presence of the bidder's representatives who choose to attend.

5. SCORING & SELECTION PROCESS

5.1. **Technical Scoring**

5.1.1. Technical capability of the bidders would be evaluated based on the following criteria and weightage:

S. No.	Criteria	Max Score
1	Bidder should be a firm of Chartered Accountants/ Cost & Management Accountants (CAs/ CMAs) providing services in accounting & taxation field with a minimum experience of 15 years. Minimum marks for 15 years' experience will be 3. For each additional complete 5 years of experience, 1 mark will be additionally awarded subject to maximum of 5 marks.	5
2	Bidders should have a minimum of 4 FCA partners with at least 2 partners having at least 10 years' experience in each field of Income Tax, Accounts and Service Tax/ GST as on the last date of submission of tender. Minimum marks for 10 years' experience will be 8. For each additional full year of experience, 1 mark will be additionally awarded subject to maximum of 15 marks.	15
3	Bidders should have a minimum of 4 paid qualified Chartered Accountants/ CMAs (other than partners) out of which at least 2 should have at least 5 years' experience in each field of Income Tax, Accounts and Service Tax/ GST. Minimum marks for the criteria will be 6. For each additional paid CA/ CMA with experience in required field, 1 mark will be awarded subject to maximum 10 marks.	10
4	Bidders should have prior experience of providing similar services for a minimum total period of 2 years in any of the previous 5 financial years to a Central Public Sector Company/ Govt. Department having an annual turnover of at least Rs. 200 crore in the year of assignment. Minimum marks for the criteria will be 12. For each additional similar assignment handled for a continuous period of at least 1 year during last 5 years, additional 4 marks will be awarded subject to maximum 20 marks	20
5	The bidder should have minimum 2 professionals (partners/ paid CAs/CMAs) having minimum experience of 5 years of handling the cases before the Income Tax/ Service Tax/ GST authorities up to the level of Appellate Tribunals (ITAT/ CESTAT)/ Authority for Advance Rulings.	10

	Minimum marks for the criteria will be 6, for each additional partner/ paid CA/CMA with experience of 10 years in handling ITAT/AAR cases, additional 2 marks will be awarded subject to maximum 10 marks.	
6	The bidder should have minimum average turnover of Rs. 2 crore the last 3 completed financial years (till FY ended 31.03.2017). Minimum marks for the criteria will be 7. For each additional full Rs 1 (one) crore of turnover, additional 1 mark will be awarded subject to maximum 10 marks	10
7	The bidder should have their permanent office in Delhi/ NCR.	S. No. 7 & 8 are qualifying criteria only. Non-fulfilling bidders shall be out-rightly rejected
8	Bidder shall be required to give acceptance to work in ITAT/ AAR/ CESTAT/ High Court/ Supreme, on call basis, at predetermined rates (Annexure IV).	
	Total score	70

5.1.2. All bidders scoring at least 42 marks out of 70 (in Technical Criteria) will be considered as Technically Qualified.

5.2. **Financial Bid scoring**

5.2.1. The financial bids of technically qualified bidders alone will be opened and evaluated.

5.2.2. Financial Bid carries a total weightage of 30 marks.

5.2.3. The bidder with the lowest quote will be awarded 30 marks and other bidders will be awarded proportionately less marks (e.g.) if the lowest quote is Rs.60/-, the bidder quoting this price will get 30 marks. A bidder quoting Rs.90/- will get (60/90) x 30 = 20 marks.

5.3. **Final Selection**

5.3.1. The final selection of the successful bidders will be done by considering the total of technical score and financial bid score

5.3.2. All marks will be rounded off up to 2 decimal places. The bidder getting the maximum combined score out of 100 will be selected as the successful bidder.

5.3.3. The bidder scoring the highest total marks shall be selected as the successful bidder and considered for the award of work with the necessary approvals of competent authority.

5.3.4. In case of a tie in total score, preference will be given to the bidder having higher technical score. Further, in case of tie between the technical scores, financial bids shall again be requested from those bidders.

6. BREIF DESCRIPTION OF ITPO

6.1. ITPO is the apex body of the Government of India for promoting trade in India & abroad primarily through the medium of trade fairs & exhibitions.

6.2. ITPO is registered under Sec. 25 of Companies Act, 1956 (now Section 8 of Companies Act, 2013).

6.3. ITPO is also registered under Section 12A as a charitable trust and exempted u/s 10(23C)(iv) of Income Tax Act, 1961. The matter is sub-judice in the Hon'ble Supreme Court of India.

6.4. ITPO has its head office at Delhi and 3 Regional Offices at Chennai, Mumbai and Kolkata.

6.5. ITPO implemented Ind-AS accounting in FY 2016-17.

6.6. Annual Accounts 2016-17 of ITPO may be referred at http://indiatradefair.com/uploads/doc/pdf/ITPO_Final_AR_2016_17.pdf

6.7. For further details, officers of ITPO referred above at clause 3.23. may be contacted.

CHECKLIST OF DOCUMENTS

This duly filled-in check-list shall form part of technical bid

S. No.	***Eligibility Criteria***	***Eligible (Yes/ No)***	***In case, more than the eligibility criteria, actual numbers be mentioned***	*Documentary proof attached*	***Page numbers***
1	Bidder should be a firm of Chartered Accountants/ Cost & Management Accountants (CAs/ CMAs) providing services in accounting & taxation field with a minimum experience of 15 years.				
2	Bidders should have a minimum of 6.7.1. 4 FCA partners with at least 2 partners having at least 10 years' experience in each field of Income Tax, Accounts and Service Tax/ GST as on the last date of submission of tender 6.7.2. 4 paid qualified Chartered Accountants/ CMAs (other than partners) out of which at least 2 should have at least 5 years' experience in each field of Income Tax, Accounts and Service Tax/ GST.				
3	Bidders should have prior experience of providing similar services for a minimum total period of 2 years in any of the previous 5 financial years to a Central Public Sector Company/ Govt. Department having an annual turnover of at least Rs. 200 crore in the year of assignment.				
5	The bidder should have minimum 2 professionals (partners/ paid CAs/CMAs) having minimum experience of 5 years of handling the cases before the Income Tax/ Service Tax/ GST authorities up to the level of Appellate Tribunals (ITAT/ CESTAT)/ Authority for Advance Rulings.				

6	The bidder should have minimum average turnover of Rs. 2 crore the last 3 completed financial years (till FY ended 31.03.2017).				
7	The bidder should have their permanent office in Delhi/ NCR.		-		
8	Besides the lump-sum fee (to be submitted as financial bid) for the scope of work mentioned above at Clause 1, the bidder shall be required to convey acceptance to fees, on call basis, for work in ITAT/ AAR/ CESTAT/ High Court/ Supreme Court at the predetermined rates. (Annexure IV)		-	Annexure IV	1
9	The bidder should not have been banned/de-listed/de-barred from business by any PSU/Govt. Department (Declaration in Annexure II)		-	Annexure II	1
10	Details Tender Document Fee Through online payment Rs 2,360/- as per Annexure III		-	Annexure III	1
11	Earnest Money of Rs. 50,000/- through DD in favour of India Trade Promotion Organisation payable at New Delhi		-	Scanned copy of DD	1
12	Price Bid (Lump-sum excl. taxes)		-	BOQ_XXX.xlsm	1

Signature
Authorized Person: Name
Designation
Seal……..

Annexure- II

UNDERTAKING

(To be given on Company Letter Head)

Date: ……

To,
R K Thakur
Dy. General Manager- Finance
India Trade Promotion Organisation
Pragati Maidan, New Delhi-110001

Sub: **Undertaking for/ Acceptance of Terms & Conditions of Tender for Consultant for Accounting & Taxation/2018-19**

Dear Sir,

1. I/ We have downloaded/ obtained the tender document(s) for the 'Tender for engagement of consultant for accounting & taxation matters of ITPO' from the website(s) namely: _____.
2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents from Page No. _____to_____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organisation have also been taken into consideration, while submitting this acceptance letter.
4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/ We have an office for work in Delhi/ NCR having address as under:

   _____
   _____
   _____
   _____

6. I/ We do hereby declare that our firm/ company has not been blacklisted/ debarred by any Government Department/ Public Sector Undertaking.
7. I/ We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Signature
Authorized Person: Name
Designation
Seal……..

Annexure- III

Details of payment of Tender fee

Bidder Name: _____

Date of payment: _____

Amount of payment: Rs. 2360/- (incl. 18% GST)

Transaction Ref. No.: _____

Remitting Bank Name: _____

Bank Branch: _____

Signature
Authorized Person: Name
Designation
Seal……..

……

(For ITPO Office use only)

It is confirmed that the above payment has been received in ITPO's Bank A/c no. *1167404133* with Central Bank of India.

(Signature)
Manager
Cash & Banking Section

Annexure- IV

(To be given on Company Letter Head)

Date: ……

To,
R K Thakur
Dy. General Manager- Finance
India Trade Promotion Organisation
Pragati Maidan, New Delhi-110001

Sub: **Acceptance to fees for work in ITAT/AAR/CESTAT/ High Court/ Supreme Court**

Dear Sir,

1. I/ We offer to work on annual retainership basis at the rates as indicated in the price bid (lump-sum excluding taxes) payable in equal quarterly installments.

2. Besides, retainership fee, I/ we offer to accept the below mentioned fees to work in ITAT/AAR/CESTAT/ High Court/ Supreme Court on call basis:
    a. Drafting of appeal including paper book and filing etc. with ITAT/ CESTAT/ AAR- Rs.20,000/- plus applicable taxes, per case.
    b. Appearance for effective hearing in ITAT/ AAR/ CESTAT/ High Court/ Supreme Court- Rs. 30,000/- per hearing plus applicable taxes.
    c. Appearance for non-effective hearing in ITAT/ AAR/ CESTAT/ High Court/ Supreme Court- Rs.6,000/- per hearing plus applicable taxes.

Yours Faithfully,

Signature
Authorized Person: Name
Designation
Seal……..