



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

**WESTERN
INDIA
REGIONAL
COUNCIL**

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
WESTERN INDIA REGIONAL OFFICE**

**INVITATION OF THE PROPOSAL FOR APPOINTMENT OF TAX
CONSULTANT FOR THE FINANCIAL YEAR 2024-25**

The Institute of Companies Secretaries of India is a statutory body under an act of parliament, under the jurisdiction of Ministry of Corporate Affairs. We are in the process of appointment of Tax Consultant for the financial year 2024-25. (From 01.04.2024 to 31.03.2025) for Western India Regional office situated at 13, 56-57 First and Fifth Floor, Jolly Maker Chamber-II, Nariman Point, Mumbai-400021.

Eligibility:

- a) Practicing Chartered Accountants/ Company Secretaries/ Cost Accountants /Firms/LLP's are eligible for appointment of Tax consultant.
- b) The firm of the tax consultant should be at least in existence for five years.
- c) The Annual receipts as per the previous year's audited annual accounts should not be less than Rs. 25 Lacs. (Copy of Audited accounts should be enclosed).
- d) That the individual or partner of the firm should not be an Elected Representative of ICSI, ICAI or ICAI (CMA). (Declaration to be given)
- e) The firm should ensure that there is no disciplinary action against the Audit Firm or any partner of the firm. (Declaration on Firm's Letterhead to be taken).
- f) The firm should be peer reviewed as per applicable guidelines of their respective Institute.

Scope of Work: (TDS, GST & Professional Tax)

1. Filing of Quarterly TDS Return of WIRO including consolidation of its 17 chapters data w.e.f Q-1 of F.Y. 2024-25. TDS data along with challan details of WIRO & 17 chapters will be provided by accounts department of ICSI-WIRO. The firm will have to file the return on or before the due date of filing of TDS returns as per Income Tax Act, 1961 or revised time limit as amended from time to time by Finance act of every year.
2. ICSI-WIRO can approach the firm in case of any queries related to TDS matters, which needs to be responded timely and appropriately.



3. Filing of Monthly GSTR-1 and GSTR-3B and Annual Returns of GST for ICSI-WIRO as per Goods and Services Tax Act and on or before the due date prescribed under the act.
4. ICSI-WIRO will provide the monthly data of output services and input services during the first week of next month. The firm will have to reconcile the same with books of account and file the return within due date.
5. The firm will prepare the details of output and input services and will inform to the ICSI-WIRO regarding tax liability on monthly basis at least 10 days before the due date of payment of tax under GST act.
6. ICSI-WIRO will make the payment of Professional tax every month as per Maharashtra professional tax Act. The appointed firm will be responsible to file the Professional tax return at regular intervals as per the timelines prescribed by concerned legislations.
7. The Firm will advise ICSI-WIRO on the matters concerning Goods and Services Tax (GST) as and when queries are raised by the accounts department of WIRO.
8. In case of delay in filing of any return like TDS, GST, Professional Tax etc. on the part of the firm, late fees will have to be borne by the firm. ICSI-WIRO will not reimburse the same to the firm.
9. Any other tax consultancy as per requirement of WIRO from time to time.
10. A detailed contract/ letter of assignment/ engagement will be given after finalization of appointment of the firm.

Proposals are invited from the interested persons/firms along with professional quotes in a sealed envelope super scribing as **“Quotation for Appointment of Tax Consultant for the F.Y. 2024-25”**. Last date for submission of Proposals is **15th March, 2024** at 17:45 hours. For any query, please feel free to contact us on Naveen.bhageria@icsi.edu or 022-61307922

Date: 05.03.2024

Place: Mumbai