



THE DAMAN AND DIU STATE CO-OPERATIVE BANK LTD.

(Registration No. ARCS/DMN/DDCBL/211/2015-16 dtd.17.11.2015)

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DDSCB/ACCTS/2024-25/08/1143

Date: 16/12/2024

SUB: Calling Quotations for appointment of Tax Consultant for Statutory Compliance of TDS, GST & other Tax matters from Chartered Accountants' firms.

The DDSCBL Bank is inviting quotations from qualified and experienced Chartered Accountants for the provision of statutory compliance services related to Goods & Services Tax (GST) on outward supply and Tax Deduction at Source (TDS) under the Income Tax Act, 1961. Broad areas of work involved one as under.

1. GST Compliance (Outward Supply):

- a) Verify and confirm correctness of GST dues figures based on provided accounting data.
- b) Facilitate payment to the authorized/nominated person and process statutory dues.
- c) File GST monthly/quarterly returns and ensure timely completion.
- d) Reconcile GSTR 2A/2B and electronic ledgers with books of accounts.
- e) Prepare Annual Return (Form 9) after auditing procedures.
- f) Handle the filing of 12 GSTR-3B & 12 GSTR-1 and one Annual Return in a financial year.
- g) Attend to notices and queries from the GST Department.
- h) Any other work related to GST.

2. TDS Compliance (Income Tax Act, 1961):

- a) Verify correctness of TDS figures, including interest on FDR (Form 26Q), Services payments (Form 26Q), and staff salaries (Form 24Q).
- b) File quarterly TDS returns and issue Form 16A to deductees.
- c) File Form 15G/H as required.
- d) Filing of SFT.
- e) Any other work related to TDS.

3. Income Tax Compliance (Retainership Services):

Assist in computing and paying income tax based on maintained books of accounts and audited financial statements.

The firm may also require to attend to any work related to Tax matters including submission of reply to Notices, represent Bank when taxation authorities call for Personal hearing, etc.

Interested Chartered Accountant firms are requested to submit their proposals, including professional fees and applicable taxes, within 7 days from the date of notification on our website.

Chief General Manager

