

To be uploaded in NCSM website

National Council of Science Museums
(Ministry of Culture, Govt. of India)
33, Block – GN, Sector – V, Bidhan Nagar, Kolkata – 700 091

Advertisement for Engagement of Income Tax Consultant on retainership basis
(Advertisement No: 05/2021)

Applications are invited from eligible Consultancy Company/Chartered Accountant/ Cost Accountant/Company Secretary Firm having expertise and job experience in dealing with following areas in Central Autonomous Bodies, having its office at Kolkata, for engagement as Income Tax Consultant in National Council of Science Museums (NCSM), Kolkata on monthly retainership basis. The interested professional firms should send their competitive quotation along with their detailed profile to NCSM within 21 days of publication of notice.

General Terms & Conditions:

- a. The agency shall file applications and obtain Income Tax Exemptions in the name of NCSM under section 10 and section 35 of the Income Tax Act.
- b. The agency shall file Quarterly and Annual TDS & Income Tax online returns.
- c. The agency shall advise NCSM on day to day matters on procedure and legal issues related to taxes.
- d. The agency shall liaison with the Income Tax Department in cases of refund, procurement of lower deduction certificate etc.
- e. The agency shall give brief opinion over mail for any number of issues during the retainership period.

Payment terms: Monthly lump sum amount.

To be uploaded in NCSM website

National Council of Science Museums
(Ministry of Culture, Govt. of India)
33, Block – GN, Sector – V, Bidhan Nagar, Kolkata – 700 091

Advertisement for Engagement of Goods & Service Tax Consultant on retainership basis
(Advertisement No: 05/2021)

Applications are invited from eligible Consultancy Company/Chartered Accountant/ Cost Accountant/Company Secretary Firm having expertise and job experience in dealing with following areas in Central Autonomous Bodies, having its office at Kolkata, for engagement as Goods & Service Tax Consultant in National Council of Science Museums (NCSM), Kolkata on monthly retainership basis. The interested professional firms should send their competitive quotation along with their detailed profile to NCSM within 21 days of publication of notice.

General Terms & Conditions:

- a. The agency shall provide the services of assisting in preparation and compilation of various statements and returns applicable for GST from time to time in a time bound fashion and also its reconciliation with the tax liability viz-a-viz the accounts of NCSM and Audit in a time bound manner.
- b. The agency shall apprise NCSM about compliance of various statutory provisions under the GST Act and its amendment from time to time as applicable.
- c. The agency shall provide guidance and assistance for timely computation of tax invoice, receipt vouchers, refund vouchers, debit note, credit note availment and utilisation of input tax credit and its finalisation in time bound manner.
- d. The agency shall guide and assist the officials in handling the GST issues, preparation of documents for departmental audit and compliance of all provisions in terms of GST requirement.
- e. The agency shall evaluate the agreement for contracts and/or transactions entered/to be entered by the third party in relation to implication of GST.
- f. The agency shall compile data required for furnishing details of outward supply and inward supply reconciliation and matching of the said details and filing of various Monthly and Annual online returns in time.

Payment terms: Monthly lump sum amount.
