

**Competition Commission of India**  
**'B' Wing HUDCO Vishala,**  
**14, Bhikaji Cama Place,**  
**New Delhi - 110066**

**Notice inviting offers for maintenance of Accounts & Income Tax matters**

The Competition Commission of India (CCI) constituted under "The Competition Act, 2002" by the Government of India, invites offers from experienced Chartered Accountant firms to outsource the below mentioned matters of CCI.

**(1) Maintenance of Accounts 2010-11:-**

- (i) Data Entry of financial transactions (fortnightly basis)
- (ii) Providing Trail balance, expenditure under object heads, receipt & payment account etc. on monthly basis.
- (iii) Calculation of Depreciation on Fixed Assets as per rules at the year end.
- (iv) Provisioning of expenses/incomes at the year end.
- (v) Preparation of Balance Sheet, Income & Expenditure A/c, Receipt & Payment A/c and schedules to Balance Sheet/Income & Expenditure A/c in the formats prescribed by Government of India and any other related matter.

**(2) Service Tax:-**

- (i) Providing expert opinion on Service Tax matters, if any.

**(3) Income Tax:-**

- (i) Filing of Quarterly E-returns of TDS on staff salaries and contractor's payments.
- (ii) Filing of Annual ITR of CCI.
- (iii) Persuasion of TDS refund claims and any notice received from IT Deptt.
- (iv) Providing expert opinion on Income Tax matters, if any.

The offers along with profile of firm/partners giving the past experiences in handling above matters in sealed cover should reach this office latest by 4:00 PM on 15<sup>th</sup> November'10. The sealed cover should be superscribed "offer for Maintenance of Accounts". The interested firms may quote giving break up of cost separately for each items of work shown above with terms & condition of payment.

The Commission reserves the right to cancel any or all the offers without assigning any person.