

# **ROGI KALYAN SAMITI, IGMC, SHIMLA**

No. RKS (MS) Consultant (EOI)-

Dated

## **EXPRESSION OF INTEREST**

The RKS of IGMC intends to hire the Services of professionally qualified consultant/CA having at least minimum five years working experience of implementation of Labour Law/Tax Auditing & to transact the specified services as follows:

- a) To facilitate the implementation of various statutory provisions enacted for the welfare of workers engaged by way of outsourcing in IGMC campus.
- b) To conduct the internal as well as Statutory Tax audit for the financial year 2011-12.
- c) To file TDS returns on regular intervals.
- d) Any other affairs of RKS which the management may think appropriate to assign in the interest of institution.

The empanelment of shortlisted consultants will be initially for one year subject to performance-based extension for a maximum term of three years. The bidders are required to submit following documents along with Technical Bid in a separate envelope.

1. The details of professional qualifications/company profile along with supporting documents.
2. The details of services rendered of similar nature in the past supported by documentary evidence.
3. Demand Draft of Rs 10,000/- in the name of Member Secretary, RKS, IGMC, Shimla.

The consultancy charges to be quoted in words & figures and may be put in a separate envelope. Both the envelopes i.e. envelope containing Technical Bid & consultancy charges Bid should be put in one bigger envelope and should reach this office on or before 31.05.2012 up to 11.00 a.m. and will be opened on the same day at 11.30 a.m. in the presence of bidders or their authorised representatives

**Chairman EC**

**RKS, IGMC & Hospital, Shimla.**