



Notice Inviting Tender

Tender No: 30/DY.REG/21-22

Date: 12.01.2022

**Sub: Engagement of Tax Consultant Firm as a Tax Consultant of IEST, Shibpur**

Indian Institute of Engineering Science and Technology, Shibpur (IEST, Shibpur) invites sealed tenders under two bid system (Technical & Price Bid) from reputed Tax Consultant firms having experience in handling Direct & Indirect taxation matters, GST, Employment Tax, EPF etc. as a 'Tax Consultants' as per the qualifying criteria and Terms & Conditions mentioned in the tender herewith.

The quotation will be received in the drop box

<b>Important Information</b>	
Drop Box at	Office of Deputy Registrar, Stores and Purchase
Start date of tender Submission	12.01.2022
Time	Between 11:00 am and 5:00 pm (on all working days)
Last date of tender submission	25.01.2022 at 02:00 pm
Technical bid Opening date	27.01.2022 at 03:30 pm
Tender Opening place	Committee Room of the Institute

REGISTRAR

1. The tender document with complete details of tender including experience required, scope of works and terms and conditions can be downloaded from the website [www.iiests.ac.in](http://www.iiests.ac.in).
2. The tender shall be submitted to the Dy. Registrar (Stores & Purchase), Indian Institute of Engineering Science and Technology, Shibpur, P.O. Botanic Garden, Dist: Howrah, West Bengal- 711103.
3. An EMD of Rs.25, 000.00 (Rupees Twenty Five Thousand Only) has to be submitted in the form of Demand Draft drawn in favour of 'The Registrar, IEST, Shibpur' payable at 'Kolkata'.
4. Tenders received without submission of EMD will be summarily rejected. Late and delayed tenders will be summarily rejected.
5. The Indian Institute of Engineering Science and Technology, Shibpur reserves the right to choose, accept or reject any or all tenders/ requests/offers, in full or part, at any stage without assigning any reason.

D. Chakraborty  
Assistant Registrar  
Stores and purchase

Copy forwarded for information and necessary action to:

1. Institute Website
2. All Notice Board

## 1. IMPORTANT BIDDING INFORMATION SUMMARY

Purpose	Particular
Tender No.	30/DY.REG/21-22
Description of Service	Engagement of Tax Consultant Firm as a Tax Consultant of IEST, Shibpur
Last Date of Submission of Bids	25.01.2022 at 02.00 PM
Date of opening of Envelopes containing details of Selection Criteria and Technical Bids	27.01.2022 at 3:30 PM at the Committee of the Institute
Date and time of opening of Financial Bids	Financial Bids will be opened at a later date, the time and date of which would be notified only to the technically qualified Bidders.
FMD	Rs. 25,000.00 (Rupees Twenty Five Thousand Only) in favour of "The Registrar, IEST, Shibpur" payable at "Kolkata".
Address for submission of Bids	The Deputy Registrar (Stores & Purchase) Indian Institute of Engineering Science and Technology, Shibpur, West Bengal-711103
Number of envelopes to be submitted.  (Non window, sealed)	<p>Proposals to be submitted in detail in <b>THREE (3)</b> sealed envelopes as follows:</p> <p>A. The <b>FIRST envelope</b> should be superscribed "Selection Criteria for Engagement of Tax Consultant Firm as a Tax Consultant of IEST, Shibpur" and should contain the particulars of compliance with eligibility criteria for short listing as given above, in the format given at <b>Annexure I</b>.</p> <p>B. The <b>SECOND envelope</b> should be superscribed "Technical Evaluation for Engagement of Tax Consultant Firm as a Tax Consultant of IEST, Shibpur" should contain detailed statement giving the various technical particulars of the proposal covering aspects of the firm like name and location, year of establishment, names of its partners, staff, their qualification / experience, registration number of the firm, and all other such relevant particulars in the format given in <b>Annexure II &amp; IV</b>.</p> <p>C. The <b>THIRD envelope</b> should be superscribed "Financial Bid for Engagement of Tax Consultant Firm as a Tax Consultant of IEST, Shibpur" should contain the details of the financial bid of the proposal inclusive of Taxes, etc in the format given in <b>Annexure III</b>.</p> <p>All the above mentioned three sealed envelopes should then be put in a large sealed envelope and superscribed "Engagement of Tax Consultant Firm as a Tax consultant of IEST, Shibpur" and submitted to the IEST, Shibpur on or before the time fixed and last date for submission.</p>
Other information	<p>Please note that all the information as required under this tender document needs to be provided. Proposal submitted with incomplete information is liable to be rejected. IEST, Shibpur's decision in this regard will be final and binding.</p> <p>The tender is also hosted on IEST, Shibpur website <a href="http://www.iests.ac.in">www.iests.ac.in</a>. IEST, Shibpur reserves the right to change the dates mentioned above. Changes, if any, related to tender will be posted on website.</p> <p>Bidders must check the website before submitting response to Tender.</p>

## 2. Introduction and Disclaimers

### Purpose of Tender

The purpose of tender is selection of **Tax Consultant Firm as a Tax Consultant of IEST, Shibpur.**

**Contract Period:** Initially for a period of 01 (one) year. However, same may be renewed further period of 03(three) years, subject to satisfactory performance of each year.

### Information Provided

The Tender document contains statements derived from information that is believed to be relevant at the date but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with IEST, Shibpur. Neither IEST, Shibpur nor any of its employees, agents, contractors, or advisors gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this document. Neither IEST, Shibpur nor any of its employees, agents, contractors, or advisors has carried out or will carry out an independent audit or verification exercise in relation to the contents of any part of the document.

### No Legal Relationship

No binding legal relationship will exist between any of the Respondents and IEST, Shibpur until execution of a contractual agreement.

### Respondent Obligation to Inform Itself

The Respondent must conduct its own investigation and analysis regarding any information contained in the tender document and the meaning and impact of that information.

### Evaluation of Offers

Each respondent acknowledges and accepts that IEST, Shibpur may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible consultant. The tender document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by a Recipient.

### Maintaining Secrecy and Confidentiality

The respondent shall be liable to maintain secrecy and confidentiality of all the information / data / operations, etc. of IEST, Shibpur. The Non disclosure agreement shall be signed by the L1 bidder and to be submitted along with the acceptance of work order as per format given by the IEST, Shibpur.

### Acceptance of Terms

A Respondent will, by responding to IEST, Shibpur for tender, be deemed to have accepted the terms of this Introduction and Disclaimer.

### 1.10. One bid per bidder

Each bidder shall submit only one bid for a single assignment.

### 1.11 Late Bids

Any bid received after the deadline for submission of the bids will be treated as "Late Bid" and such late bids shall not be considered at all for competitive bidding.

### Notification

IEST, Shibpur will notify all short-listed Respondents in writing as soon as practicable about the outcome of their tender. Tenderer is not obliged to provide any reasons for any such acceptance or rejection.

### Disqualification

Any form of canvassing / lobbying / influence / query regarding short listing, status, etc will be a disqualification.

### Scope of Work:

IEST, Shibpur intends to engage a Tax Consultant having experience in handling various direct taxation including international taxation, indirect taxation, issues arising from time to time regarding Indian taxation. The Consultant shall provide consultancy services as per the scope of work indicated below (The list is indicative and not exhaustive):

#### A. Direct Taxation:

- (i) To advise/give written opinion relating to Income Tax
- (ii) To keep aware and compute advance tax/self assessment tax/any other tax liability
- (iii) Filling of Income Tax Return along with various disclosures / computation notes and all other matters that may be relevant with respect to the filing of the Income Tax Return of IEST, Shibpur as per the Income Tax Act.

- (iv) Preparation/ checking / scrutinizing and filing quarterly TDS Returns, (including revised return(s) applicable to the Institute on regular basis. The number of deductee will vary from quarter to quarter. Numbers of deductee for 24Q was 1948 and 26Q was 122 for Quarter one of 2020-21 and Numbers of deductee for 24Q was 1435 and 26Q was 681 for Quarter two of 2020-21.
- (v) To prepare replies/submissions for assessment proceedings, appellate proceedings and any other income tax related proceedings/notices/letters/summons etc.

Appearing before the appropriate Authority in connection with all assessment proceedings initiated by appropriate authorities even prior to the financial year 2020-21 including drafting /filing of replies and submissions, representation before the tax authorities for assessment proceedings, drafting/filing of submissions with tax authorities regarding rectification applications including any penalty proceedings as applicable, drafting/ filing the submissions for stay of any demand, review of orders etc.

- (vi) To examine any order/communication received from Income Tax Department and advice further course of action.
- (vii) To arrange for any Income Tax Clearance/Exemption Certificate, as and when required
- (viii) Advising IEST, Shibpur for further course of action consequent to assessment/ reassessment/rectification orders issued by the Income Tax Authorities, filing of appeals before CIT (Appeals) including drafting of Grounds of Appeal and Statement of Facts, filing of written submissions/ paper book and representation in all existing/ new appeal proceedings before CIT (Appeals), representing REC in various Statutory Authorities and representing IEST, Shibpur in pending ITAT cases.
- (ix) Pursuing, assisting and coordinating with Income Tax Authorities for timely getting the refunds due to IEST, Shibpur.
- (x) To assist the appointed advocate/representative in appeal matters before ITAT/HC/SC
- (xi) To provide consultancy services in any other work related to Income Tax.
- (xii) The consultant will be required to visit at least one days (3-4 hours a day) in a month at Indian Institute of Engineering Science and Technology, Shibpur.

#### **2.1.B. International Taxation:**

- (i) Advice regarding applicability along with rate of TDS for foreign remittance to non –residents, foreign national etc
- (ii) Filling of TDS return for stated purpose
- (iii) Preparation and issue of Form 15CB certificate wherever necessary and filling of Form 15CA.
- (iv) Appearing before the appropriate Authority in connection with all assessment proceedings initiated by appropriate authorities including drafting /filing of replies and submissions, representation before the tax authorities for assessment proceedings, drafting/filing of submissions with tax authorities regarding rectification applications including any penalty proceedings as applicable, drafting/ filing the submissions for stay of any demand, review of orders etc.

Advising IEST, Shibpur for further course of action consequent to assessment/ reassessment/rectification orders issued by the Income Tax Authorities, filing of appeals before CIT (Appeals) including drafting of Grounds of Appeal and Statement of Facts, filing of written submissions/ paper book and representation in all existing/ new appeal proceedings before CIT (Appeals), representing REC in various Statutory Authorities and representing IEST, Shibpur in pending ITAT cases, if any

- (v) To provide consultancy services in any other work related to International Taxation.

#### **2.1.C Indirect Taxation**

- (i) Preparation/ checking / scrutinizing returns before filing and scrutiny of the return with monthly Tax remittances made by IEST, Shibpur during the respective half year.
- (ii) Verification of monthly GST remittance as well as input credit Eligibility under Direct Charge as well as Reverse Charge of each Area and report the adequacy or otherwise in respect of provisions relating to GST Tax and consolidated GST Tax remittances;
- (iii) Advising on issues related to GST including availing of input credit, Withholding tax and any other Tax related issues, including queries on tax matters, as referred to by the IEST, Shibpur.
- (iv) Preparation/ checking / scrutinizing and filing of monthly Returns (including Revised Returns) and scrutiny of Input Tax Credit claim of each Area.
- (v) Advising / updating the IEST, Shibpur on compliance requirements under indirect tax laws applicable to IEST, Shibpur on regular basis, filing of appeals, refund claims, etc., attending to assessments / appeals before appropriate authorities/appellate authorities.  
Regular follow up with the Tax Authorities for tax related matters including refunds
- (vi) Assisting IEST, Shibpur in classification issues and determining the rate of tax under the GST laws, Custom Law and other Indirect Tax laws as and when required.

- (vii) Drafting replies to Demand cum Show Cause Notices/Notices and other communications received from the Commercial Taxes authorities / Custom Authorities or any other Indirect Taxation Authorities.
- (viii) To inform the latest Amendments/Circulars issued from time to time by Government with respect to GST / Custom etc and any other authorities.
- (ix) To attend before the Commercial Taxes authorities / Central Excise authorities / GST authorities at various levels up to assessing authority level on the GST/Professional Tax/Central Excise /Custom. The further Appeal level appearances are chargeable at mutually agreed fee.
- (x) Advising on maintenance of records and required documentation for proper compliance under various Indirect Tax Acts/Rules/Laws General advisory services related to GST etc
- (xi) Review of Assessments/Appellate Orders pertaining to various Indirect Tax issues and suggesting subsequent actions thereon.

**2.1.D Employment Tax and EPF:** Preparation/ checking / scrutinizing of monthly/ quarterly/half- yearly/yearly returns/ remittance before filing made by IEST, Shibpur. Appearing before the appropriate Authority in connection with all assessment proceedings initiated by appropriate authorities.

#### **General Terms and Conditions**

The selection will be on the basis of eligibility criteria, past experience, credentials and suitability.

#### **EMD:**

- (i) EMD of Rs.25,000/- (Rupees Twenty five thousands Only) in the form of demand draft in favour of Indian Institute of Engineering Science and Technology, Shibpur, payable at Howrah, to be submitted along with Technical Bid. Without EMD, tender will not be accepted.
- (ii) EMD of the bidder will be forfeited if after opening of the tender, the bidder revokes tender or modifies bid.
- (iii) EMD will be refunded to unsuccessful bidders.
- (iv) EMD shall not carry any interest.

#### **Performance Guarantee**

- (i) The EMD of successful bidder will be converted into Performance Guarantee.
- (ii) The quantum of Performance Guarantee will be equivalent to one month's remuneration or EMD amount, whichever is higher.
- (iii) If EMD falls short of PG amount, then shortfall amount will be retained from first month's remuneration.

#### **Selection Criteria:**

##### **Eligibility Criteria**

1. The Firm should have Chartered Accountants/ Cost Accountants engaged in providing services under Direct and Indirect tax laws.
2. The Firm should have an Office/Branch Office in Kolkata / West Bengal.
3. Bidder shall have experience in the tax consultancy services for at-least 10 years or more.
4. Bidder shall have similar experience of rendering tax consultancy services in any of the last five years in PSU/Government Organization/ CFTIs having Annual Revenue/ Turnover of more than Rs.20 crore.
5. Major clients served by the bidder organisation in the past alongwith the present assignments enlisting the nature of work may be given.
6. The average annual turnover should be more than Rs.20 lakhs (excluding GST) for each of the last 3 financial years prior to the date of making applications.
7. The applicant should not have been black listed/debarred/ disqualified by any regulatory/ statutory body or Government entity or any International/National agency for corrupt or fraudulent practices.

#### **Selection Process**

This proposal will be assessed on the following Selection process:-

Invite tender wherein eligibility, Technical and Financial bids are submitted in separate envelopes Selection in three phases consisting of -

**Phase 1 - Pre-Qualification based on Eligibility criteria Phase 2 - Technical evaluation**

##### **Phase 3 - Financial evaluation**

After the expiry of last date for submission of bids, in the first instance the first envelope containing the compliance with the "Eligibility Criteria" would be opened in respect of all the bidders to verify the compliance of the bidders with the prescribed

**Bidder Name, Address, contact no. and email id must be super scribed on the sealed envelope.**

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eligibility requirements. Thesecond envelope containing technical particulars would be opened only in respect of those firms who satisfy the selection criteria. Thereafter technical evaluation of the eligible bidders would be undertaken.

The Technical bid will be evaluated by an In-house Committee constituted by IEST, Shibpur. The list of technically qualified bidders would be short listed. Technical Capability of the bidders would be evaluated based on the following criteria and weight age :-

Sl. No.	Norms	Basis of Marks	Maximum Marks	Eligible Marks
(1)	(2)	(3)	(4)	(5)
1.	Year of establishment of Firm(s)/ Date of registration.	1 mark per year from 10 year and above.	30	
2.	Number of partners in the Firm.	1.5 marks for each Associate Member and 2.5 marks for each Fellow Member.	20	
3.	Number of Assistants of qualified Chartered Accountants/ Cost Accountants in the Firm. They should be a member of their respective Institute.	1/2 mark for each qualified assistant.	20	
5.	Experience in handling Direct and indirect tax-related matters relating to Public Sector Undertakings, Government Organization, CFTI's with a turnover of Rs.20 Crores and above in the last 5 years prior to the date of making application.	1 mark for each year of experience with each PSU /Government Company/ CFTI's.	20	
6.	Dealt cases in all proceedings before relevant Tribunal Level	½ mark for each case.	10	
		<b>Total</b>	<b>100</b>	

All bidders scoring more than 80 marks (in Technical Criteria) will be selected as the Technically Qualified Bidder.

#### Financial Bid evaluation

- Firm which meet the minimum eligibility criteria and having technical score at least 80 marks out of 100 marks will be taken into consideration for financial bid evaluation.
- Shortlisted firm quoting lowest price will be declared as successful. However, quoting of lowest price does not entitle the firm for award of contract. In case of a tie, preference will be given to the bidder having higher technical scoring
- Conditional bids other than the conditions mentioned in the Tender Document will be liable for rejection.
- IEST, Shibpur reserves all rights to accept or reject any or all proposals without assigning any reasons thereof.

#### 3.4. Terms of payment

The payment towards fees will be made on quarterly basis on receipt of invoice, after successful rendering of service during the respective quarter. While making the payments any applicable deductions will be made by IEST, Shibpur.

### **3.5 Confidentiality**

Tax Consultant shall during the tenure of the Contract and at anytime thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by REC, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through Tax consultant or its personnel or agents.

#### **Government Tax**

Bidders are responsible for establishing the status of the Services for the purpose of any government tax including GST, Cess etc. to GoI. Any applicable taxes should be included and shown in financial proposal.

#### **Alterations to Tenders**

Any manuscript or other alteration to the bid must be countersigned and dated by the person submitting the tender

#### **Letters and Declaration to Accompany Tenders**

The bid must be accompanied by a letter on firm's letter head showing the full registered name(s) and registered office address of the bidder. It should be signed by a person of suitable authority to commit the bidders to a binding contract.

#### **Undertaking shall be given at a prescribed format Annexure –IV that:**

- There has not been any disciplinary action initiated or contemplated/suspension of business against the entity by ICAI/ICWA / Income Tax Authority or any other statutory authority during the last five years
- None of the partners/employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.
- No appeal/unresolved dispute/suit/case/application has been pending at any court in India regarding the existence of the business/ right to carry on practice.

### **3.10 Indemnity**

The successful bidder shall exercise reasonable skill, care and diligence in the performance of the assignment and indemnify and keep IEST, Shibpur, its officers, directors, employees indemnified in respect of any loss, damage or claim howsoever arising out of or related to breach of contract, statutory duty or negligence by the firm or the it's staff, agents or sub-contractors in relation to the performance or otherwise of the Services to be provided under the Contract.

### **3.11. Assigning to Others**

The successful bidder shall not, without the prior written consent of IEST, Shibpur, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover, merger or other change of identity or character of the Consultants, any of its rights or obligations under the Contract or any part, share or interest therein. Upon any such assignment or transfer, this engagement may forthwith be terminated by IEST, Shibpur.

### **3.12 Termination**

IEST, Shibpur may, at its sole discretion and at any time terminate the Contract by giving a month's notice, and inform the Consultants of IEST, Shibpur's decision by written instruction to that effect. In the event of the Contract being so terminated, the firm shall take such steps as are necessary to bring the Services to an end, (including terminating any sub-contracts placed by the firm) in a cost effective, timely and orderly manner.

**Annexure - I**

**Eligibility**  
**Criteria**

<b>Sl. No.</b>	<b>Requirements</b>	<b>Compliance</b>	<b>Details</b>
1	Should be a firm, interalia, engaged in providing services under direct and indirect tax laws.	Yes/No	
2	Should be based in Kolkata/ West Bengal	Yes/No	
4	Should possess a minimum of 10 years experience in the taxation field	Yes/No	
5	Should have experience of handling direct and indirect tax-related matters relating to Scheduled PSU/ Government Organization Institutions / CFTIs in the last 5 years prior to the date of making application.	Yes/No	
6	Should have gross receipt of more than Rs.20 lakh (without GST) for each of the last 3 financial years prior to the date of making applications.	Yes/No	

**Note: The above is only a format. Information may be submitted in additional sheet and supporting documents are to be attached whenever applicable.**



**Annexure II**  
**Technical Evaluation**

**A) Firm Details :**

Sl. No.	Particulars	Details
1	Name of the Consultant/firm/Company with registration/membership number from ICAI/ ICWAI.	
2	Year of establishment of the Consultant firm/Company and Registration thereof.	
3	Year of commencement of consulting assignments.	
4	Contact details: (indicate contact person name, Telephone No., Fax No., e-mail address, etc.).	
5	Income tax-PAN and GST registration No. (please attach documentary evidence).	
6	Details of each partner/director including experience, qualification etc.	
7	Details of key employees/qualified assistants including their qualification and experience in executing such assignments.	
8	Nature of overall experience and notable achievements/recognitions, if any, in taxation related consultancy field .	
9	Particulars of infrastructural facilities.	
10	Any other related information, not mentioned above, which the firm wish to furnish.	
11	Please enclose copy of IT return for last three assessment years, upto FY 2019-20	

**Note :** All the relevant details & documentary evidence are to be furnished. The above is only a format. Information may be submitted in additional sheet.

**A) Details of past assignments on Tax consultancy provided in previous 5 years to PSU/Government Organization**

Sl. No.	Client Name	Handling		Work related to	
		From	To	Taxation	Others

**Annexure III**

**Financial Bid**

**Name of the Services:** Engagement of Tax Consultant

**Name of the Organization:** Indian Institute of Engineering Science and Technology, Shibpur

**Name of the Bidder:**

**Quote for Regular Tax Advisory Service**

<b>Particulars</b>	<b>Unit</b>	<b>Amount (Rs.)</b>
<b>Retainership fees for services as per clause ..... "Scope of Work"</b>	Annually	
<b>Total (Rs.)</b>		
<b>Total Rupees In words</b>		

- (i) The quoted fee should be inclusive all out-of-pocket expenses and any other incidental expenses.
- (ii) The quoted fee should be exclusive of Taxes. Tax shall be borne by IEST, Shibpur as applicable
- (iii) Bidders are required to quote financial proposal / fee structure strictly as stated above

Dated

Authorized Signatories with Official Seal

**Annexure- IV**

**DECLARATION REGARDING DISCIPLINARY ACTION/  
BLACKLISTING/ DEBARRING FOR TAKING PART IN TENDER.**

(To be executed & attested by Public Notary/.Executive Magistrate on Rs.10/- non judicial Stamp paper by Tenderer)

I / We .....(Tenderer) hereby declare that no disciplinary action has been initiated or contemplated/ suspension of business against the firm by ICAI/ ICWI/ Income Tax Authority or any other Statutory Authority during the last five years.

I / We .....(Tenderer) hereby declare that none of the partners/ employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.

I / We .....(Tenderer) hereby declare that no appeal/ unresolved dispute/ suit/ case/ application has been pending at any court in India regarding the existence of business/right to carry on practice.

In case the above information found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by the Indian Institute of Engineering Science and Technology Shibpur, and EMD/ shall be forfeited.

In addition to the above, the Institute will not be responsible to pay the bills for any completed /partially completed work.

Deponent

Attested:

Signature of Bidder(s) with seal

## **Declaration**

(To be furnished in the letter head of the firm / company)

We hereby declare that the information submitted above is complete in all respect and true to the best of our knowledge. We understand that in case any discrepancy or inconsistency or incompleteness is found in the information submitted by us, our application is liable to be rejected.

Date:

Authorized Signatory