

TENDER DOCUMENT

Requirement of a GST and TDS Consultant for GST Registration, filing of GST/TDS Returns and all other related work for JNKVV, JBP and its units.

Tender notice No.: IPRO/Registrar/2017-18/62 dated 17.11.2017

Last date of submission of Tender Document	-	27.11.2017 upto 1.00pm
Date of opening of the Technical Bid (A)	-	27.11.2017 at 3.00pm
Date of opening of the Financial Bid (b)	-	30.11.2017 at 3.00pm

Sealed tenders (technical and financial bids in separate envelopes A and B) are invited for above-mentioned solution regarding 'Requirement of a GST and TDS Consultant for filing of GST/TDS Returns and all other related work for JNKVV, JBP and its units'

Tender Documents Cost - Demand Draft/Pay Order/Bankers/Managers Cheque of Rs. 200/- (Rupees Two Hundred only) favouring "JNKVV, Jabalpur".

Earnest Money Deposit - Demand Draft/Pay Order/Bankers/Managers Cheque/FDR/TDR of Rs. 5,000/- (Rupees Five Thousand only) favouring "JNKVV, Jabalpur".

(Tender form can be downloaded from website www.jnkvv.org; and should be submitted along with the tender cost of Rs.200=00.

Without the tender form cost, the offer will be rejected)



**JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA
KRISHI NAGAR, ADHARTAL, JABALPUR - 482004 (M.P)**

**JAWAHARLAL NEHRU KRISHI VISHWA VIDYALAYA,
JABALPUR**

No. AR(G)/Store/2017/

Dated:

To,

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Subject :- Requirement of a GST and TDS Consultant for GST Registration, filing of GST/TDS Returns and all other related work for JNKVV, JBP and its units.

Sir,

JNKVV, Jabalpur intends to engage a GST and TDS Consultant for the Financial Year 2017-18, 2018-19.

SCOPE OF WORK:

JNKVV is inviting bids from Practicing Chartered Accountants / Firms of Chartered Accountant / Practicing Cost Accountants / firms of Cost Accountants for the work of consultancy/registration for Goods and Service Tax matters of JNKVV (on implementation of GST by the Central and State Government) and TDS/IT Return Consultant for the Financial Year 2017-18 & 2018-19.

1. Goods and Service Tax (GST) regime

General Scope of Work:

- i.** To analyze and advise about the reports/draft rules/Law or any other document related to GST uploaded or to be uploaded on Government Portal;
- ii.** Guidance/advises for review, monitoring, reporting and compliance with reports required in GST regime.
- iii.** To continuously review the systems for ensuring compliance with GST requirements,
- iv.** To assist in preparation/review and verification and filing of periodical GST returns,
- v.** To help the JNKVV to transition to GST regime when the same is introduced/implemented during the period of agreement;
- vi.** To advise JNKVV on all issues related to GST as covered in GST.
- vii.** For the said agreement GST shall mean any other similar law which may be in force in future such as but not limited to GST.

1.1. GST Registration:

Obtaining GST Registration Number under GST Rules for JNKVV, Jabalpur & allied Units.

1.2. GST Audits:

- 1) Attending GST Audits and compliance of GST Audit queries and appearing before GST authorities for appeal proceedings and other related matters.
- 2) Attending Indirect taxes (i.e. service Tax & VAT) Audits and compliance of queries and appearing before respective authorities for appeal proceedings and other related matters which is carried forward of earlier years.

1.3. GST Returns and Legal Consultation

- i) Filing of GST returns JNKKV., Jabalpur and its units.
- ii) Providing Legal consultation/legal opinion, assessment, reply to Audit objection, correspondence with GST Deptt., etc.
- iii) To attend the queries, if any, raised by GST Department.
- iv) Authorized person of the firm can be called before the Board of Management of the institute in their meeting for and clarification/suggestion etc.
- v) Any other work related to GST, if required, from time to time.

2. TDS Return:

Filing of TDS returns of Income Tax on quarterly basis of JNKVV, Jabalpur and it's unite relating to salary and non-salary as well as filling of Annual and revised return total.

CHECK LIST – Documents to be submitted by bidders

1	Tender Document Cost for Rs. 200/- in the form of Demand Draft from any Nationalized bank in the name of JNKVV, Jabalpur	Yes/No
2	Earnest Money Deposit for Rs. 5,000/- in the form of Demand Draft or Fixed Deposit Receipt from any nationalized bank in the name of JNKVV, Jabalpur	Yes/No
3	Self attested copy of PAN No. issued by the competent authority	Yes/No
4	Copy of registration certificate of the firm	Yes/No
5	Particulars as per Annexure-II.	Yes/No
6	Proof of experience of 2 years of providing similar services	Yes/No
7	Proof of minimum annual turnover of Rs. 5 Lakh during last financial year i.e. 2016-17	Yes/No
8	Proof of Address of consultant	Yes/No
9	Legal authorization from Partners/Board of Directors in case of Firm/company etc.	Yes/No
10	Qualification certificate of Chartered Accountant CA/Advocate	Yes/No

Details about participating bidders

S.No.	Particulars	Ref.
1	Name of the Practicing Chartered Accountant / Firm of Chartered Accountant / Practicing Cost Accountants / firm of cost accountants Indirect Tax Consultants : <ul style="list-style-type: none">• Whether Partnership /Proprietorship/Individual :• Name of the Lead Partner / Proprietor / Individual /In-charge :• Name (s) of the Contact person(s) and the Contact details :	
2	Date of Commencement of Practice : Date of registration : Certificate of Practice (COP) Number / Registration Number : (Please attach copy)	
3	Details of Office (s) Address:- Telephone Nos:- Fax No.:- Email:- Website:-	
4	Post Qualification Experience in fulltime practice of Lead Partner /Proprietor. No of years:	
5	PAN No (please attach copy) : GST Registration No. (please attach copy)(if any):	
6	Number of Active Partners in the Firm : OR	
	Number of Employees with Practicing Chartered Accountant / Firm of Chartered Accountant / Practicing Cost Accountants / firm of cost accountants including who are qualified Chartered Accountant / Cost Accountant	
7	Profile of the firm. :	
8	List of major clients of past and present as mentioned in Point No. 3 in selection criteria along with the work order, Profit & Loss Account & Balance Sheet.	
9	Self-Attested copy of ICAI Registration Certificate / Advocates Registration Certificate / Cost Accountant Practicing Certificate.	
10	Any other relevant information.	

Declaration:

- 1. All the information provided by me/us herein above is correct.
- 2. I/We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
- 3. I/We hereby undertake that, I will not sub contract the work assign to me or my firm.
- 4. I/We hereby undertake that, neither I nor any of my partners have any interest in the business of the Company.

Signature:

Name of the Authorized Signatory:

Stamp of the Proprietor/Firm:

Date:

Place:

FINANCIAL BID

(to be kept in separate envelope marked 'B')

Tender notice No.: IPRO/Registrar /2017-18/62 dated 17.11.2017

(C-1) GST format:

Schedule B - format of Price-Bid for GST

Item No.	Particulars (Scope of work)	Remuneration			Total
		Per unit basis	Professional Fees	Taxes as applicable	
1.1	GST Registration: Obtaining GST Registration Number under GST Rules for JNKVV, Jabalpur & allied Units.				
1.2	GST Audits: 1) Attending GST Audits and compliance of GST Audit queries and appearing before GST authorities for appeal proceedings and other related matters. 2) Attending Indirect taxes (i.e. service Tax & VAT) Audits and compliance of queries and appearing before respective authorities for appeal proceedings and other related matters which is carried forward of earlier years.				
1.3	GST Returns and Legal Consultation 1) Filing of GST returns JNKVV., Jabalpur and its units. 2) Providing Legal consultation/legal opinion, assessment, reply to Audit objection, correspondence with GST Deptt., etc. 3) To attend the queries, if any, raised by GST Department. 4) Authorized person of the firm can be called before the Board of Management of the institute in their meeting for and clarification/suggestion etc. 5) Any other work related to GST, if required, from time to time.				
	Any other work				

(C-2) TDS format:

**Schedule B - format of Price-Bid for TDS/IT Returns
(to be kept in separate envelope marked 'B')**

Tender notice No.: IPRO/Registrar /2017-18/62 dated 17.11.2017

Item No.	Particulars (Scope of work)	Remuneration			Total
		Per unit basis	Professional Fees	Taxes as applicable	
2.1	A- Preparation and Uploading Charges on Income Tax website of Quarterly return on, 24Q				
	Up to – 10 entries				
	10 to 25 entries				
	26 to 50 entries				
	51 to 75 entries				
	76 to 100 entries				
	Above 100 entries				
2.2	B- Attending Notices of IT Deptt.				
2.3	C- Rectification / revision in IT Return				
2.4	D- Downloading & Printing of TDS Certificate				
	Any other work				

	Technical Bid (A)	Financial Bid (B)
01	निविदा प्रपत्र 200 / –	1- Financial Bid (B) लिफाफे में दरसूची होनी चाहिए
02	ई.एम.डी. 5,000 / –	
03	वैद्य लायसेंस की कापी	
04	आयकर, विवरणी से संबंधित अनुभव	
05	पिछले वर्ष 2016–2017 की IT रिटर्न की कापी	
ukV:- दोनो लिफाफे A और B एक बड़े लिफाफे में होना चाहिए।		

SCOPE OF WORK FOR TAX CONSULTANT

- 01 Preparation and submission of returns like Income Tax, GST and Service Tax, Tax deducted at sources (TDS) and Sales Tax to appropriate taxation authorities including revised return, required (if any) with in time as prescribed in the concerned Act.
- 02 Drafting of replies in compliance of the notices and other communications received from the Taxation Authorities.
- 03 To Represent the Corporation & appear before Taxation Authorities/ Appellate Authorities for current as well as old pending cases and submitting explanation and information asked for time to time.
- 04 Examination of the Assessment Orders and advising further action in the matter.
- 05 Preparation and filling of Appeal before Tax authorities.
- 06 To arrange the refunds due to Council (if any).
- 07 To provide expert opinion for the case as and when required by the council under the Income tax, Service Tax & Sales Tax, etc.

ELIGIBILITY CRITERIA

- i) Consultant having at least 2 years experience of providing similar type of service in Autonomous Bodies/ Firms/ Organizations/ Institutes/ University/ Deemed to be Universities are eligible to apply. Copies of satisfactory performance certificates from said entity should be submitted as proof.
- ii) The bidder should have minimum annual turnover of Rs. 5 lakh in the last financial year i.e. 2016-17. Copies of audited financial statements of financial year 2016-17 shall be submitted as proof.
- iii) Consultant must have office/full set up in Jabalpur.
- iv) Consultant should be qualified from recognized institute.
- v) The person signing & submitting bid on behalf of firm, company etc. must have legal authorization. A copy of such authorization shall be submitted as proof.

(III) Terms & Conditions and Invitation as well as Submission of Bid:-

- i) All bids must be accompanied by a bid security/EMD of Rs. 5,000/- (Rupees Five thousand only) in the form of Demand Draft/ Fixed Deposit Receipt or Bank Guarantee from a Commercial bank in favor of JNKVV, Jabalpur which shall remain valid for 45 days beyond bid validity period. Tenders without EMD will be considered unresponsive and will be rejected straightaway. EMD of successful bidder would be retained and will be released after the completion of work. No. interest will be allowed on EMD.
- ii) The tender should be submitted in sealed cover having documents mentioned in Annexure-I and financial bid in format given in Annexure II in separate sealed envelopes. These two sealed envelopes shall be put in a big envelopes. Duly sealed address to the Registrar, JNKVV, Jabalpur.
- iii) Registrar, JNKVV, Jabalpur Shall have the right to reject all or even the lowest quotation without assigning any reasons.
- iv) The firms who have been blacklisted by any Central/State Government Authority / Department/ Agency need not apply. An affidavit of non-blacklisting as per format at Annexure-IV may be submitted.
- v) All the deputed will be subject to Jabalpur Jurisdiction.
- vi) Quotation received after the due date & time will be rejected out rightly.
- vii) Initially the contract will be for financial year 2017-18 which can be extended for the next financial year (2018-19) with mutual consent and performance of the bidder.
- (viii) Payment will be released after filling of return of financial year 2017-18 & so on and submission of bill in duplicate. Taxes as applicable would be deducted from the payment.

(IV) Selection Criteria

Comparison would be made on the basis of bids mentioning quote for all the two financial years strictly as per prescribed format for financial bid as per Annexure-III. Work will be awarded to the responsive technically qualified proposal with the total lowest evaluated cost for two financial year i.e. 2017-18 and 2018-19.

It is, therefore, requested of quote your competitive rate for the above said work and submit the same at Registrar, JNKVV., Jabalpur up to

REGISTRAR

Annexure – IV

(To be furnished on Non-Judicial stamp paper duly attested by the 1st Class Magistrate or Notary Public)

AFFIDAVIT

I/We/M/s..... are registered Company/Ltd Company etc. as per Registration Certificate No. Issued by having registered office at and manufacturing/supply base at do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non-completion of work/service/supply order by any State/UT/Central Government or by any authority.

Place:

DEPONENT

Date :

Verification

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place:

DEPONENT

Date :

Undertaking

- i) We hereby confirm that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the documents'/ information is false, forged or fabricated.
- ii) We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Bidding Document and subsequent addendum (if any), issued by JNKVV, without any deviation/exception/ comments/ assumption.
- iii) We also confirm that we have quoted the prices without any condition and deviation.
- iv) We further confirm that terms and conditions if any, mentioned in our bid (Technical as well as price) shall not be recognized and shall be treated as null and void.
- v) We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.
- vi) We hereby confirm that M/s and his partner/company including its Directors applying for the Contract does not have any type of criminal records not any type of criminal proceeding are pending before any Courts of India or abroad.
- vii) We hereby confirm that any partner of the entity have not been convicted in any disciplinary proceeding/ criminal case by regulatory authority(ies)/ court in connection with professional work.
- viii) We further confirm that, we have not been in negative list/ blacklisted by any public Sector Undertaking/ Government organization.
- ix) We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.
- x) We hereby confirm that we have gone through and understood the Bidding Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.
- xi) We undertake that Bidding Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Agreement.
- xii) We further confirm that we have quoted our prices in electronic mode through ITDC's e-tendering portal. We confirm that rate quoted by us includes price for all services as mentioned in the Bidding Document.

Stamp and signature of bidder:

Name of bidder :

Note: To be stamped and signed by the authorized signatory on letterhead of bidder.