



## EMPANELMENT DOCUMENT

This document consists of the following:

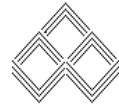
- a. Notice Inviting Applications for selection of Service Tax Consultant.
- b. General Rules and Instructions to the Intending Applicants.
- c. Scope, Eligibility Criteria and Related Details.
- d. Application Format for Empanelment.

**LAST DATE FOR SUBMISSION OF FILLED IN FORMS  
WITH ENCLOSURES** } : 08/09/2016

**CUTOFF DATE (EXPERIENCE)** : 31/3/2016

### **Indian Overseas Bank**

**Banking Operation Department  
Fourth Floor, Annexe Building  
Central Office 763 Anna Salai  
Chennai 600 002  
Phone: (044) 2851 9602 /03**



## NOTICE FOR SELECTION OF SERVICE TAX CONSULTANT

The Banking Operations Department of Indian Overseas Bank, Central Office, is presently handling payment of service tax collected by the Bank to Government.

The intention of this notice is to empanel eligible Service Tax Consultants with the Bank, for a period of two years. The services of the Consultants would be used by the Bank for Service Tax related matters. A Competent Consultant will be selected from the panel, by due tender process, to carryout Service Tax related support for the Bank, on Annual Contract Basis.

Consultants who wish to carryout work in and around Chennai need only respond. The details of various services expected of the service tax consultant among others includes the following:

- To assist the bank in ensuring correct payment of service tax on monthly basis by verifying the relevant records for such payment.
- To assist the bank in submitting service tax returns with the service tax authorities and liaison with the service tax authorities.

The eligible and interested service tax consultants may collect the “**Document for selection of service tax consultants**” from the above office by paying non-refundable fee of **Rs.1000/-** (One Thousand only) by way of Cash/Demand Draft favouring “**Indian Overseas Bank, Central Office**” payable at Chennai.

**All consultants in the existing panel should also apply again for fresh empanelment.**

Alternatively, the document can also be down loaded from the website of Bank namely [www.job.in](http://www.job.in) and a document fee of Rs.1000.00 (One Thousand Only) by way of Demand Draft favouring “**Indian Overseas Bank, Central Office**” payable at **Chennai** may be submitted along with the duly filled in document. The document submitted without the prescribed fee will be liable for rejection. Applicants who have already paid Rs.1000/-, while purchasing the application directly from our office, need not enclose DD while submitting the filled in application form.

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super-scribed as “Application for SERVICE TAX CONSULTANT” and **shall be submitted to the INDIAN OVERSEAS BANK, Banking Operation Department, 4<sup>th</sup> Floor, Annexe Building, Central Office, Chennai 600 002, on or before 08.09.2016 up to 17:00 Hrs.**

The eligibility criteria of applications shall be evaluated **as on cutoff date (i.e., 31.03.2016)**. The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof and their decision of selection will be final.

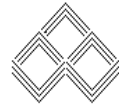
Date:

General Manager



## GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS

1. The selection of service tax consultant in Bank shall only entitle him to be considered for issue of papers connected with such selection and it shall not confer any right on him either to be necessarily issued the papers or selection of the service tax consultant.
2. The details of the applicants and their experience shall be submitted in the Bank's prescribed "**Application Format**" only. Wherever required and if the space provided is not sufficient, particulars can be furnished as Annexure but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative along with their company seal.
3. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences etc will be reimbursed by the Bank.
4. **Documentary proof with respect to the prequalification criteria shall be furnished along with the completed application form. In this regard, copies of the experience certificate and or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.**
5. **The authorised person of the firm/ company shall sign in all the pages of the application with seal of the company/ firm.**
6. The selection will be made depending on the credentials submitted and acceptable to Bank, as on **cutoff date**.
7. For consideration of experience, works should have been executed in same name & style of the firm in which selection is sought.
8. The evaluation will be based on the following;
  - a. Experience and reputation of the firm
  - b. Work experience with other Banks
  - c. Manpower & logistical support of the firm

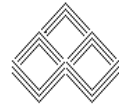


Decision of the Bank regarding selection / rejection for selection will be final and binding and no further correspondence will be entertained. The selected consultant will only be informed by post.

9. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the selection of such applicant will be cancelled immediately.
10. Applicants whose near relatives are working in the Banking Operation Department, Central Office will not be considered for selection, till such time their relatives work in the Department.
11. Applications received after the due date and time are liable to be rejected.
12. **The Applicants having their office in the geographical jurisdiction of Chennai will be preferred. The empanelment shall be valid for a period of two years from the date of intimation letter to the shortlisted consultants.**

**Applicant Obligations:**

1. The applicant should intimate change of address to the Bank. Failure to do so may result in removal of his name from the empanelled list.
2. The registration with various authorities like Institute of Chartered Accountants of India, Institute of Cost Accountants of India etc shall be possessed during the selection period.
3. The applicant should not indulge in unethical practices.
4. The applicant should perform the assignment in line with the ethical standards expected of such professionals.
5. The selected consultants should co-ordinate with Bank Officials, service tax officials, if any, for smooth completion of the works.
6. Any Change in Constitution of firm without prior approval will render the applicant to be removed from the panel. In case of conversion of a firm into two or more firms, fresh empanelment is essential.



### **Disciplinary Actions:**

The panel consultant should abide by all rules and regulations, terms and conditions of the contract. He should execute the works satisfactorily, on time. The Bank will have the right to suspend business with him for any period, debar him / remove his name from the approved list of consultants, after issue of a show cause notice, as the case may be. Decision of the Bank will be final and binding.

### **Removal:**

The selection of the consultant may be cancelled, by the Bank if he:

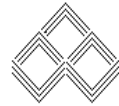
1. fails to execute the work or has executed it unsatisfactorily on more than one occasion: or
2. persistently violates any important conditions of the applicable tax laws: or
3. furnishes false particulars at the time of selection: or
4. indulges in any type of forgery or falsification of records: or
5. defaults in tax dues like Income Tax, etc.

### **Revision of above rules of Empanelment:**

General Manager (Banking Operation Department), Indian Overseas Bank, Central Office may modify, add, delete and / or change any of the above rules and the same shall be binding on all the selected Consultants.

Indian Overseas Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.





## SCOPE, ELIGIBILITY CRITERIA AND RELATED DETAILS

# SERVICE TAX CONSULTANTS

The professionals experienced in handling of computation of service tax, filing of service tax returns etc preferably with exposure to Public Sector Banks.

### **Eligibility:**

The consultant should satisfy the following minimum eligibility criteria:

- i) The Consultant should be a Member of Institute of Chartered Accountants of India or Institute of Cost Accountants of India with minimum 3 years of experience in handling service tax payment matters and other allied works as on cutoff date
- ii) The consultant should have provided service tax consultancy services for atleast one Public Sector Bank for a minimum period of one year.
- iii) The consultant should produce PAN & Service Tax registration numbers and details of registration with Institute of Chartered Accountants of India or Institute of Cost Accountants of India.

### **Scope:**

**Service tax consultant** services shall be used for calculation of service tax, verification and certification of service tax paid, filing of service tax returns, liaison with the service tax authorities, giving opinion on applicability of service tax on matters etc.





**APPLICATION FORMAT**

**APPLICATION FOR EMPANELMENT OF: SERVICE TAX CONSULTANT**

(Please tick appropriate box)

1	<p><b>CATEGORY</b> (Please tick appropriate box - Any ONE)</p>	<b>SERVICE TAX CONSULTANT</b>
2	Name of the Applicant / Firm / Company	
3	<p>Registered Address:</p> <p>Address for Communication:</p>	
4	<p><b>Contact Information</b></p> <p>Office Phone Number:</p> <p>Residence Phone Number:</p> <p>Mobile Number:</p> <p>Fax:</p> <p>E-Mail:</p>	
5	<p>Status of the Firm: (Please tick appropriate box)</p>	<p><input type="checkbox"/> Company</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Proprietary Firm</p> <p><input type="checkbox"/> Individual</p> <p style="text-align: right;"><i>(attach proof)</i></p>
6	Name of the Proprietor / Partners / Directors with professional qualifications (if any):	
7	Year of Establishment:	



8	<p><b>Registration Details</b></p> <p>Registration with the Institute of Chartered/Cost Accountants of India Number &amp; Date:</p> <p>Income Tax PAN, etc:</p> <p>Service Tax No.:</p> <p>Others, if any:</p>	<p>(attach proof)</p>
9	<p>Income Tax Turnover of the Company / firm (Please attach copy of audited balance sheet and profit &amp; loss account / IT Returns for three years)</p>	<p>2015-16 :Rs.</p> <p>2014-15 :Rs.</p> <p>2013-14 :Rs.</p>
11	<p>Empanelment With PSBs. Furnish Names, Category, Registration Details etc.</p>	<p>1.</p> <p>2.</p> <p>3.</p>
12	<p>Field of activities (Mention based on preference)</p>	
13	<p>Key Personnel Details (Enclose Proforma 1)</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
14	<p>Details of works done in last 5 years.</p>	<p>1.</p> <p>2.</p> <p>3.</p>





15	Details of works handled for the <b>Public Sector Banks</b> in last 5 years: (Enclose Proforma 2. If necessary, enclose separate sheets)	
18	Details of responsible clients/ persons to whom the service tax works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization	1.  2.  3.
19	Details of Application Fee	DD No.: _____ Date: _____ Issuing Bank / Branch: _____

**DECLARATION**

1. All the information furnished by me / us here above is correct to the best of my knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / Annexures.
3. I / We agree that the decision of Indian Overseas Bank in selection of the service tax consultant will be final and binding to me / us.
4. I / We have read the instructions and I / we understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of the Bank.

Place :  
Date :

SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANISATION

**Note:** Where copies are to be furnished, they have to be certified copies preferably by the concerned agencies or a Government Officer

**Proforma - 1**

<i>Sl No</i>	<i>Name</i>	<i>Qualifications</i>	<i>Experience</i>	<i>Particulars of Work Done</i>	<i>Employed in Your Firm Since</i>	<i>Any Other</i>
1						



**Proforma – 2:**

**WORK EXPERIENCE**

*(Qualifying for selection)*

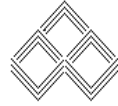
Bank Reserves the right to verify the details furnished by the Applicant, with the Bank which awarded the contract, if it desires. Each work experience should be accompanied by the copy of its award letter, work completion certificate and performance certificate.

1	Details of the Bank which awarded service tax consultancy works.	
a	Name of the Bank:	
b	Address of the Bank:	
c	Name of Contact Person(s):	
d	Contact Number(s):	
2	Nature of services :	
3	Period of empanelment:	
4	Nature of Consultation work in Brief:	



6	Stipulated Time of engagement	
7	Actual Time of engagement	
8	Whether Work Left Incomplete or Terminated ?	<p style="text-align: center;"> <input type="checkbox"/> NO                      <input type="checkbox"/> YES                  (If YES, please furnish details / reasons below)             </p>
9	Any other Details You Wish to Furnish:	

SIGNATURE OF APPLICANT WITH SEAL



**Checklist**

(To be filled by Applicants)

- |   |        |
|---|--------|
| 1. Have you signed in all the sheets?   | Yes/No |
| 2. Whether copy of PAN /Service Tax Registration copy is enclosed?  | Yes/No |
| 3. Whether requisite application fee by cash/DD is paid?  | Yes/No |
| 4. Whether registration with the Institute of Chartered Accountants/Cost Accountants of India is enclosed               | Yes/no |
| 5. Whether enclosed proof for year of establishment?  | Yes/No |
| 6. Whether proof for average annual financial turnover enclosed?  | Yes/No |
| 7. Whether Proforma - 1 and Proforma – 2 filled up?   | Yes/No |
| 8. Whether documentary proofs for having satisfactorily undertaken the works (as detailed in Proforma -2) are enclosed? | Yes/No |

If yes, number of certificates enclosed:

**Name of the Applicant / Firm / Company :**

**For Office Use Only:**

- |  |  |
|--|--|
| 1. Whether the applicant satisfies relevant work experience for the specific category? | Yes/No   |
| 2. Whether the applicant has PAN / Service Tax registration details as applicable?     | Yes/No   |
| 3. Whether the applicant has experience with PSBs?                                     | Yes/No   |
| 4. Whether the applicant has enclosed all necessary certificates?                      | Yes/No   |
| 5. Whether the application is accepted / rejected?                                     | <input type="text" value="ACCEPTED / REJECTED"/> |

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