

CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

(An ISO 9001:2015 Certified Company)

(A Govt. of India Undertaking, Ministry of Textiles)

HO - Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001.

CIN – U74899DL 1976 GOI008069



Cottage

Engagement of Tax Consultants for Income Tax and related services for CCIC of India Ltd. on Retainer-ship basis for Head Office Delhi from a Company registered in India providing services for Income Tax or a Firm /Partnership Firm/ LLP of Chartered Accountants / Cost Management Accountants providing services for Income tax

MSME Development Act, 2006 benefits including relaxation to Start-ups and Women enterprises applicable

E-Tender Documents

1. BIO DATA SHEET
2. E-TENDER NOTICE
3. TECHNICAL – CUM – FINANCIAL BID FORMAT
4. SCOPE OF WORK
5. BENEFITS TO MSME
6. ECS MANDATE FORM

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BIO DATA SHEET

1.	NIT RFP NO.	CCIC/GM(F)/INCOME TAX CONSULTANT/2020-21
2.	Project / Services	Engagement of Tax Consultants for Income Tax and related services for CCIC of India Ltd. on Retainer-ship basis for Head Office Delhi from a Company registered in India providing services for Income Tax or a Firm /Partnership Firm/ LLP of Chartered Accountants / Cost Management Accountants providing services for Income tax
3.	Contact Person	Sh. Rakesh Kumar, DM-Finance Ph. 9810781547 E-mail –
4.	Bid to be submitted	Online
5.	Bidding Process	Two Bid (Technical and Financial)
6.	Website for NIT download and any other related information	www.thecottage.in
7.	Portal for Online submission	www.eprocure.gov.in/eprocure/app
8.	Validity of bid	120 days from the date of submission of tender
9.	Selection Mode	Lowest Price among technically qualified bidders
Schedule of Events		
i.	Submission of relevant documents	As per tender document
ii.	Submission of online bids	Latest by 20/09/2021 up to 3.00 pm
iii.	Opening of bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/ap) 21/09/2021 at 4.00 PM

Note : In case any of the days mentioned above happens to be declared a holiday, the said event shall be held on the next following working day at the same time and venue

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CCIC/GM(F)/2021/

Dated

Sub: Notice inviting Offers

1.1 Online tenders through **e-procurement mode under two bid system** are invited by Central Cottage Industries Corporation of India Ltd. for Engagement of Tax Consultants for Income Tax and related services on Retainer-ship basis for a period of 24 months with scope for extension for an additional period of one year, subject to satisfactory performance during the contracted period and at the CCIC's discretion on same fees.

1.2 The tender document is made available through **e-procurement mode** and open for downloading free of cost at CCIC's official website www.thecottage.in and CPP Portal <https://etenders.gov.in> or at www.eprocure.gov.in/eprocure/app

1.3 The tender document consists of two parts– Part I Technical Bid and Part II – Financial Bid.

1.4 The complete tender document shall be submitted online as tender offer on or before the due date and time of submission.

1.5 The offer (both Technical & Financial) must be valid for a minimum of 120 days from the last date of online submission of offer; otherwise the offer shall be rejected as non-responsive.

1.6 Bidding is open to all eligible bidders meeting the eligibility criteria as defined in Part- **I Technical Bid** and bidders are advised to submit below mention documents to qualify for the award of the contract.

a) The bidder should submit self-declaration in the covering letter as mentioned in Format-I, stating that the bidder has not been blacklisted / debarred by any Government department / agency / falling under the denied entity list of Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

b) All the documents required to meet the eligibility criteria, along with relevant documents in the Tender Document – Technical Bid to be uploaded through e-procurement portal. The Tenderer has to produce the original documents for verification before issuing letter of award.

1.7 The Bidder is expected to examine the Bidding Document, including all instructions, forms, terms and specifications in the Bidding Document. Failure to furnish all information required as per the Bidding Document may result in the rejection of the Bid. CCIC reserves the right to ask bidders for furnishing additional documents or details other than those specified in the tender, if deemed necessary.

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1.8 Clarification, if any, in respect of this tender can be obtained from Dy Manager (Finance) at his email at baljinder.ccic@gmail.com. The responses to Bidder's queries/clarifications raised will be furnished as expeditiously as possible. Any modification of the Bidding Document, which may become necessary as a result of the Bidders query, shall be uploaded in the above mentioned websites through the issue of an Addendum/Amendment.

1.9 CCIC shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.

1.10 CCIC reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.

2.0 Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

2.1 In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.

2.2 The bidder shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.

2.3 The last date of online submission of offers will be 20/09/2021 upto 3.00 pm unless otherwise notified. In the event of changes in the schedules, will notify the same only through www.thecottage.in and CPP Portal <https://etenders.gov.in/eprocure/app>.

2.4 If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

Sd/-

Baljinder Singh

DM(FINANCE)

CCIC OF INDIA LTD

JAWAHAR VYAPAR BHAWAN,

NEW DELHI

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1. Central Cottage Industries Corporation of India Ltd. (CCIC) invites offers for Engagement of Tax Consultants for Income Tax and related services for CCIC of India Ltd. on Retainer-ship basis.
2. CCIC is engaged in Retail sale of Handicraft and handloom products through its Showroom at Delhi, Kolkata, Bangalore, Chennai, Secunderabad, Varanasi, Patna and Kevadia (Gujarat). The operations of Sales and purchases are made in computerized system M.S.Navision with LS Retail having small value but high volume. The accounting is being done on Microsoft Navision software at H.O and in Tally at branches at Kolkatta, Chennai, Bengaluru. The Accounts of Secunderabd, Varanasi, Patna and Kevadia (Gujarat) are being maintained at Delhi, Head Office.
3. The applicant firms meeting the eligibility criteria can apply online at www.eprocure.gov.in/eprocure/app by submitting the Bio data of the firm in two separate parts. The first part shall comprise of "Technical bid" and second part, "Financial bid".
4. No bid shall be entertained other than e-tender.
5. The **Scope of work** is enclosed at Annexure III.
6. The last date of submission of offer is 20/09/2021 up to 3.00 PM. Offers received after the closing time shall not be considered.
7. The Technical bid shall be opened at 4 PM on 21/09/2021 in the presence of applicants who desire to be present there.

8. Eligibility Criteria

Part-I Technical Bid

I. Eligibility Criteria:

The Bidder should fulfil all the following parameters for evaluation of Technical Bid :-

(i) The Bidder should be a Company registered in India providing services in Income Tax and related matters or a Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants registered in India having experience of Ten (10) years in Direct Taxation (attach proof, Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India.)

(ii) The Bidder should have average annual gross receipts / turnover of Rs.25.00 lakhs (Rs.Twenty Five lakhs) in the last 3 (Three) completed financial years i.e. 2017-18,

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2018-19, 2019-20. Audited financial statements of the firm (Attach proof: Balance Sheet, Profit and Loss Account duly certified / Income Tax Return including computation of Income or any conclusive evidence in support of turnover/ Gross receipts)

(iii) The Bidder should be appointed as Income tax consultants/ Income tax advisors/ or undertaken Income tax retainership of at least one PSU(Central / State PSU) or Listed Public Limited Company or Private Company for a period of at least any three years in the last 5 financial years i.e. 2016-17 2017-18, 2018-19, 2019-20. & 2020-21 (Proof of execution of services / other credentials (e.g. engagement letter, certificate of completion indicating services provided etc.) and Audited Balance Sheet & P&L of the client.

(iv) The firm / company should not be black listed (enclose self declaration).

(v) The Bidder should have office / branch at Delhi/ NCR for Income Tax Consultancy

Part-II Financial Bid Evaluation

- a) Financial Bids shall be opened only for technically qualified bidders.
 - b) The price shall be firm and inclusive of all applicable taxes & duties, expenses **except** GST as applicable.
 - c) While quoting the price, the bidder shall consider all expenses including travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure. Rate quoted shall be firm & shall not be quoted with price variation clause.
 - d) The bidder shall quote the price in Indian rupees for the entire scope of work as per Financial Bid format.
 - e) GST is required to be quoted separately in the price bid. Non-quoting of GST separately in the price bid will be deemed to be included in the price quoted. Thus additional claim on account of GST shall not be entertained at any cost.
9. CCIC has the right to accept / reject the quotation(s) of any firm without assigning any reason(s) thereof.

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SPECIAL TERMS AND CONDITIONS

1. PERIOD OF CONTRACT

The Period of engagement of Consultant shall be 24 (Twenty Four) months from the date of acceptance of award of Contract by the Consultant. If CCIC feels satisfied with services provided during the period of Contract, the contract may be extended for another one year with the approval of Competent Authority, on the same fees.

2. PAYMENT TERMS

No Advance shall be paid by CCIC. The payment shall be released at the end of each quarter upon satisfactorily completion of the work upon production of the bill.

- I. All payment shall be subject to recoveries towards statutory deductions.
- II. The payment will be made by electronic transfer.

3. SECURITY DEPOSIT

The Successful bidder shall be required to pay the 3% of the contract value towards Security Deposit (SD). SD so required can be deposited by the bidder or can be deducted by CCIC from the payment to be made. The SD amount so recovered or deposited will be released after 12 months from the successful completion of the contract. No interest shall be paid on SD deposited by the party.

4.EVALUATION PROCESS:

A proposal shall be considered responsive if –

- a) It is received by the proposed Due Date and Time.
- b) It is Digitally Signed.
- c) It contains the information and documents as required in the Tender Document.
- e) It contains information in formats specified in the Tender Document.
- f) It mentions the validity period as set out in the document
- g) It provides the information in reasonable detail. The CCIC reserves the right to determine whether the information has been provided in reasonable detail.
- h) There are no significant inconsistencies between the proposal and the supporting documents.

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- i) The Technical qualification conforms to as specified in the eligibility criteria in the tender.
- j) A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
- k) The CCIC reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the CCIC in respect of such Tenders.
- l) The CCIC would have the right to review the Technical Qualification and seek clarifications wherever necessary.
- m) Price bid of only those bidders whose bids are determined to be technically qualified shall be opened. Bidders selected for opening of their price bids shall be informed about the date of price bid opening. Bidders may depute their authorized representative to attend the opening.
- n) The Fax / E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online prior to closing time and date of the tenders will be taken as valid.
- o) The decision of CCIC in all matters regarding engagement of Consultant will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the CCIC in this regard.

5. OPENING OF TENDER

- (a) The Technical Bid shall be opened at 16:00 hours on 21/09/2021 in the presence of the interested bidders or their authorized representatives in the office at :

**CCIC of India Ltd
Jawahar Vyapar Bhawan,
New Delhi**

- (b) The Financial bid of those bidders who are technically qualified, shall be opened on 21/09/2021 at 16:00 Hrs.
- (c) CCIC reserves the right to extend the date of receiving/opening of the bids.
- (d) CCIC reserves the right to call for any other details or information from any of the bidder(s).

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6.Selection Criteria and Award of tender

The financial bid shall be opened in respect of applicants found eligible as per eligibility criteria under Technical bid for which intimation will be sent to them. The assignment shall be awarded to Lowest eligible financial bidder

NOTES:

a) **The Financial Bid as per Forma has to be submitted ON-LINE only.**

b) CCIC reserves all rights to accept or reject any or all bids without assigning any reason thereof.

c) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and Venue, to be intimated to the Technically Qualified bidders.

d) If there is a discrepancy between words and figures, the figures written in words shall prevail.

7. FRAUD PREVENTION

Commitments of the Bidder / Consultant: The Bidder(s) / Consultant shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with CCIC.

(a) The Bidder / Consultant shall not, directly or through any other person or firm, offer, promise or give or otherwise allow any of CCIC's employees any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

(b) The Bidder / Consultant shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

(c) The Bidder / Consultant shall not commit or allow any employees of CCIC to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the Bidder / Consultant will not use improperly or allow any employee(s) of CCIC, for purposes of competition or personal gain, or pass onto others, any information or document provided by CCIC as per of the business relationship, including information contained or transmitted electronically.

(d) The Bidder / Consultant shall not instigate third persons to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.

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(e) The Bidder / Consultant if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform CCIC of same without any delay.

8 Disqualification from tender process and exclusion from future contracts:

If the Bidder / Consultant, before award or during execution has committed a transgression through a violation of this Clause, above or in any other form such as to put their reliability or credibility in question, CCIC other than taking recourse available under law, shall be entitled to disqualify the Bidder / Consultant, from undertaking any transaction with CCIC and/or declare the Bidder / Consultant ineligible to be awarded a contract either indefinitely or for a stated period of time. **Damages:** If CCIC has disqualified the Bidder(s) from the tender process prior to the award then CCIC shall blacklist the bidder and if bidder is disqualified during execution, CCIC shall be entitled to forfeit the Security deposit also.

9. Rejection of offer/Cancellation of contract

If the firm/organization gives wrong information in it's offer, CCIC reserves the right to reject such offer at any stage or to cancel the contract, if awarded.

10. CONFIDENTIALITY CLAUSE

Any and all information in written, electronic media or oral form and disclosed to the Consultant shall at all times remain the legal and absolute property of CCIC and the Consultant shall have no rights to use the information for any purpose other than that expressly authorized by CCIC.

11. TERMINATION OF SERVICES

The engagement of Consultant can be terminated by the Management without assigning any reason, whatsoever, at any time during the contract period by giving 30 days' notice.

12. SETTLEMENT OF DISPUTES

Except as otherwise specifically provided in the contract all disputes concerning questions of fact arising under the contract shall be decided by the CCIC management subject to a written appeal by the Consultant to the management whose decision shall be final to the parties hereto.

Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties. If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration by a sole arbitrator to be appointed by

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Managing Director of CCIC. The provisions of Arbitration and Conciliation Act 1996 shall apply to such arbitration proceedings.

The venue of arbitration shall be New Delhi.

This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder

13. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

14. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.

15. Bidder shall have proper infrastructure including lap top, internet connection, stationery, etc. to carry out the work when they are required to work in CCIC premises.

16. The soft copies of the data/information as well as the printouts of the data/information provided during the contract period, shall be the property of CCIC and the Consultants shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of CCIC at any stage.

17. CCIC shall be authorized to make statutory deductions as applicable from the amount payable to the Consultant.

18. The CA is required to give the desired opinion on e-mail etc / attend the office at CCIC of India Ltd, Weaver Service Center, Bharat Nagar, New Delhi-110052 for the work.

No TA / DA shall be allowed for attending the office of CCIC. The fees quoted should be inclusive of all out of pocket / conveyance expenses etc.

19. Please read the terms & conditions governing the tender carefully.

20. Please fill in the relevant information in the blanks provided.

Sd/-
(Baljinder Singh)
Deputy Manager (Finance)

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GENERAL TERMS & CONDITIONS OF THE TENDER

1. The response to the present tender will be submitted in two stage bidding process. The technical details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document should be submitted. If short listed, the Financial Bid of the bidder will be opened.
2. Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
3. Any incomplete or ambiguous terms / conditions / quotes will disqualify the offer.
4. CCIC reserves the right to accept / reject any or all quotations without assigning any reasons there for.
5. Any new set of terms and conditions from the bidders is not acceptable to CCIC.
6. CCIC reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
7. The bidder(s) who do not qualify in the technical bid will not be considered for financial bidding.
8. No binding legal relationship will exist between any of the Respondents and CCIC until execution of a contractual agreement / Issuance of Work Order. Bids must remain valid and open for evaluation according to their terms for a period of at 120 days from the time of submission of Bids.
9. CCIC may, in its absolute discretion, seek additional information or material from any Respondents after the Bids closes and all such information and material provided must be taken to form part of that Respondent's response.
10. Respondents should provide details of their Fax, email and full address(s) to ensure that replies to Bids could be conveyed promptly.
11. If CCIC, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then CCIC reserves the right to communicate such response to all Respondents.
12. CCIC may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the bid closes to improve or clarify any response.
13. Any form of canvassing / lobbying / influence / query regarding short listing, status, etc will be a disqualification.

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- 14.No advance copy of bid through Email/Fax or in any other form should be disclosed to any of the employee/consultant of CCIC.
- 15.No consideration will be given to bids received after the time stipulated above and no extension of time will be permitted for submission of quotation.
- 16.The bidder will submit his Bids after carefully examining the document/conditions and the items covered under the tender.
- 17.Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
- 18.During the validity period of tender quotes, any upward change in the duty or tax are to be borne by the bidder. In the event of any downward revision of levies/duties etc., the same should be passed on to CCIC, notwithstanding what has been stated in the quotation or in the Letter of Intent.
- 19.No price escalation adjustment or any other escalation will be payable.
- 20.Canvassing in connection with tender process is strictly prohibited and bids submitted by bidders who resort to canvassing are liable to be rejected.
- 21.Consultant shall be solely responsible for any delay in work, lack of performance, breach of agreement and/or any default under this contract. Consultant shall remain liable for any damages within the next 12 months after the expiry of the contract or completion of the assessment proceedings u/s 143 (3) of the Income Tax whichever is later.

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Annexure – I**Technical Bid Form**

To,
Deputy Manager (Finance)
Central Cottage Industries Corporation of India Ltd.,
Bunkar Complex, Bunkar Colony,
Bharat Nagar,
New Delhi – 110052.

Description of the works : Engagement of Tax Consultants for Income Tax and related services for CCIC of India Ltd. on Retainer-ship basis.

1	Name of the Firm / Company / LLP	
2	Address Head Office	
3	Address of Dealing Branch Office	
4	Telephone No	
5	Fax No.	
6	Contact Person for the firm With Telephone No, Email	
7	Year of incorporation and Registration details with C&AG / PSU	(attach proof)
8	PAN No. (mandatory) GST No.(If available)	(attach proof)
9	Does your FIRM have an existing / past relationship with CCIC OR any PSU in handicraft / Textile industry? Describe the nature and extent of this relationship.	(attach proof)

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10	Mandatory Eligibility Criteria	
A	The Bidder should be a Company registered in India providing services in Income Tax and related matters or a Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants registered in India having experience of Ten (10) years in Direct Taxation (attach proof, Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India.)	(Attach proof, Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India.) (Attach proof like engagement letter / contract for experience)
B	The Bidder should have average annual gross receipts / turnover of Rs.25.00 lakhs (Rs.Twenty Five lakhs) in the last 3 (Three) completed financial years i.e. 2017-18, 2018-19, 2019-20. Audited financial statements of the firm 2017-18 2018-19 2019-20	(Attach proof: Balance Sheet, Profit and Loss Account duly certified / Income Tax Return including computation of Income/ any other proof in support of gross receipts/ turnover. Rs..... Rs..... Rs.....
D	The Bidder should be appointed as Income tax consultants/ Income tax advisors/ or undertaken Income tax retainership of at least one PSU(Central / State PSU) or Listed Public Limited Company or Private Company for a period of at least any three years in the last 5 financial years i.e. 2016-17 2017-18, 2018-19 , 2019-20. & 2020-21 (Proof of execution of services / other credentials (e.g. engagement letter, certificate of completion indicating services provided etc.)	Proof of execution of services / other credentials (e.g. engagement letter, certificate of completion indicating services provided etc.)
E	The firm / company should not be black listed.	(Enclose self declaration).
F	The Bidder should have office / branch at Delhi / NCR for Income Tax Consultancy	Provide Proof

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DECLARATION:

1. All the information furnished by me / us here above is correct to the best of my / our knowledge and belief.
- 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 have read all the terms & conditions of tender and instruction of tender document and these are acceptable to us.
- 4 We hereby declare that we have not been black listed/ debarred by any Government department/agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

Signature of Authorized Signatory: _____

Name and Title of Authorized signatory: _____

Name of Firm/Company: _____

PLACE :

DATE :

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PERFORMA- I

Detail of Income Tax Assignments being handled

Sl. No.	Name of the organization (with address & telephone no.)	Date since bagged the assignment.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
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CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.

(An ISO 9001:2015 Certified Company)

(A Govt. of India Undertaking, Ministry of Textiles)

HO - Jawahar Vyapar Bhawan, Janpath, New Delhi – 110 001.

CIN – U74899DL 1976 GOI008069

PERFORMA- II

Detail of Key personnel engaged for Income Tax

SI No.	Name	Qualifications	Experience	Particulars of work	Employed in your firm since
1.					
2.					
3.					
4.					
5.					
6.					

*Attach More Pages as per requirements

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ANNEXURE-II

Financial Bid

Sr. No.	Fee	Amount (Rs.) excluding GST	GST (if any) / Percentage (Extra)	Total
1.	Retainer-ship fee per quarter (inclusive of out of pocket / miscellaneous expenses)
	Total Fees			

DECLARATION:

1. All the information furnished by me / us here above is correct to the best of my / our knowledge and belief.
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 have read all the terms & conditions of tender and instruction of tender document and these are acceptable to us.

Date

(Signature)

Name

Membership No.....

Address.....

To:
 Deputy.Manager (Finance)
 Central Cottage Industries Corporation of India Ltd.,
 Bunkar Complex, Bunkar Colony, Bharat Nagar, Delhi – 110052.

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Annexure-III

SCOPE OF WORK

1. Consultancy Service at HO, Delhi : -

a)	To advise/give opinion within a reasonable time frame preferably within two/three working days on issues/matters as referred from time to time in relation to Income tax and allied matters (Direct taxes) issues via email / attend the CCIC office.
b)	Update the CCIC officials about various amendments taking place in tax laws/ rules, regulations, circulars, directions etc. from time to time and assist in making policy for the same and Review of various circulars/orders to be issued internally by CCIC in respect of Compliance of Income tax and related matters
c)	Opinion/Recommendations on the issues raised in audit/ assessments conducted by the various authorities regarding Income tax.
d)	Any other advice to CCIC on any related issues as and when required.
e)	Advice & opinion in respect of documents/ records etc. to be maintained under the Income Act.
f)	To check and monitor that all provisions of Income tax is being followed scrupulously and to advise for implementation of the same.
g)	All works relating to Obtaining of TAN number under Income tax Rules for newly created Divisions / circle Offices PAN India, if any. Surrendering TAN Registration for any units closed by CCIC and all other necessary action required.
h)	Preparation and filing of all returns/ Forms as applicable from time to time under Income tax Act.
i)	To prepare/check/scrutinize and file all TDS/TCS returns.
j)	To ensure that TDS has been properly deducted and deposited as per the provision of law, before filing of the return and all necessary supporting documents in respect thereof is maintained.
k)	To generate and issue TDS/TCS certificates.
l)	To prepare tax audit report of H.O Delhi and of units whose accounts are being

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	maintained at Head Office Delhi with all details/ annexures. The data for tax audit needs to be prepared by the consultants from ERP and they have to ensure that the data as required by them is being entered and available in ERP. The consultants to guide IT/ accounts department in designing the desired reports in ERP. Where the reports cannot be designed in ERP, the consultants to guide in advance so that the details are prepared in advance and available to consultants and to monitor and check the details compiled every month/ quarterly.
m)	To prepare Consolidated tax audit report.
n)	To get the tax audit report audited from tax auditors and to upload the same.
o)	To prepare, check computation of total income including MAT provisions, carry forward and set off of losses, MAT Credit and to assist in deposit of advance tax, self assessment tax.
p)	To prepare and check final computation of total taxable income as per audited accounts and to prepare and file income tax return.
q)	To prepare and file revised return if required.
r)	To prepare and file all details for best scrutiny assessment including details for any previous year assessment. Pl note that assessment u/s 143(3) is completed upto A.Y. 2018-19.
s)	To prepare and file income tax return for Gratuity Trust and PF trust and assist in assessments and all Income tax works relating to Trust.
t)	To file form 61 and 61A
u)	Reconciliation of all details as appearing in Form 26AS downloaded from Traces with books of accounts like- Amount paid/ credited, TDS, Turnover between GST and Audited Books of accounts, High Value transaction, Refunds etc.
v)	Preparing Replies / submissions/ information for Notices / Assessment proceedings. To examine any order/communication received from Income tax authorities and advise further course of action.
w)	To assist / guide / monitor refunds of Income tax.
x)	Any other income tax work that may arise due to change in Income tax Act.

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2. Review of Accounts

Review of Accounting as per Income tax Law and incorporating of changes in Microsoft Navision as per Income tax Act amended from time. Preparation of Deferred tax assets, Provision for Income tax. Any other Income tax adjustment entries for making entries in the books of accounts

3. Scrutiny/assessment of Return

To represent CCIC before Income Tax Authority and to perform all the necessary work (including drafting & submission of replies, rectification, etc. to questionnaire/notices received from Income tax Department for successful completion of scrutiny, assessments including re- assessments.

4. One senior partner or one qualified CA / CMA having at least 3 years of experience will be required to visit the Head office Delhi minimum once in a week / or more, if required, to carry out the above referred scope of work or more as per the requirement for completion of work. The official deputed must have at least 3 years experience in computerised environment.

5. The above mentioned “Scope of work” is indicative and not exhaustive. Scope of work shall include providing professional assistance for all the activities /matters related to direct Tax Law.

- 1. Note:- Consultant shall be solely responsible for any delay in work, lack of performance, breach of agreement and/or any default under this contract. Consultant shall remain liable for any damages within the next 12 months after the expiry of the contract or completion of the assessment proceedings u/s 143 (3) of the Income Tax whichever is later.**

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Benefits to Micro and Small Enterprises and Start-ups

- i) Exemption from submission of Earnest Money/Bid Security : MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- ii) Documents Required to be submitted by MSEs : Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
- iii) Performance Security : Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however, should note that Performance Security shall be required to be submitted by them for orders/contracts placed by CCIC on them.
- iv) Purchase Preference :- In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 20% of total tendered value. In case more than one such MSEs, the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-splitable or non-dividable, etc.: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

Out of 25% target of annual procurement from MSEs, a sub target of 5% (i.e. 20% out of 25%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements and the L1 price, the 5% sub-

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target for procurement earmarked for MSEs owned by SC/ST entrepreneurs will be met from other MSEs.

- v) Definition of MSEs owned by SC/ST is as given under:
 - (a) In case of proprietary MSE, proprietor(s) shall be SC/ST.
 - (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
 - (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- vi) In case a supplier (other than Micro/Small Enterprise) against an order placed by CCIC procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from CCIC, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the subcontractor(s) shall be furnished by the supplier to CCIC. All other terms and condition of the tender will remain unchanged.
- (vii) 3% reservation for women owned MSEs within the above mentioned 25% reservation.

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**CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.
JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001**

Mandate for payment through NEFT / RTGS
(Please use capital letters only)

1.	Name of the party / firm	
2.	Party Registered Address	
3.	Contact No.	
4.	Email ID	
5.	PAN	
6.	Aadhar Number	
7.	Name of Bank Account Holder / Firm	
8.	Bank A/C No.	
9.	Bank Name	
10.	Branch Code/ Address	
11.	IFSC Code	
12.	MICR Code	

1. **Cancelled cheque** of above mentioned account and **Copy of Pan Card** must be enclosed.
2. I hereby declare that particulars given above Point No.1 to 12 are correct and complete, if the transaction is delayed or not effect at all for reason of incomplete of incorrect information, I would not hold the CCIC OF INDIA LTD. responsible.
3. I also undertake that I shall inform any changes in my bank account particulars in future to CCIC failing which payment shall continue to be made as details to CCIC by me, for which CCIC shall not be held responsible.
4. Certified that the particular furnished above are correct as per knowledge.

Date : _____
(Signature of party)