



EXPRESSION OF INTEREST NOTIFICATION

EOI for Hiring Services of Chartered Accountant / Cost Accountants Firm

Sealed Quotations are invited for award of below cited Annual Contract for a total period of 02 years (renewal on annual basis) from reputed Chartered Accountant/Cost accountant Firms who are holding Valid Registration / License for providing Tax Advisory Services. The interested agencies are invited to submit their offers in a Two Bid system (Technical / Financial) strictly through offline mode.

LAST DATE AND TIME FOR RECEIPT OF QUOTATION	:	14.08.2024 (up to 1500 hrs.)
APPROXIMATE <u>ANNUAL</u> VALUE OF WORK	:	Rs. 75,000/- (Seventy Five Thousand approx.)
Technical Bid	:	19.08.2024 (upto 1500 hrs.)
Financial Bid	:	21.08.2024

The authorized representatives of the firms carrying authority letter may attend the bid opening at **EPFO, Regional Office, Bhavisyanidhi Bhawan, Unit-IX, Janpath, Bhubaneswar -751022** as per the dates mentioned in the Technical as well as Financial bids. . The date (s) of opening the quotation will be strictly adhered to.

The Regional P.F. Commissioner reserves the right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason whatsoever.

The full details of Quotation documents are available on EPFO website https://www.epfindia.gov.in/site_en/Tender_Auction.php".

Sd/-
REGIONAL P.F. COMMISSIONER- II(ADMN.)

Quotation for Hiring Services of Chartered Accountant/Cost Accountant Firms

SCOPE OF WORK: -

A) Related to Income Tax-TDS, GST-TDS

1.	To ensure compliance of timely E-filing of all the returns pertaining to Income Tax-TDS, GST-TDS including E-filing of quarterly TDS returns pertaining to income tax deducted from salaries and TDS deducted from contractors. (24Q and 26Q, GST-TDS return)
2.	Feeding of data of I-Tax deduction of employees/contractors.
3.	Data for filing aforesaid return will be provided by EPFO RO Bhubaneswar through soft copy/hard copy as required.
4.	To ensure timely generation of Form-16, 16-A. Generation of GST-TDS Challan and certificate/GSTR-7A or any other document mandatory required under aforesaid activities
5.	Timely filing of correction/rectification/revision in monthly/quarterly returns in case of any incorrect entry or invalid/wrong PANs /GST Numbers or any other kind of error in any return of Income Tax-TDS, GST-TDS and GST matter.
6.	Appearing before the Income Tax/GST Authorities on case to case and providing assistance to file reply of Notice of Income Tax-TDS, GST-TDS and GST matters as and when required.
7.	Firm will suggest regarding the maintenance of books/ledgers required for Income Tax-TDS, GST-TDS and GST matters.
8.	Total Period of the Contract will be for a period of 02 years (will be renewed annually) subject to satisfactory performance by the Chartered Accountant Firm.
9.	The firm should have their active and fully functional office or branch in Bhubaneswar (R) Bhubaneswar, Odisha.
10.	In EPFO RO Bhubaneswar there are approximately tentative 250 number of regular staff for which 24Q quarterly returns is to be filed and Form 16 are to be generated after the end of the FY. Approximately 15 numbers of contractors for which 26Q quarterly returns are to be filed.
11.	Any other work related to Income Tax which is not explicitly mentioned in the scope of work or may be introduced by the Government due to changes in the Taxation laws etc. will form the part of the scope of work.
12.	During the contract period, no increase what so ever will be given other than quoted rates.
13.	Any other work related to Income Tax as assigned by EPFO RO Bhubaneswar whether or not it pertains to the period of engagement of the firm/consultant.
14.	Visit of the consultant/authorised staff once or more in a month to guide on Income Tax related matters. No TA/DA etc. will be paid for this.

B) Related to GST Matters: -

1.	To file online monthly/annual GST returns of the institute or any other return as required by the GST Authorities from time to time.
2.	Handling the input tax credit and ensuring proper maintenance of ITC register.
3.	Any matter related to foreign remittance for various activities.
4.	Consultation/advice on record, maintenance of applicable GST rates.
5.	To maintain proper record of outward and inward supplies of Goods or Services and generation of GSTR-1, GSTR-2, and 3B etc.
6.	To provide guidance leading to full compliance of all rules and regulations of GST Laws and its implementation from time to time.
7.	Assistance in updating GST related portals including e-invoice portal and their related issues as required from time to time.
8.	Assistance in identification of invoices (outward and inward) which are not eligible for ITC.
9.	Visit of the consultant/authorised staff once or more in a month to guide on Income Tax related matters. No TA/DA etc. will be paid for this.
10.	Any other work related to GST as assigned by EPFO whether or not it pertains to the period of engagement of the firm/consultant.
11.	Any other work related to GST which is not explicitly mentioned in the scope of work or may be introduced by the Government due to changes in the Taxation laws etc. will form the part of the scope of work.

C) TERMS & CONDITIONS FOR SUBMISSION OF QUOTATION: -

a)	The firm should have at least 05 Years (Five Years) experience of providing similar taxation service to Govt Departments/Autonomous Bodies etc. (Please attach Proof) .
b)	Turnover of firm providing such services should not be less than 05 lakh per annum for the last three years i.e. for 2022-23, 2021-22 & 2020-21. (Please attach Proof) .
c)	The firm hold has their active and fully functional office or branch in the Bhubaneswar. (Please attach Proof) . Only valid proof like GST registration certificate/Electricity bill/Landline/Broadband bill in the name of the firm will be accepted as proof. The authorised representatives of EPFO Bhubaneswar may visit the offices of the bidders to satisfy that a fully functional branch of the firm exists in the Tricity. If after the visit it is found that a firm operates with a just a dummy/skeleton office structure or in tie-up with other firms, then such firms are liable to be rejected technically.
d)	The Chartered Accountant Firm must have a FCA member
e)	The Chartered Accountant Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Goods and Service tax number.

f)	The CA firm must have the experience of Auditing and /or Accounting of at least one department run by Central Government /State Government/Government undertaking/other bodies funded by Government who has received funds of at least Rs. 20 crores per year from Government in any 2 financial years in the last 5 years period ended 31st March 2024. Auditing shall mean either Statutory Audit and/or Internal Audit only Applicant shall be required to submit the Audit engagement letter along with their Bid document.
g)	Initially the contract will be for a period of 02 years which will be extendable to the 3 rd year depending upon the satisfactory performance of the CA Firm.
h)	Payment will be released on quarterly/half yearly/yearly basis as desired by the Consulting firm. TDS will be deducted as per rule from the bill.
j)	An undertaking that the Agency/company/firm is not blacklisted by any EPFO. Or any Govt. Department.
k)	The lowest quoting firm will be given preference over others. However, RPFC EPFO Bhubaneswar reserves the right to reject all or even the lowest quotation without assigning any reason
l)	The RPFC may terminate the contract of the selected firm on account of unsatisfactory service by giving a notice of one month.
m)	The selected firm shall have to enter into an agreement before work and submit a performance security of Rs. 10,000(Ten thousand only) in form of Demand Draft /FDR in favour of RPFC, EPFO, Bhubaneswar
n)	The rate should be quoted as lump sum per month for all activities mentioned in scope of work(except GST)

D) Evaluation of Quotation: The Quotation will be evaluated by the Committee notwithstanding anything contained in this quotation document, if during the evaluation of financial bid evaluation committee finds somehow that the financial bid quoted by the bidder (s), if frivolous then in such case, the evaluation committee shall have right to disqualify that particular bidder (s) without assigning any reason. Any such decision of the Department shall be final and binding for all such bidders. In such case for the purpose of financial evaluation Department shall have right to exclude such disqualified bidder (s) and evaluate remaining bids submitted by other bidder (s). Financial bids of all the firms, which meet the prequalification criteria, would be taken up for detailed evaluation as per the technical evaluation criteria. Those firms who do not meet the pre-qualification criteria shall not be evaluated.

E) Technical Evaluation: The technical bid shall be evaluated on the basis of criteria as laid down in Para C and other Accounting/Auditing experience of other Government Departments. The CA firm may therefore submit details of all such experiences as they deem fit. Anything contained in this quotation document, technical assessment shall be made at the sole discretion of the Evaluation committee of EPFO and decision of the committee shall be final and not challengeable. It's also clarified that any special assignment of accounts other than maintenance of regular Accounts shall not be counted under this clause. Merely implementation of the double entry system shall also not be construed as preparation of accounts for the purpose. The word "Government" shall mean Central Government /State Government/Government undertaking/Bodies funded by Government only.

F) Submission of Quotation:

(i) Interested firms are requested to submit their Quotation(Technical & Financial Bid) and EMD in sealed envelope in the form of Demand Draft in favour of Regional Office, EPFO Bhubaneswar to the office address i.e. Regional Office, Employees Provident Fund Organisation, Rupali Square, Saheed Nagar, PO Bhoi Nagar, Bhubaneswar, Odisha -751022.

(ii) If the quotation is not supported by the Essential certificates or other documents for credentials as envisaged in the quotation documents the relevant credentials shall not be considered for evaluation without any further reference to the Bidder.

(i) The Technical bid shall not contain any indication of the price offered for the job for which tender is given by the firm. In case it is found that the Prequalification contains the price for the job or any direct or indirect indication of it, the entire bid document will be summarily rejected. The Applicant can submit the EMD by registered post/Speed post or submit the same in person so as to reach the designated address by the time and date stipulated. No delay in the submission of the Quotation for any reason will be entertained. Any quotation received by the Department after the deadline due date & time of closing the quotation shall be not entertained at any manner.

(ii) Earnest Money be Deposited of @ Rs. 10,000 (Ten thousand only) by way of demand draft in the name of the EPFO Bhubaneswar issued by any Nationalized/Scheduled Bank. The EMD amount will be returned to the unsuccessful firms after finalization of the bid in respect of the successful bidder the EMD will be returned after execution of the agreement and depositing of performance security.

G): SELF ATTESTED DOCUMENTS TO BE ATTACHED: -

1.	Copy of PAN Number and GST Number
2	Copy of CA Registration Number/Trade Certificate for carrying out aforesaid activities.
3.	RTGS/NEFT Details of the firm
4.	Copies of documents in support of experience, turnover and active fully functional branch in Bhubaneswar.
5.	Valid Address proof in the name of the firm for fully functional office in the Bhubaneswar.

Technical Bid

Name of Work: - “Annual Contract for Hiring Services of Chartered Accountant/Cost Accountant Firm”

DETAILED STATUS OF THE FIRM

PROFILE OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRM

SR.	PARTICULARS REQUIRED	PARTICULARS GIVEN	*PAGE No.
I	II	III	IV
1.	Name of the Firm		-
2.	Registration No. (Attach Copy)		
3.	PAN No. (Attach Copy)		
4.	Annual Turn Over (Attach Copy)		
5.	Experience (Attach Copy)		
6.	Customers Satisfaction certificate		
7.	Whether firm has its own office at Bhubaneswar Odisha (Attach valid address proof in the name of the firm)		
8.	Email address for all communications		
9.	Mobile Nos. of authorized persons		
10.	Any other information, if any.		

***Indicating page number in column No. IV above is mandatory.**

Declaration by the bidder: -

This is to certify that I/We before signing his quotation and quoting the rates have fully understood all the terms and conditions, scope of work and undertake myself/over selves to abide by them.

(Signature)
WITH SEAL
Dated:

Authorised Signatory

PRICE BID/FINANCIAL BID

<u>PARTICULARS REQUIRED</u>	<u>PARTICULARS GIVEN</u>
NAME, ADDRESS AND CONTACT NUMBER OF THE FIRM <i>(Telephone No., Mobile No. and E-mail)</i>	
QUOTED LUMP SUM AMOUNT PER MONTH <i>(In Rs.)</i>	Rs. In words: - (Rupees _____ _____ _____ only)

1.	The quote will be treated as invalid/unresponsive, if item wise rates are quoted. Only a single lump sum amount per month which shall remain valid for three financial years for all works as per scope of work.
2.	a) Firm quoting lowest overall will be treated as `L1` firm. b) If there is a mismatch in Rate in Figures and rate in Words, then the Rate in Words will be taken as the Quoted Rate. Note: a) Rates <u>must be inclusive of all types of charges and applicable statutory taxes and levies other than GST</u> . GST shall be refunded on production of proof of submission.
3.	If the quoted rates of two/more firms are same, then L1 firm will be decided on the basis of below mentioned criteria and order: - a) Higher relevant experience (if both quoted rates are same) b) Higher turnover(if quoted rate as well as experience are same)
4.	The firm should not devise their own format or lay down any other conditions except lump sum amount. Conditional quotes are liable to be rejected.
5.	Applicable Taxes, if any, shall be paid extra, on reimbursement basis on production of receipts.
6.	The authorized officer of the firm should sign and stamp the pages of this letter and submit the complete quotation/quotation may be submitted on or before 14.08.2024 (up to 1500 hrs.)

Authorised Signatory
WITH STAMP

(Signature)