



No. : e\_Proc /TAXCONSULTANT\_30092024/REG\_IEST/597

Date: 30/09/2024

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

Online Tenders through CPP portal (<https://eprocure.gov.in/>) are invited for the following services in two bid systems (i.e., Technical Bid and Financial Bid) subject to the following terms and conditions, from the reputed Chartered Accountant/ Cost Accountant Firms experience in handling direct & indirect taxation matter, GST, Employment Tax, EPF etc. so as to reach this office on or before scheduled date and time. The tender (Technical bid) will be opened online on the due date as mentioned. Bidders can verify their bid status through the online portal <https://eprocure.gov.in/>. The financial bid of only such bidders whose technical bid is accepted shall be opened after evaluation by the committee constituted by the competent authority.

The tender document with complete details of tender including experience required, scope of works and terms and conditions can also be available in the website [www.iests.ac.in](http://www.iests.ac.in). The last date for submission is 20<sup>th</sup> October, 2024 at 18.00 hrs. The technical Bids will be opened on 21<sup>st</sup> October, 2024 at 15.30 hrs.

An EMD of Rs.10,000/- (Rupees Ten thousand only) has to be submitted in the form of Demand Draft drawn in favour of "Indian Institute of Engineering Science and Technology, Shibpur" payable at Howrah/ Kolkata. Tenders received without submission of EMD will be summarily rejected. Late and delayed tenders will be summarily rejected.

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.

Yours sincerely

Assistant Registrar (S&P)



*30/09/24*  
**Mr. Dipankar Chakrabarty**  
Assistant Registrar (Store and Purchase)  
Indian Institute of Engineering Science  
and Technology, Shibpur  
Howrah-711 103, W.B., India



**IMPORTANT BIDDING INFORMATION SUMMARY**

<b>Purpose</b>	<b>Particular</b>
Tender No.	e_Proc/TAXCONSULTANT_30092024/REG_IEST/597
Description of Service	Engagement of Tax Consultant Firm as a Tax Consultant of IEST, Shibpur
Last Date of Submission of Bids	20.10.2024 October, 2024 at 18.00hrs
EMD	Rs.10,000/- (Rupees Ten thousand only) in Demand Draft drawn in favour of "Registrar, IEST Shibpur" payable at Howrah/Kolkata
Date of opening of Technical Bids	21.10.2024 October, 2024 at 11.30 hrs at the Committee of the Institute
Date and time of opening of Financial Bids	The financial bid of only such bidders whose technical bid is accepted shall be opened after evaluation of technical bids by the committee constituted by the competent authority.



**A. Introduction and Disclaimers:**

1. Period of Contract: Initially for a period of 01 (one) year and extended upto another period of (02) two years on year-to-year basis based on the satisfactory performance of each year.
2. 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 alongwith the acceptance of work order as per format given by the IEST, Shibpur.
3. 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. Each bidder shall submit only one bid for a single assignment. Any form of canvassing / lobbying / influence / query regarding short listing, status, etc. will be a disqualification.

**B. Scope of Work:**

The Consultant Firm shall provide consultancy services as per the scope of work indicated below (the list is indicative and not exhaustive):

**1. Direct Taxation:**

- (i) Filling of Annual Income Tax Return along with various disclosures / computation notes as per the Income Tax Act.
- (ii) Preparation/ checking/ scrutinizing and filling of monthly/quarterly TDS Returns (including revised return(s) applicable to the Institute on regular basis.
- (iii) Provide all necessary documents/ copies of Acknowledgements, Certificates, ITR, Forms etc. generated/ received during performing the works.
- (iv) Review of quarterly statements in respect of tax deducted / deposited from salary, Honorarium and Contractors etc. before filling returns.
- (v) To advise/ give written opinion relating to Income Tax.
- (vi) To arrange for any Income Tax Clearance/Exemption Certificate, as and when required
- (vii) To prepare replies/submissions for assessment proceedings, appellate proceedings and any other income tax related proceedings/notices/letters/summons etc.
- (viii) Appearing before the appropriate Authority in connection with all assessment proceedings initiated by appropriate authorities even prior to the financial year 2024-25 including drafting /filing of replies.



## 2. International Taxation:

- (i) Advice regarding applicability along with rate of TDS for foreign remittance to non-residents, foreign national etc., Filling of TDS return for stated purpose
- (ii) Preparation and issue of Form 15CB certificate where ever necessary and filling of Form 15CA.

## 3. Indirect Taxation

- (i) Computation / checking / scrutinizing and filling of GST Returns (monthly, quarterly, half-yearly and yearly) including revised return and scrutiny of Input Tax Credit claim of each Area.
- (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) Reconciling of the GST liability account on regular basis
- (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 IIEST, Shibpur.
- (iv) 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.
- (v) 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.
- (vi) 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.
- (vii) Review of Assessments/ Appellate Orders pertaining to various Indirect Tax issues and suggesting subsequent actions thereon.

4. **Employment Tax and EPF:** Filling of monthly/ quarterly/ half-yearly/ yearly returns of Employment Tax and EPF. Preparation of monthly ECR for deposition of EPF contribution to the EPF Authority. Filling Appearing before the appropriate Authorities in connection with all assessment proceedings initiated by the concerned authorities.

## C. Eligibility Criteria:

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

- (i) The Firm should have Chartered Accountants/ Cost Accountants engaged in providing services under Direct and Indirect tax laws.
- (ii) Either the branch office or head office of the Firm should be located in the Kolkata Metropolitan Area.
- (iii) Bidder shall have experience in the tax consultancy services for at-least 10 years.
- (iv) The average annual turnover should be more than Rs.25.00 lakhs for each of the last 3 (three) financial years prior to the date of making applications.
- (v) 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 crores



- (vi) Major clients served by the bidder organization in the past along with the present assignments enlisting the nature of work may be given.
- (vii) The applicant should not have been blacklisted/ debarred/ disqualified by any regulatory/ statutory body or Government entity or any International/ National agency for corrupt or fraudulent practices.
- (viii) The consultant will be required to visit at least two days (3-4 hours a day) in a month at Indian Institute of Engineering Science and Technology, Shibpur.

**D. Selection Process:**

**1. Technical Bid evaluation:**

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

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 (one) mark per year from 5 (five) year and above	30	
2.	Number of partners in the Firm.	2 (two) marks for each Associate/ 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.	2 (two) marks for each qualified assistant	15	
5.	Experience in handling Direct and indirect tax-related matters relating to Public Sector Undertakings, Government Organization with a turnover of Rs.20 crores and above in the last five years prior to the date of making application.	1 (one) mark for each year of experience with each PSU / Government Organization	15	
6.	Experience in handling Direct and indirect tax-related matters relating to CFTI's (IITs, NITs, IISERs etc.) in the last 5 years prior to the date of making application.	2 (two) mark for each year of experience with each CFTIs	15	



7.	Dealt cases in all proceedings before relevant Tribunal Level	1 (one) mark for each case.	05	
		<b>Total</b>	<b>100</b>	

All bidders scoring 60 marks and above (in Technical Criteria) will be selected as the Technically Qualified Bidder and shall be taken into consideration for Financial Bid evaluation.

## 2. Financial Bid evaluation

a) The final selection of the successful bidders from the technically qualified bidders will be done by considering both the technical and financial bids using the following criteria and weight age:-

Sl. No.	Criteria	Maximum Marks (Weight ages)	Method of allotting marks for Combined Score
01	Financial	20	The bidder with the lowest quote in Part A of the Financial Bid (Annexure-III) will be awarded 20 marks and other bidders will be awarded proportionately less marks (e.g.) if the lowest quote is Rs.60/-, the bidder quoting this price will get 20 marks. A bidder quoting Rs.90/- will get $(60/90) \times 20 = 13.33$ marks.
02	Technical	80	The bidder with the maximum technical score will be awarded 80 marks and other bidders will be awarded proportionately less marks (e.g.) if the highest technical score is 84, bidder having this will get 80 marks. Bidder having technical score of 60 will get $[60/84] \times 80 = 57.14$ marks.
Total		100	

- All marks will be rounding off up to 2 decimal places. The bidder getting the maximum combined score out of 100 will be selected as the successful bidder.
- 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.

## E. General Terms and Conditions:

### 1. 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.

### 2. Confidentiality

Tax Consultant shall during the tenure of the Contract and at any time thereafter keep all information relating to the work in full confidence and shall not 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.

**3. 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/ GST/ EPF 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.

**4. 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.

**5. 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.

**6. 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**

Sl. No.	Requirements	Compliance	Details
1	Should be a firm, interalia, engaged in providing services under direct and indirect tax laws.	Yes/No	
2	Should be based in the Kolkata Metropolitan Area	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	Experience in handling Direct and indirect tax-related matters relating to CFTI's (IITs, NITs, IISERs etc.) in the last 5 years prior to the date of making application.	Yes/No	
7	Should have gross receipt of more than Rs.25.00 lakh 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.*





**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 furnish copy of IT return for last three assessment years, upto AY 2023-24	

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



**B) Details of past assignments on Tax consultancy provided in previous 5 years**  
**To PSU/ Government Organization/CFTI (IIT, NIT, IIESR etc.)**

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



Annexure III

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

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



**Annexure-IV**

**Declaration**

(To be furnished in the letterhead 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