

**SARDAR SAROVAR NARMADA NIGAM LIMITED**

**OFFER DOCUMENT**

INVITATION FOR THE OFFERS FOR  
APPOINTMENT OF CHARTERED ACCOUNTANT FIRMS  
AS THE CONSULTANTS FOR GST & OTHER INDIRECT RT TAX MATTERS  
FOR THE PERIOD OF ONE YEAR FROM DATE OF ORDER

OFFER CONTAINS:- ANNEXURE-I TO ANNEXURE V

**THREE COVER SYSTEM**

- (i) Tender Fee, EMD and certificate of ICAI ) [in physical form]
- (ii) TECHNICAL BID (Along with evidences) [in physical form]
- (iii) FINANCIAL BID (on line only)

LAST DATE FOR SUBMISSION OF FINANCIAL BID ON LINE:- 17/06/2021

LAST DATE FOR SUBMISSION OF TECHNICAL BID IN PHYSICAL FORM:- 18/06/2021

MODE OF ACCEPTANCE: **BY HAND/ RPAD/ SPEED POST/ COURIER**

**ADDRESS**

THE CHIEF GENERAL MANAGER (ACCOUNTS)

SARDAR SAROVAR NARMADA NIGAM LIMITED

7<sup>TH</sup> FLOOR, BLOCK NO.12, NEW SACHIVALAYA

GANDHINAGAR 382010 (Gujarat)

Web : [www.Sardarsarovardam.org](http://www.Sardarsarovardam.org)

**PHONE:- 079-232 52765, 079-232 52767, 079-232 52771**

**Notice inviting the proposal from firms of Chartered Accountants for providing the services as Consultant for GST & Other Indirect Taxes matters.**

Sardar Sarovar Narmada Nigam Limited was incorporated under the provisions of companies Act, 1956 for the execution, operation & maintenance of the Sardar Sarovar Project . It is a wholly owned Govt. of Gujarat undertaking. The Company engaged in the execution of construction of Sardar Sarovar Project.

Sardar Sarovar Narmada Nigam Limited *intends to avail the services from the firms of Chartered Accountants as **Consultant for GST & other Indirect Taxes matters.** Firm sending the proposal must have exposure as consultant for GST & other Indirect Taxes matters. Firm qualified on the basis of two bids system will be responsible for providing range of services mentioned in **Annexure-1(Scope of work)** below.*

There will be two bids system. Each firm complying with **all the technical criteria** should send technical bid (**Annexure-2**) in sealed cover as mentioned below and financial bid (**Annexure-3**) is required to be submitted online. Professional fees are to be mentioned in financial bid (**Annexure-3**) only and not in/along with technical bid. **Tender Fee, EMD and certificate of ICAI is to be sent with Technical bid in different cover. Minimum Technical eligibility criteria are mentioned in Annexure-4 mentioned below.** Only the firms meeting with **all the minimum eligibility criteria** should send their proposals. Further each firm meeting with the said criteria and submitting the proposal to Nigam for this assignment has to attach the proofs/evidences mentioned in **Annexure-5.**

Firms of Chartered Accountants meeting with the minimum eligibility criteria are requested to submit their proposals in physical form containing technical bid in the one sealed cover super scribing as “**Proposal for providing the consultancy service for GST & other Indirect Taxes matters**” to the Chief General Manager (Accounts) through courier/R.P.A.D./speed post at above mentioned address on or before 18/06/2021. For scope of work, format of financial bid, technical bid, selection procedure, list of evidences to be attached please go through the below mentioned Annexures. Financial Bid has to be submitted online by 17/06/2021.

**Date:- 26/05/2021**

**(B M Chavda)**

**Place:-Gandhinagar**

**Chief General Manager (Accounts)**

## **Annexure-1(Scope of work)**

### **Scope of work in respect of Consultant (GST & other Indirect Taxes):-**

Head office of the Company is situated at Gandhinagar. Presently there are 70 field offices working at different locations. Goods and Service Tax Act (GST) become applicable w.e.f. 1.7.2017. Indirect taxes such as VAT, Service Tax, Central Sales Tax etc. subsumed under the GST Act. Following 3 Acts have been enacted under GST.

- (1) State Goods and Service Tax Act(SGST)
- (2) Central Goods and Service Tax Act(CGST)
- (3) Integrated Goods and Service Tax Act(IGST)

Though GST becomes applicable from 1.7.2017, certain matters pertaining to earlier indirect taxes might be going on in respect of various field offices and/or H.O. and might be at different stage. With a view to cover and address such matters, same has been included in the scope of work apart from the work regarding GST.

**Chartered Accountant Firm will work as Consultant for GST and other Indirect Taxes matters in respect of following aspects in respect of Head office as well as field offices.**

- 1) Handling all the aspects regarding Migration, registration and changes, if any, there in.
- 2) Handling all the aspects regarding Any other kind of registration required to be obtained under GST Act. **(Except GST TDS & TCS)**
- 3) Preparing detailed instructions/guidance note/circulars/Training materials/Presentations etc. time to time in respect of general as well as specific points of GST applicable to SSNNL for the purpose of guidance and compliance by the field offices.
- 4) Preparing the representation regarding exemption or any other aspects of GST, to be forwarded to GST Council, state Government, Central Government, other Tax Authorities etc.
- 5) Act as retainer of GST and other Indirect Taxes matters and guide, opine, advise (in writing or oral) in respect of any query raised by the field offices and/or Head office in this regard.

- 6) Preparing, filing, uploading the applications and appeals and attending the same (including the ongoing past cases) before the various Tax authorities in respect of matters regarding GST and other Indirect taxes of Head office and/or field offices.
- 7) Preparing written replies, information and details in response to notices issued to Head office and/or field offices by Tax authorities, Department of state Government, Central Government etc.
- 8) Preparing written replies, information and details as sought by auditors, Tax authorities, department of State Government, Central Government etc.
- 9) Handling the appeal/assessment/ reassessment, cases of offences, penalties, refund or other procedural aspects before the various Tax authorities in respect of matters regarding GST and other Indirect taxes of Head office and/or field offices.
- 10) Maintaining all kinds of registers, records and other details in computerized and manual format under GST Act and other Indirect Taxes.
- 11) Preparing the presentations, notes, brief notes etc. for the management in respect of matters regarding GST and other Indirect taxes.
- 12) Attending the Head office, field offices, offices of Tax authorities as when required or as when asked.
- 13) Preparing, consolidating and uploading all the relevant data/details on the website of GST in respect of Head office and/or field offices.
- 14) Periodically determining and validating the liability of tax payable under GST Act and generating the challan of tax including the same in respect of reverse charge mechanism and Tax deducted or collected at source.
- 15) Preparing, consolidating, uploading and filing all types of returns under GST Act. **(Except GST TDS and TCS)**
- 16) Preparing, computing, collecting, consolidating, maintaining, validating, ensuring and claiming for eligible input credit in respect of goods and services as well as same arising and available from the earlier tax laws.
- 17) Verifying the completeness and accuracy of data/details generated through GST network/ GST website.
- 18) Designing or suggesting the changes in the format and the contents of the invoices to be issued under GST Act and ensuring that necessary data/details required to be uploaded under the GST Act are duly incorporated, included and captured..

- 19) Put in place and actually verifying the checks to ensure integrality, completeness, correctness and authenticity of data/details/records generated.
- 20) Advising, operating and implementing all the matters regarding accounting, record keeping, process, policy, system software etc. to ensure compliance under GST Act.
- 21) Analyzing, verifying and advising in respect of claims of contractors regarding additional burden of tax / cases of recovery due to reduction in tax due to introduction of GST in respect of existing as well as new contracts on case to case basis as assigned by the field offices and/or Head office. Firm shall be also be required to calculate and certify tax variation claims arising out of pre GST tenders or new tenders containing pre GST rates.
- 22) Suggesting, advising and carrying out amendments/modifications in the prevailing tender/agreement clauses and preparing/drafting the new clauses regarding GST and other indirect taxes in respect of works contracts and service contracts.
- 23) Collecting relevant data from divisional offices with respect to filling GST returns ,ascertaining GST liability etc.
- 24) Check compliance of GST which is reportable in Tax Audit report if any.
- 25) Preparation of reconciliation of turnover reported in financial statements with annual turnover / GST turnover.
- 26) File for refund applications, wherever applicable.
- 27) Generation of E invoices on timely basis for all the divisional offices.
- 28) Any other work specifically assigned by the Head office in respect of matters regarding GST and other indirect taxes.

**Notes:-**

- 1) Above mentioned functions/duties will be required to be carried out during the term of assignment in respect of all the matters occurring/ arising during the term. Generally the term of assignment will be period of one year commencing from date of issuance of appointment order.
- 2) Above mentioned functions/duties will be required to be carried out in respect of field offices and/ or Head office for the matters pertaining to GST Act and other Indirect Taxes. Further any merged/closed division/field office or newly opened offices will be part of this assignment.
- 3) Firm will establish GST cell at Head office with at least 2 persons (at least one should be a Chartered Accountant). Minimum 5 persons should be appointed for this assignment (including 2 person to be deployed at GST Cell). Other person appointed by the firm may work from the office of the firm. All

the persons deployed for the assignment must have sufficient experience and working/operation knowledge of GST Act and other indirect taxes including the computerized system and online operation. Further, GST cell will be headed by qualified Chartered Accountant having at least 5 years of experience of handling/dealing in matters of indirect taxes. Further, staff deployed should be on the payroll of the firm.

- 4) Representatives of the Firm will visit the field offices, Tax authorities' offices, offices of Government department in pursuance of performance of the above mentioned duties/functions.
- 5) Computers (Not Laptop) and other peripherals will be provided by SSNNL. While Firm will arrange for licensed software/program required for the performance of work mentioned above. Firm may also download software freely available on GST or other Government website.
- 6) Firm will also be responsible and will carry out above mentioned functions/duties in respect of any newly enacted Act during the term of assignment.
- 7) Firm will carry out above mentioned assignment considering the provisions of relevant Act, rules, notifications, guidance notes, instructions, press releases issued by the competent authority from time to time.

## **Annexure 1.1**

### **Other Terms and Conditions**

#### **A-1 General Conditions :**

1. The whole process of tendering can be cancelled/ modified/ altered/ redefined without giving any prior notice or information by the management of the company.
2. The bidder shall quote the lump sum fees in enclosed format for financial proposal (Annexure -3) inclusive of all costs expenses etc. No other / additional payments, reimbursement shall be made extra over & above the approved fees, towards transportation/ conveyance, other incidental expenses, lodging, boarding, food etc.
3. The evaluation of the offers will be as per pre-decided norms mentioned herewith (**Annexure -4**).
4. Any other influence of any type may disqualify the bidder and the bid will be outright rejected.
5. The firm which will be selected for the assignment will have to submitted bank guarantee of Rs.50,000 for the period of one year from the date of appointment within fifteen days of acceptance of the assignment.

## **A-2 Eligibility Conditions :**

1. Chartered Accountant firms already engaged with the Nigam in the existing assignment of internal audit or pre audit work will be ineligible for this assignment.
2. If the legal proceedings are under progress or criminal proceedings are are instituted by the any department / office of the Government are under progress or matter regarding disciplinary actions are under progress by the ICAI/ICWAI in respect of any firm or the partner or proprietor or employee thereof, such firm will be considered as ineligible from applying for this assignment.
3. Further, firms or partners or proprietor in respect of whom ICAI has taken penal actions or any department / office of the Government has initiated legal or criminal proceedings in past are considered ineligible from applying for this assignment.

## **A-3 Miscellaneous :**

1. In case of operational difficulties the management may take steps to remove such difficulties without materiality altering the scope of work or terms and conditions which shall be binding to the respective firm.
2. The management reserves the right of awarding this assignment at his discretion or it may not award the assignment at all or may postpone the award for a reasonable time.

## **B. Taxes & Duties :**

1. All the applicable taxes will be deducted as TDS from Payments. However, the amount of GST shall be separately paid to the C.A. firm.
2. The GST as applicable will be paid extra. The C.A. firm shall submit the proof of GST paid within the next quarter. No taxes other than GST will be paid unless otherwise specified in the assignment.

### **C. Commencement, Completion, modification and termination of Contract :**

1. After due approval of fees, awarding the assignment & after executing the agreement as may be necessary, the concerned firm shall commence the assignment in accordance with the accepted terms & conditions.
2. The contract can be terminated from either side, at any time after giving a one calendar month notice to the concerned without mentioning any reason.
3. The assignment will be for the period of one year on initial basis. However, it can be extended at the discretion of the Company on evaluation of satisfactory performance of the firm and as mutually agreed upon between the firm and Company.

### **D. Payment to the firm :**

1. The payment of fees will be made by CGM(A/cs), Head Office on half yearly basis only after getting details of attendance and on submission of the report of the work done during half year completed. Firm will have to submit the report (with its soft copy) within 20 days of completion of each half year.

The firm shall not be eligible for the payment of fees if the specified stipulation regarding attendance, submission of reports and other specified conditions of appointment order are not followed or adhered to. No out of pocket expenses/T.A./D.A. will be paid for the assignment.

2. The firm should quote the rates for the whole term of one year. In case of continuation of work for further period, fees for that period will be decided by the management on negotiation with the firm.

### **E. Obligation of the firm :**

1. The firm cannot assign/ outsource/ sublet the work entrusted, or subcontract it in any manner whatsoever, or any portion of it, to any other Chartered Accountant firm/ other individuals.
2. The senior partner of firm shall remain present in coordination / review meetings, and make presentations as and when asked and no additional fees/ expenditure shall be paid extra for that.



## **F. Confidentiality :**

1. The firm or its partners and the personnel or either of them shall not, disclose or pass on to any others, the proprietary or confidential information relating to the projects, the services, this contract, or the company's business or operations without prior written consent of the Management.
2. All reports and other documents submitted by C.A. firm shall become and remain the property of the company and the firm shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the company together with a detailed inventory thereof. The firm shall not use reports and documents for purpose unrelated to this contract without prior written approval of the company.
3. The firm has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with prior written permission from appointing authority.

## **G. Tender Fees and EMD :**

Firm who wish to submit their offer shall pay **tender fees amounting to Rs.1062/-** (including GST) in from of account payee demand draft payable at Gandhinagar.

**Further an amount of Rs.10,000/-** has to be submitted as EMD in the form of Account payee Demand Draft payable at Gandhinagar or in the form of Bank Guarantee.

The Bank Guarantee or Demand draft shall be issued in favour of "**Sardar Sarovar Narmada Nigam Ltd., Gandhinagar**". Bank Guarantee shall be issued by or Demand Draft Shall be drawn on any Nationalized Bank or on any of the following banks as approved by Finance Department of Government of Gujarat:

1. The Mehsana Urban Co-operative Bank Ltd.
2. The Ahmedabad Mercantile CO-Operative Bank Ltd.

3. NutanNagarikSahkari Bank Ltd.
4. The Kalupur Commercial Co-operative Bank Ltd.
5. RBL Bank
6. AXIS Bank
7. ICICI Bank
8. HDFC Bank
9. Kotak Mahindra Bank
10. IndusInd Bank
11. Rajkot NagrikShakari Bank Ltd.
12. The Gujarat state Co-Operative Bank
13. Saraswat Bank
14. Saurashtra Gramin Bank
15. DCB Bank
16. Tamilnadu mercantile Bank
17. Ujjivan Small finance Bank
18. A U Small finance Bank
19. Federal Bank
20. Equitas Small finance Bank
21. Bandhan Bank
22. Standard chartered Bank
23. City union Bank

**Above Bank Guarantee or Demand Draft shall be sent along with the technical proposal but in different cover on or before 18/06/2021. The second cover sent with the technical bid shall contain tender fee, EMD and certificate of ICAI as on 01/01/2021.**

#### **H. Penalties :**

If any firm or the partner thereof is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding facts, falsification, undue delay in performance of duties, using or giving the details gathered during the assignment to other

parties without permission of the company, non observation of instructions given by the Company, unauthorized retention of records of the Company, violating the terms and conditions of this assignment, unauthorized changes in the records of the Company, including in malafied practices or any other cognizable offence or breach, firm will be punishable with any or all of the following consequences :-

- (i) Removal of the assignment with the immediate effect/ from the date specified.
- (ii) Removal from any other assignment with immediate effect / from the date specified / given by the Company.
- (iii) Deduction of percentage of fees as may be determined by the management or recoverable from any due payments/ bank guarantee.
- (iv) Ban from accepting future assignment of the Company for the period specified.
- (v) Any other action deemed appropriate by the Government.

The decision / interpretation in all / any terms and conditions enumerated above and agreed upon by the firm shall be final and binding on firm without demure and any further recourse to any litigation/ arbitration.

I have read all the terms and conditions mentioned above and the same are acceptable and agreed by me/us.

Date :

Signature of Authorized Signatory  
Name & Designation

Seal of Office / Firm Partner

**Annexure -2**

**Format for Technical Proposal**

1. Name of Firm:- \_\_\_\_\_
2. Status of the Firm:-[Partnership or proprietorship firm]
3. Registered address of Head office:- \_\_\_\_\_  
\_\_\_\_\_

Land Line No- \_\_\_\_\_

Mo. Nos.- \_\_\_\_\_

Email Id- \_\_\_\_\_

Name & Mobile No of Contact Person -

4. ICAI firm registration no. and date of Establishment \_\_\_\_\_

(As per certificate issued by ICAI as on 01.01.2021)

PAN – \_\_\_\_\_(Attach Copy)

GST Registration No- \_\_\_\_\_(Attach Copy)

5-A. Details of CAs as partners/ proprietor (as shown as per certificate of ICAI as on 01.01.2021):-

Sr.No.	Name	Member Ship no.	Qualification	Age	Date of Joining	Date of ACA	Date of FCA

5-B. Details of CAs as full time paid employees (as shown as per certificate of ICAI as on 01.01.2021):-

Sr.No.	Name	Member Ship no.	Qualification	Designation	Age	Date of Joining  The firm	Date of ACA	Date of FCA

6. Total receipt of fees (as per audited annual account and tax audit report attached - along with IT return filed):-

Fin. Year	Total fees (in Rs.)
2017-18	
2018-19	
2019-20	

7. Experience of handling in **last 4 years (as on 31.03.21)**, at least 2 assignments as Indirect Taxes consultant **or having on hand at least 2 assignments as on date** in respect of **Govt. (GOG or GOI) undertaking / Non Government Company (Turnover of the undertaking must be minimum Rs. 30 crore or more in the year of assignment.)**

Name of the agency   Type of organization   Nature of work                      Location                      Period of Assignment  
Gross Turnover of organization

**[Please attach appointment letter in each case.]**

**Notes:-**

(1)Govt. undertaking includes Govt.(GOG or GOI) P.S.E., Boards, Nigam, Company, Society, Corporation, Local bodies etc. excluding Banking and Insurance Company. In respect of non

Government undertaking, only the assignments of Pvt. Or Public Limited Company will be considered as eligible assignment.

**(2) Each appointment order will be treated as separate assignment.**

(3) Turnover **(Point no. 7 above)** will be in respect of the year of assignment only and same must be evidenced by the photocopies of audited annual account of the Company in respect of relevant period for each year of assignment. In case of assignment for F.Y. 2020-21, turn over till 31.12.20 is to be considered evidenced by the certificate of respective organization

**(4) Firm must have handled the work as retainer of Indirect Taxes related aspects of Govt. (GOG or GOI) undertaking/ Non Government Company.** (Turnover of the undertaking/organization must be minimum Rs. 30 crore or more in the year of assignment.) Merely obtaining Indirect Taxes registration number and/or filing of Indirect Taxes returns will not be considered as eligible work as indirect tax consultant for point no.7 above.

**(5) Appointment order must specifically indicate “Appointment as Consultant for Indirect Tax Matters/ GST Matters.”**

(6) Firm shall be required to provide an undertaking stating that it is not banned by any Govt. agency/SEBI/RBI/ICAI etc. Firm shall be disqualified in case it is so banned or any disciplinary action is initiated against it.

### **Certificate**

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date:

Sign:

Place:

Name & Designation:

**Annexure-3**

**Format for Financial Proposal**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>
1	Consultant for GST & Indirect Taxes matters for period of one year	
	<b>Total:-</b>	

**Notes:-**

(1) Fees mentioned above are inclusive of all the cost (out of pocket expenses & transportation charges).

(2) **Lump sum fees** is to be quoted above **are exclusive of GST**. GST will be paid extra as per the applicable rate from time to time.

Date :

Sign :

Place:

Name :

Designation:

Note : This Financial proposal should be submitted online only. (No physical submission of price Bid.)

**Annexure:-4**

**Selection Procedure**

Details of **minimum eligible technical criteria** for this assignment are as under:-

**(A) Technical Eligibility criteria:-**

<b>Sr. No</b>	<b>Minimum Technical Eligibility Criteria</b>	<b>Proof to be enclosed</b>
1.	It should be proprietor ship or partnership firm of Chartered Accountants, having <b>registered head office</b> in Ahmedabad or Gandhinagar.	Certificate of Constitution of firm as at 1.1.2021, issued by the Institute of Chartered Accountants of India. <b>This should be sent with technical proposal but in different cover along with tender fee and EMD.</b>
2.	The Chartered Accountants firm should have a minimum experience of <b>12</b> years of continuous practice.	Certificate of Constitution of firm as at 1.1.2021, issued by the Institute of Chartered Accountants of India.
3.	The firm should have at least <b>3</b> full time C.A. as at 01.01.2021 ( <b>including the proprietor, partner and/or full time C.A. employees</b> ) out of which at least <b>2</b> must be <b>FCA</b> .	Certificate of Constitution of firm as at 1.1.2021, issued by the Institute of Chartered Accountants of India.
4.	The firm should have an <b>average minimum receipts</b> of fees from Profession of <b>Rs. 25</b> Lac (Rupees: Twenty five Lac) in the last 3 years ended on <b>31<sup>st</sup> March 2020</b> .	Copy of Audited income and expenditure account & balance sheet along with Tax Audit Report and copy of Income Tax Return of the firm are to be submitted.
5.	The firm should have handled <b>at least 2</b> assignments in last <b>4 years (as on 31.03.21)</b> , or should have <b>at least 2 assignments on hand as on date</b> as consultant for Goods and Services Tax matters of <b>Govt.(GOG or GOI) undertaking/non Government Company having turnover of Rs. 30 crore or more in the year of assignment.</b>  <b>Each appointment order will be treated as separate assignment.</b>	<b>Appointment letters</b> along with name of the Company, Type of organization, nature of work, type of assignment, location, period of appointment Gross turnover of the Company for the year of assignment( <b>photocopies of the relevant part of audited annual account of the concerned period</b> )



		are to be submitted.
6.	The firm will attach the certificate from organization having successfully handled the assignment.	Certificate from organization is to be attached. Format of the same is mentioned below.

**Annexure 4.1 :-**

**FORMAT OF CERTIFICATE (Point No.6 of Annexure -4)  
[To be issued on the letter head of the organization]**

This is to certify that M/s\_\_\_\_\_, Chartered Accountants have successfully handled the assignment as Consultant for indirect tax matters. (Pl. specify the name of the indirect tax) for the following financial year.

Financial Year

Turnover the Organization

Above details are certified on the basis of records of the organization.

Date :

(Signature of the authorized person)

Place :

**Notes:-**

- All the firms of Chartered Accountants meeting with the minimum technical eligibility criteria as evidenced by the proof mentioned against each point will be considered as qualified.** Price bids of all such technically qualified firms will be opened and considered for evaluation. In other words, proposals of the firms not meeting with **any of the above referred**

**criteria** will be rejected forthwith and will not be considered for further process of evaluation. Further, proposals with incomplete details/ evidences will also be rejected forth with. However, SSNNL reserves the right to call any information/details from the firms in case if it is deemed appropriate to do the same for the sake of said assignment in the interest of Nigam.

2. Each Chartered Accountants firm which is applying for the said assignments has to attach the proof in support of various technical criteria as stated herein above.
3. C.A. Firm will be **selected on the basis L1 for the said assignment**. If there are more than one firm qualified as L1, Nigam reserves the right to distribute the work among such firms or to take appropriate decision as it deems fit in such circumstances.

## **Annexure:- 5**

### **List of Documents to be attached with the Technical Bid**

1. A copy of Letter from The Institute of Chartered Accountants of India mentioning Registration No. and Details of Proprietor/Partners & Paid CA employees as on 01.01.2021. This should be submitted in a cover separate from the technical bid and along with the Tender fee and EMD.
2. Copies of Audited Income and expenditure account, Balance Sheet and Tax audit reports for the last three years (F.Y.2017-18, 2018-19, and 2019-20)
3. Copies of Income Tax Returns for the last three years (F.Y.2017-18, 2018-19, and 2019-20)
4. List of Government (GOG or GOI)/Non Government undertakings whose work of consultant as Indirect Taxes matters handled within last 5 years (as on 31.03.21) or such assignments on hand as on date for current financial year i.e. F.Y. 2021-22 specifically mentioning the name of such organization, nature of work, type of assignment location, period of appointment for the said assignment, Gross turnover of the organization for the relevant period.

**[Details of assignments of those Govt.(GOG or GOI) undertaking / Non Government Company in whose case, the gross turnover of the organization for the year of assignment is Rs. 30 crore or more are to be mentioned.**

Attach copy of the appointment order and photocopy of relevant part of audited annual account of Company for each assignment mentioned above. In respect of ongoing or on hand assignment in respect of F.Y. 2021-22, certificate of the respective organization regarding turnover till 31.12.20 is to be attached.]

5. **Certificate from organization regarding successfully handling of assignment as mentioned in Annexure 4.1.**
6. **The firm shall pay tender fees in from of account payee demand draft payable at Gandhinagar in favour of “Sardar Sarovar Narmada Nigam Ltd.”. Such Demand Draft should be send along with the technical bid but in a separate cover along with EMD and Certificate of Constitution of firm as at 1.1.2021, issued by the Institute of Chartered Accountants of India.**

7. **The firm shall submit EMD in the form of Demand Draft or Bank Guarantee amounting to Rs.10,000 as mentioned in point G of Annexure 1.1. The same shall be sent along with the technical bid but in a separate cover along with Tender fees and Certificate of Constitution of firm as at 1.1.2021, issued by the Institute of Chartered Accountants of India.**