

**MAHARASHTRA SMALL SCALE INDUSTRIES
DEVELOPMENT CORPORATION LIMITED**

(A Govt. Of Maharashtra Undertaking)
Krupanidhi, 9, Walchand Hirachand Marg,
Ballard Estate, Mumbai – 400 001.

TENDER INVITATION FROM CHARTERED ACCOUNTANTS FIRM/COST
ACCOUNTANT FIRM FOR APPOINTMENT OF SERVICE TAX & SALES TAX
CONSULTANT ON RETAINERSHIP BASIS

Technical Bid : Envelope I
Price Bid : Envelope II

TENDER FORM – (PART I)

TENDER NO. : MSSIDC/F&A/2014-15/2

DATE OF OPENING OF : Dt. 31.12.2014 Time. 4.00 p.m.
ENVELOPE NO. 1

NAME & ADDRESS OF : M/s.
TENDERER
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MONEY RECEIPT NO..... DATE..... Rs. 500/-

This is PART – I of the Tender Documents set and should be submitted in
ENVELOPE NO. 1 duly SIGNED, STAMPED AND SEALED.

FOR AND ON BEHALF OF MSSIDC LTD.

Authorized Signatory

TIME SCHEDULE OF THE TENDER

TENDER NO. : MSSIDC/F&A/2014-15/2
COST OF TENDER. : Rs. 500/-
SALE OF TENDER DOCUMENT : From 20.12.2014 to 30.12.2014
On any working day between
10.00 a.m. to 4.00 p.m. at
MSSIDC's above referred Head
Office.

DUE DATE OF SUBMISSION : DATE TIME PLACE
31.12.2014 3.30 p.m. MSSIDC
HO,
Mumbai.

DATE OF OPENING OF TENDER
ENVELOPE NO. 1 : DATE TIME PLACE
31.12.2014 4.00 p.m. MSSIDC
HO,
Mumbai.

ENVELOPE NO. 2 : DATE TIME PLACE
31.12.2014 4.30 p.m. MSSIDC
HO,
Mumbai.

AUTHORIZED SIGNATORY OF THE TENDERER

Procedure for Submission of Tender

1. The Tender set is divided into two parts i.e.
 - Part – I (Technical information & Scope of work – this should be put into sealed Envelope No. 1 along with authorized signatory on each page).
 - Part – II (Price bid – this should be put into sealed Envelope No. 2 along with authorized signatory on each page).

(Both the Bids should be put into separate Envelope i.e. Envelope 1 & Envelope 2 respectively)

2. Following documents should be submitted in the Envelope No. 1:
 - A copy of Pan Card
 - Company/Firm Profile
 - Company/Firm incorporation certificate
 - Experience certificate having provided the services to Government Undertaking /Organization/Offices.
 - Certificates of pre-requisite criteria mentioned in Technical Bid.
3. After opening of the Tender Part 1 i.e. Technical Bid and analyzing requisite criteria of Technical Bid, the Bidder who gets qualified in it, only those Bidder's Tender Part 2 i.e. Price Bid will be opened.
4. MSSIDC reserves right to accept/reject any Tender without assigning any reason.

AUTHORIZED SIGNATORY OF THE TENDERER

A. PREAMBLE:

“The Maharashtra Small Scale Industries Development Corp. Ltd.” (MSSIDC) having its Registered Office at Krupanidhi, 9, Walchand Hirachand Marg, Ballard Estate, Mumbai-400 001 and carrying out its business through Divisional Offices and Head Office to appoint Chartered Accountants Firms/Cost Accountants Firms for Service Tax and Sales Tax consultant.

B. TERMS & CONDITIONS:

Eligibility Criteria

1. The firm should have minimum 3 years of experience in relevant filed i.e. Service Tax and MVAT.
2. The firm should have an experience of similar type of work in PSU/ Govt. Department or any other large scale company. The firm should provide the list of clients for which experience is claimed.
3. The firm should have its office in Mumbai , with adequate staff , wherein at least one partner should be handling work related to Service Tax and MVAT.
4. Firm having experience of representation before CESTAT/ Tribunal will be preferred.

Job Description

A. *Service Tax*

1. To offer updated advice / consultancy for any matter relating to service tax and its compliance. (as per latest amendments in Service Tax Law)
2. To assist in preparing half yearly Service Tax Returns and Cenvat Credit Returns.
3. To review accounting system periodically and suggesting remedial measures.
4. To advice on taxable/ non-taxable nature of Income and Expenditure heads.
5. To undertake liaison work with Service Tax Department.
6. To prepare replies in case of assessment orders/ intimations/ summons / refund claims/ Show Cause Notices/ etc. received from Service Tax Department and attendance on behalf of Corporation.
7. Any other advice related to service tax for benefit of MSSIDC.

B. MVAT

1. Preparation, Compilation and submission of monthly MVAT & CST return of MSSIDC .
2. Assisting in preparing annual sales tax returns.
3. To complete pending assessment cases and to get assessment order.
4. To assist in obtaining various type of VAT forms required. (C, H, E1 402 etc)
5. In case of any dispute arising with assessing authority, consultant has to coordinate to sort out the dispute, similarly in case matter is referred to higher authority, he shall provide all necessary assistance to our Advocates.
6. Providing of technical consultancy for any confusion / dispute regarding MVAT Act, 2002, rules, circulars, amendments made time to time.
7. Providing latest amendments, circulars, notifications etc which are relevant for MSSIDC.
8. Any other advice related to MVAT/ CST as and when required.

- C. The concern firm shall depute a human resource for at least two working days in a week at MSSIDC, Krupanidhi, 9 Wallchand Hirachand Marg, Ballard Estate, Mumbai - 400 001 for the entire duration of retainership.

Terms of Payment

Retainership Fee On monthly basis up to maximum Rs.
20,000/- including all taxes.

• **SUB CONTRACT, TRANSFER OR ASSIGN THE CONTRACT:**

The CA/ICWA firm should not entrust the work on sub-contract, transfer or assign the contract or any part thereof to any third party. In case this is not followed, it will be treated as breach of contract and the contract will be terminated at the risk and cost of the CA/ICWA firm.

Managing Director, MSSIDC, reserves the right to cancel/terminate the contract awarded if the performance is not found satisfactory.

AUTHORIZED SIGNATORY OF THE TENDERER

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ACCOUNTANT FIRM FOR APPOINTMENT OF SERVICE TAX & SALES TAX
CONSULTANT ON RETAINERSHIP BASIS

Technical Bid : Envelope I
Price Bid : Envelope II

TENDER FORM – (PART II)

TENDER NO. : MSSIDC/F&A/2014-15/2

DATE OF OPENING OF : Dt. 31.12.2014 Time. 4.30 p.m.
ENVELOPE NO. 2

NAME & ADDRESS OF : M/s.
TENDERER
.....
.....

MONEY RECEIPT NO..... DATE..... Rs. 500/-

This is PART – II of the Tender Documents set and should be submitted in
ENVELOPE NO. 2 duly SIGNED, STAMPED AND SEALED.

FOR AND ON BEHALF OF MSSIDC LTD.

Authorized Signatory

PROFESSIONAL FEES

Particulars	Basic Rate	Service Tax	Total
ON MONTHLY BASIS			

The rates quoted are inclusive of all incidental expenditures.

AUTHORIZED SIGNATORY OF THE TENDERER