



**Notice Inviting Tender
For Engagement of Tax Consultant
at
Guwahati Biotech Park
and Guwahati Biotech Park Incubation Center
for the Financial Year
2018-2019**

NIT No: GBP/7.26/2018-19/ 3556 dated 27.04.2018

**Guwahati Biotech Park
Technology Complex
IIT Guwahati
Guwahati-781039
Tel: 0361-2690228
Email: ceogbp@guwahatibiotechpark.com**

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SECTION-I NIT INFORMATION

Name of Assignment: **Tender for engagement of Tax Consultant at Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre for Indian Taxation Matter (Direct and Indirect Tax) for the Financial Year 2018-2019**

Sealed tender under "TWO BID SYSTEM" are invited for selection of a tax consultancy firm for dealing with Indian Tax matters at Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre for the F.Y. 2018-19.

Important Information

Sl. No.	Event	Information to the Consultants
1	Date of Release	29-04-2018
2	Last Date of submission	19-05-2018 up to 02:00 PM
3	Date of Opening of Technical Bid	19-05-2018 at 2.30 PM
4	Date of opening of Financial bid of technically qualified bidders	21-05-2018 at 02:30 PM
5	NIT Document	The details can be downloaded from the website www.guwahatibiotechpark.com/Business/Tenders
6.	Tender Fee	Rs. 500/- Demand Draft (DD) in favour of Guwahati Biotech Park payable at Guwahati
7	Address for communication	Guwahati Biotech Park Technology Complex IIT Guwahati Guwahati-781039

SECTION-II SCOPE OF WORK

Guwahati Biotech Park intends to engage a firm of tax consultant having vast experience in handling various direct and indirect taxation issues arising from time to time regarding Indian taxation for the F.Y. 2018-19.. The Consultant shall provide consultancy services as per the scope of work indicated below;

Indirect Tax

Goods and Services Tax (GST) Retainership

- Computation of monthly GST liability and preparing the challans.
- Computation of monthly GST credit and adjustments thereof.
- Maintenance of the GST Credit register for input services used based on documents provided by the client.
- Reconciling of the GST liability account on regular basis.
- Preparation and submission of the monthly/quarterly/half-yearly returns in appropriate Form as per GST norms.
- Audit/Scrutinizing documents from time to time to ensure proper compliance and provide Audit report.
- Providing updates on statutory changes/amendments in GST related matters.
- Providing monthly information of GST liability and GST credit as applicable to Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre.
- Preparation, submission and follow up (Attending) of replies against any notice issued by any tax authority from time to time.
- Computation of monthly GST liability for purchases of goods and services made from unregistered suppliers/vendors.
- Computation of monthly GST liability for reverse tax mechanism.
- Provide all the necessary documents/copies of Acknowledgements, Certificates, ITR, Forms etc generated/received during performing the works.
- Consultations as and when required for any Taxation Matters.

Direct Tax

Annual/Quarterly/Monthly tax Return and Withholding Tax Compliance

- Filing of Annual Income – Tax return as per provision of the Income Tax Act.

- Filing of Monthly/Quarterly TDS return along with other ancillary works.
- Provide all the necessary documents/copies of Acknowledgements, Certificates, ITR, Forms etc generated/received during performing the works.
- Advice on tax withholding rates on various categories of payments (including salary)
- Review of quarterly statements in respect of tax deducted/deposited from Salary, Honorarium and Contractors, etc. before filing return.
- Audit/Scrutinizing documents from time to time to ensure proper compliance and provide Audit report.
- Pursuing, assisting and coordinating with Income Tax Authorities for timely getting the refunds due to Guwahati Biotech Park.
- Preparation, submission and follow up (Attending) of replies against any notice issued by any tax authority from time to time.
- Consultations as and when required for any Taxation Matters.

Initial engagement period of appointment will be for one year for the FY 2018-19. Based on the satisfactory performance, the tenure may be further extended year to year basis for a maximum period of two more years.

Audit firm is required to visit and perform the audit work at Guwahati Biotech Park office as per scope of work.

SECTION-III INSTRUCTIONS

BASIS AND PAYMENTS:

The proposal should include price all-inclusive in Indian Rupees only, for the entire scope of work covered under the Terms of Reference on a firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment as per the format at Annexure –B in a separate envelope sealed properly. The Contract price and the scope of work also include any services, etc. which is not specifically identified but are required for completion of the assignment. Minimum lump sum fee of Rs. 25000.00 (Rupees Twenty-Five Thousand) plus GST as applicable only for both Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre.

TERMS OF PAYMENT:

All payments would be claimed by the Firm from Guwahati Biotech Park on being due, and would be accepted for payment by Competent Authority of Guwahati Biotech Park based on the satisfactory completion of the work in sole discretion of Guwahati Biotech Park. The consultancy firm shall raise invoice after successful completion of work as per the work order. Guwahati Biotech Park shall make payment on receipt of such invoice in triplicate.

OWNER’S RIGHT TO ACCEPT/ REJECT THE PROPOSAL

Guwahati Biotech Park reserves the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the Consultancy Firm concerned or any obligation to inform the Auditing Firm concerned of the grounds for the Owner’s action.

CONFIDENTIAL:

The Consultancy firm shall not disclose the documented management systems to any third party including their internal department.

SUB-CONTRACTING:

The consultancy firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full.

SELECTION PROCESS:

Sl. No.	Particulars	Points per criteria	Maximum Points	Supporting documents
1	No. of years of experience (minimum 5 years)	5-7 years: 20; 8 & more years: 25	25	Copy of certificate of incorporation of the Firm
3	Experience of Tax Consultancy in Government Institute/ Semi Government Institutes/PSUs/ Autonomous Bodies/ Societies in last five years	3 Points per assignment	15	Work orders.
4	Average annual turnover of last three years. (Minimum Rs. 10 Lakh).	10-15 Lakh: 5 15-20 Lakh: 8 20-25 Lakh: 10 25 Lakh & above :15	15	Financial statement of the firm along with schedules for the preceding three financial years
5	Firm having HO/ Branch Office registration in Guwahati		5	Rent agreement/ electricity bill
Total			60	

- Consultancy firms which obtain at least 50% marks based on the technical parameters would be considered for opening financial bid.
- The Management reserves its rights to relax any of the above conditions in appropriate cases considering the experience and expertise of the firm.

TENDERING PROCESS:

The tender documents will consist of two envelopes which may be super scribed as “Technical Proposal” and “Financial Proposal” respectively. Both the said two envelops (Technical proposal and Financial Proposal) should be kept inside a third envelop, super scribed as “Quotation for Engagement of Tax Consultant for the Financial Year 2018-19”.

Envelop-1 consists:

1. Form 1.
2. A brief description of the bidder’s organization.
3. Past work experience in brief along with the current assignments handled especially mentioning the major clients (not less than five) Bidders are required to confirm the fulfillment of the evaluation criteria in the following areas:
 - a) Bidder shall demonstrate their existence in the tax consultancy services for atleast 5 years or more
 - b) Bidder shall preferably demonstrate similar experience of rendering consultancy services in the area of Direct and Indirect tax to PSU/Government Financial Institution during the last three financial years.
4. Major clients served by the bidder organization in the past alongwith the present assignments enlisting the nature of work may be given.
5. Brief detail of qualified professionals employed by the bidder organization along with complete detail of team members proposed for Guwahati Biotech assignment including their name, experience, profile, specialization etc.
6. Bidders have to provide their organisation’s audited financial statements for the last three financial years.

Envelop-2 consists:

1. Form 2 (Financial Proposal)

SECTION- IV : NIT FORMS

On Firm's Letter Head

FORM-1

Technical Proposal

To
Chief Executive Officer
Guwahati Biotech Park
Technology Complex
IIT Guwahati
Guwahati-781039

Sub: Engagement of Tax Consultant at Guwahati Biotech Park For Indian Taxation matters for the Financial Year 2018-19

Sir,

1. With reference to your NIT No: for Engagement of Tax Consultant at Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre for Indian Taxation matters for the Financial Year 2018-19, I/we wish to apply for the engagement and the particulars enclosed as per Annexure- A.
2. Further, I/we hereby certify that: I/we have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me/us and I /we have not taken any deviation to any clause.
3. I/we further confirm that any deviation to any clause of Tender found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to Guwahati Biotech Park.
4. Further, it is to confirm that our offer shall remain valid for acceptance for a period of 60 days from date of opening of bids.

Signature.....

Full name.....

Designation/Firm Name.....

Address with Phone.....

FAX & Mobile No:

E-Mail :.....

Seal Note:

- a) In absence of above declaration/certification, the response is liable to be rejected and shall not be taken into account for evaluation.
- b) Bidders are requested to tick the respective checklist of documents being submitted.
- c) Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.

On Firm's Letter Head Financial Proposal Form-2

To
 Chief Executive Officer
 Guwahati Biotech Park
 Technology Complex
 IIT Guwahati
 Guwahati-781039

Sub: Engagement of Tax Consultant at Guwahati Biotech Park For Indian Taxation matters for the Financial Year 2018-19

**Table for Quoting Fee for the Assignment in terms of the Tender.
 (To be kept in a separate Envelope sealed properly while sending the proposal)**

S. No.	Particulars	Fee in INR (Rs) Price bid shall be quoted	
All-inclusive Lump sum fee for the entire scope of work covered under the Terms of Reference on a Firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment.			
1	Tax Consultancy for Guwahati Biotech Park & Guwahati Biotech Park Incubation Centre(F.Y. 2018-19)	In Figure	In Words

Please Note: GST will be paid extra at the applicable rates and is not to be quoted above. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.

Date:
 Place:

Signature.....
 Full name.....
 Designation/ Firm Name.....
 Address.....
 Phone.....
 FAX

Mobile No.....
 E-Mail.....
 Seal

APPLICATION

Sl. No.	Particulars	
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone no. and E-mail address	
4	ICAI Registration No. with Region Name and Code No.	
5	Date of constitution of the firm	
6	PAN of the firm	
7	GST Registration No.	
8	Number of Chartered Accountants as partners (Supporting documents)	
9	Number of Chartered Accountant Employees as on 31.03.2018 (Supporting documents)	
10	Number of Branches (Supporting documents)	
11	Whether the firm is engaged in tax consultancy work for any Govt./Semi Govt. Institute/PSUs//Autonomous body, etc. Details of major assignments	
12	Turnover of the Firm (last 3 years) 2015-16 2016-17 2017-18	
13	Any other information considered relevant	

Date:

Place:

Signature.....

Full name.....

Designation/ Firm Name.....

Address.....

Phone.....

FAX

Mobile No.....

E-Mail.....

Seal :

(On Firms Letter Head) Undertaking

I/We the following partners of M/s. _____,
Chartered Accountants do hereby jointly and severally verify and declare –

1. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountant Act,1949;
4. that the constitution of the firm as on 31st March of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

Sl. No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of partner

(Signature of Authorized Person with Seal of the Firm)

Place:

Date: