

Tender No. NG17/A/Cs/G.CORS/2023-24/CA/01

Dated 06.12.2023

भारतीय खाद्य निगम FOOD CORPORATION OF INDIA

मंडल कार्यालय DIVISIONAL OFFICE: श्रीगंगानगर SRIGANGANAGAR

159 पी ब्लॉक P BLOCK श्रीगंगानगर SRIGANGANAGAR (राजस्थान RAJASTHAN)

ई -टेंडर नोटिस सं. E- TENDER NOTICE

No. A/Cs/SGNR/2023-24/MTF-NIT Date: 06.12.2023

मंडल कार्यालय श्रीगंगानगर के अंतर्गत CA की नियुक्ति के लिए ई-निविदा

E-tender for appointment of CA under FCI DO Sriganganagar.

(केवल ऑनलाइन निविदाएँ ही स्वीकार की जाएंगी। ऑफलाइन निविदा स्वीकार नहीं की जाएंगी।)

(ONLY ONLINE TENDERS WILL BE ACCEPTED. NO OFFLINE TENDERS/SUBMISSION OF DOCUMENTS WILL BE CONSIDERED)

For and on behalf of the Food Corporation of India (Hereinafter called the Corporation) the Divisional Manager, Food Corporation of India, Divisional Office, Sriganaganagar invites online tenders UNDER TWO BID SYSTEM at Government E-Marketplace (GeM) Portal (URL <https://gem.gov.in>) from experienced sole proprietary concern or Registered Partnership firm or a Private Limited Company or a Public Limited Company incorporated in India for appointment of CA for Services regarding Tax Matters and others etc. for FY 2023-24 under FCI Divisional Office, Sriganaganagar . The details are as under:-Scope of Work: Period of Assignment

Period of assignment for the work to be undertaken by the Firm will be for the FY 2023-24 (starting from the date of commencement mentioned in the letter of award) at the sole discretion of the Food Corporation of India.

Direct Taxes Matters: -

- 1.1.1. Computation and depositing of Monthly TDS (Salary & non-Salary) and reconciliation with the books of accounts. Filing of quarterly TDS returns such as 24 Q, 26 Q, etc. Downloading of TDS certificates from the TRACES and providing the same to the concerned party under the record.
- 1.1.2. Carrying of corrections required in TDS returns relating to PANs, challans etc. in TRACES and to provide the revised /corrected certificates to the parties concerned.
- 1.1.3. Reconciliation of TDS returns filed with the books of accounts.
- 1.1.4. Computing the advance tax liability under the Income Tax Act and suggesting the amount to be deposited before the applicable due date.
- 1.1.5. Periodical reconciliation of TDS deducted by client/customers/ vendors of FCI with Form 26 AS and to intimate the detail of parties whose taxes are not reflecting in Form 26 AS to FCI for following up with the client.
- 1.1.6. To ensure filing of Annual Income Tax return, Annual Information Report (AIR), Form-61 A (Statement of Financial Transactions) required to be filed and any other return as required to be filed under the Income Tax Act 1961.
- 1.1.7. To update the amendments/changes brought in the Direct Taxes from time to time to all the concerned. Any changes or updates to tax laws or regulations that may impact the Quarterly TDS Return filing will be promptly communicated to us.
- 1.1.8. In case Assessment / Scrutiny of Income Tax/TDS, drafting of reply and submission of the necessary details to the department to get the assessment / scrutiny completed up to the Tribunal level.
- 1.1.9. Preparation of reply to Notices etc. & appearance before the Department/ Authority and submitting of information with the prior discussion with FCI up to the Tribunal Level.
- 1.1.10. Providing advice / opinion / update on Direct Tax Matters.
- 1.1.11. Any other compliance/ related work required to be conducted under the Income Tax Act or as directed by FCI from time to time based on its requirement.
- 1.1.12. The return and other Modifications needs to be filled only after receiving official mail from FCI office and the inline E-Mail needs to be attached at the time of claiming the Bill. No any private bill without documentary proof will not be entertained.
- 1.1.13. 1. Your firm shall maintain strict confidentiality regarding our financial information and shall not disclose any data to third parties without our prior written consent.

Furthermore, any fee/charges applicable/ levied by the Tax Authorities such as return uploading fees, appeal Filing fees or any other statutory filing fees etc. which cannot be termed as "Service to FCI" shall be reimbursed to the firm on actual basis i.e. on production of necessary proof of such payment.

It may be noted that except, as provided in this clause, no other charges shall be paid by FCI from those quoted in the financial bid duly accepted and approved by FCI.

Note:- The bidder firm shall attend to all the notices and cases or any queries raised by Income Tax, Service Tax, VAT, GST or

any other tax authorities after awarding above contract up to the tribunal level without charging any additional fees. It is further clarified that the notices / cases / queries issued prior to the appointment of the prospective bidder firm related to various taxation matters will also be handled by the firm except for the cases which have already been assigned to various professionals i.e. Advocates/Consultant/Chartered Accountant firms.

The following eligibility criteria are mandatory for participating in this Open tender.

- (i) The Bidder must be either a sole proprietary concern or Registered Partnership firm or a Private Limited Company or a Public Limited Company incorporated in India , or LLP and should have been in consultation Accounting, Auditing and taxation services in India at least for the 5 years , LLP Registration /Registered partnership deed required).
- (ii) The Registered head office /Branch office of bidder must be in **SRIGANGANAGAR (Rajasthan)**. (Copy of registration certificate issued by the ICAI for details of Head office and Branches required)
- (iii) The bidder should have an experience of providing Indirect/ Direct taxation consultancy services for minimum continuous period of one year in any of the last five years to at least 2 clients of Ministry/Department of Central /State Government, CPSUs, SPSUs(Experience certificate to be enclosed).
- (iv) The bidder should have valid PAN & GST certificate.(If applicable)

Detail of Documents to be enclosed.

1. Registered Partnership deed/LLP Registration.
2. ICAI Registration certificate.
3. PAN Card & GST Registration Certificate(If applicable)
4. Experience certificate as per clause 5(III).
5. List of offices (HO & Branches) (Self-Certified)
6. List of qualified CA as partners.(Self-Certified)
7. Letter of undertaking as Annex. C & D. (Self-Certified)
8. Annual Turnover/ Receipts Certificate for last one financial year. (Self-Certified).

General Information

Thus, rate for each component of the scope of work based on the PMR will be calculated as below :-

	Particulars	Fees	No. of estimate enteries	Estimated expenditure Amount (in Rs.)
1	Form no.24Q (1 to 100 enteries)	Rs. 1200/- Per Return	100 enteries	1200/-
	In addition to above If more than 100 enteries	Rs. 12/- Per Entry	40 enteries	480/-
2	Form no.26Q (1 to 100 enteries)	Rs. 1200/- Per Return	100 enteries	1200/-
	In addition to above If more than 100 enteries	Rs. 12/- Per Entry	40 enteries	480/-
3	Form no.24 (annual data)(1 to 100 enteries)	Rs. 1200/- Per Return	100 enteries	1200/-
	In addition to above If more than 100 enteries	Rs. 18/- Per Entry	40 enteries	720/-
4	Form no.24Q (Revised Entry)	Rs. 1200/- Per Return	4 enteries	1200/-
5	Form no.26Q (Revised Entry)	Rs. 1200/- Per Return	4 enteries	1200/-
6	Form no. 16	Rs. 24/- Per Entry	140 enteries	3360/-
7	Form no. 16A	Rs. 24/- Per Entry	140 enteries	3360/-
8	Reply of Notice	Rs. 1200/- Per Return	1 Notice	1200/-
9	Consultation Fee	Rs. 600/-	4 Consultations	2400/-
	NSDL /CD /Other charges	Rs.2,000/-		2000/-
	Total			20000/-

The particulars given above are intended merely to help the tenderer to form his own idea of the approximate quantum of work involved in this contract. No guarantee is given that all the items of work shown above will be required to be performed.

Methodology for offering/Quoting of Price Bid in respect of hiring the CA.

The prospective bidders are advised to follow the below given methodology for quoting rates component wise i.r.o services needs to be provided. Out of the 10 different items (mentioned below) involved in the work of CA, Bidder shall quote one single rate (in Rs.) in absolute terms. The rate of the major items involved shall then be compared with schedule of rates (SOR/Rate per item), and percentage increase shall be worked out and this SOR/BSOR/ASOR shall be made applicable to all the items involved. Thus the rate putting through the GeM in absolute terms shall be almost similar to the existing practice of quoting percentage of SOR.

Formula ASOR/BSOR % = ((Quoted amount – SOR amount)/SOR amount) * 100

a. In case percentage computed above is negative, it will be considered below SOR or BSOR

b. In case percentage computed is ZERO, it will equal to SOR.

c. In case percentage computed is positive, it will be considered above SOR or ASOR.

Thus, rate for each component of the scope of work based on the PMR will be calculated as below illustration (To be treated only as example):-

Suppos, the average value of contract in terms of SOR (Quantitative SOR in absolute terms)(Rs.) for work related to CA is Rs. 20000/-.

Description	Example
BSOR	Bidder shall Quote 18000/- in absolute terms then as per above formula for arriving the percentage (%) =((quoted amount i.e. 18000/- SOR amount i.e 20000/-) *100 i.e.(-) 10%. Since percentage computed is negative, it will be considered Below SOR i.e. 10% BSOR. Accordingly, payment will be made to the Bidder for all the applicable items as per 10% BSOR.
SOR	Bidder shall Quote 20000/- in absolute terms then as per above formula for arriving the percentage (%) =((quoted amount i.e. 20000/- SOR amount i.e 20000/-) *100 i.e.(-) 0%. Since percentage computed is ZERO, it will be considered equal to SOR. Accordingly, payment will be made to the Bidder for all the applicable items as per SOR.
ASOR	Bidder shall Quote 22000/- in absolute terms then as per above formula for arriving the percentage (%) =((quoted amount i.e. 22000/- SOR amount i.e 20000/-) *100 i.e.(+) 10%. Since percentage computed is positive, it will be considered Above SOR i.e. 10% ASOR. Accordingly, payment will be made to the Bidder for all the applicable items as per 10% ASOR.

Further, it is to submit that the ASOR/BSOR thus quoted by the bidder as illustrated above, shall be made applicable to all 10 items of schedule of rates given above and bills will be regulated as per the SOR and the percentage ASOR/SOR/BSOR received/Quoted by the bidders on actual work by the bidders on actual basis, as per the terms.

Note :- The bidder has to quote the rate of total price value through GeM on the basis of Estimated expenditure mentioned.

Annexure 'C'

Letter of Undertaking
(On Firm/Company's letterhead)

Date:

To,
Divisional Manger
Food Corporation of India
Divisional office Sriganganagar
Rajasthan

Subject: Letter of Undertaking for professionals.

Dear Sir,

This is with reference to the tender named as

We <Name of the Bidder> hereby confirm that I/My firm am/is having experience more than 5 years in the area of consultancy /Taxation/Auditing & Accounting.

List of qualified professional along with qualification and year of experience is enclosed.

For (Name of the bidder Company)

Authorized Signatory (Seal & Stamp)

Annexure 'D'

Letter of Undertaking
(On Firm/Company's letterhead)

Date:

To,
Divisional Manger
Food Corporation of India
Divisional office Sriganganagar
Rajasthan

Subject: Letter of Undertaking for Experience in Litigations in Direct & Indirect Taxation.

Dear Sir,

This is with reference to the tender named as "We <Name of the Bidder> hereby confirm that we have experience in litigations in the field of Direct and Indirect Taxation such as Income Tax, VAT, Excise Duty, Customs Duty and Service Tax and Goods and Service Tax Act.

List of major litigations attended by our firm/company is enclosed.

For (Name of the Bidder Company)

Authorized Signatory (Seal & Stamp)

Critical Date Section:-

1	Tender floating/ publishing date	02-01-2024 at 04:00 PM
2	Tender document download start date & time	02-01-2024 at 04:00 PM
3	Online Tender submission start date & time	02-01-2024 at 04:00 PM
4	Tender document download end date & time	15-01-2024 at 04:00 PM
5	Online Tender submission end date & time	15-01-2024 at 04:00 PM
6	Online Tender opening date & time	15-01-2024 at 04:30 PM
7	pre bid meeting	10-01-2024 at 02:00 PM at FCI DO 159-P BLOCK SRIGANGANAGAR
8	Validity of Tender Enquiry (30+30 days)	extendable to further 30 days.

If the date fixed for online opening of tenders is subsequently declared a holiday, the tenders will be opened on the next working day following the holiday but there will be no change in the time for opening as indicated above.

NOTE:

- 1) Tender documents may be downloaded from Government E-Marketplace (GeM) Portal <https://gem.gov.in/>. Suppliers who have not enrolled/registered should enroll/register before participating through the website <https://gem.gov.in/>. Bidders are advised to go through instructions provided on the GeM portal for submission of Bid.
- 2) Tenderers can access tender documents on the website, fill them all relevant information and submit the completed tender documents into electronic tender on the website <https://gem.gov.in/>.
- 3) Tenders and supporting documents should be uploaded through GeM Portal. Hard copy of tender document will not be accepted.
- 4) Corrigendum to the Tender Notice, if any, shall be issued/available online only. Prospective Bidders are requested to view website regularly.

Instructions for online Bid Submission

The bidders are required to submit their bid documents and supporting documents as per instruction on the GeM Portal. Instructions given below are meant to assist the bidders in registering on the GeM Portal, prepare their bids in accordance with the requirement and submitting their bids online on the GeM Portal.

More information useful for submitting online bids on the GeM Portal may be obtained at: <https://gem.gov.in/>

REGISTRATION

- 1) Bidders are required to register on the GeM e-Procurement module (URL <https://sso.gem.gov.in>).
- 2) As part of the enrollment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid E-mail address and mobile numbers as part of the registration process. These would be used for any communication from the GeM Portal.

SEARCHING FOR TENDER DOCUMENTS

- 1) A. There are various search options built in the GeM Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the GeM Portal.
- 2) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidders should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document. Bid documents shall be scanned legibly with 100 dpi with black and white option.

ASSISTANCE TO BIDDERS

- 1) Any query relating to the tender document and the terms and conditions contained therein should be addressed to srigarj.fci@gov.in and acctssgnrrj.fci@gov.in.
- 2) Any queries relating to the process of online bid submission or queries relating to GeM Portal in general may be directed to the GeM Portal Helpdesk. The contact number for the helpdesk is 1800-419-3436.

