



**DHARMASHASTRA NATIONAL LAW UNIVERSITY,
JABALPUR (M.P.)**

(Established Under Madhya Pradesh Dharmashastra National Law University Act, 2018)

RFP Notice No: REG/DNLU/2025-26/PT/001

Date: 25/04/2025

**Request for Proposal (RFP) for Appointment of
Professional CA Firm as Tax Consultant**

For

**Dharmashastra National Law University
BRBRAITT Campus, Ridge Road, South Civil Lines,
Jabalpur, Madhya Pradesh - 482001**

REQUEST FOR PROPOSAL

Request for Proposal (RFP) called for **Appointment of Professional CA Firm as Tax Consultant** for Dharmashastra National Law University, Jabalpur (M.P.) - 482001. Accordingly, The Registrar, DNLU, JABALPUR, Jabalpur, intends to invite RFP in two stage process for the proposed services through offline-mode.

<u>REQUEST FOR PROPOSAL</u>	
1. RFP No	REG/DNLU/2025-26/PT/001 Dt: 25/04/2025
2. Name of work	Appointment of Professional CA Firm as Tax Consultant for Dharmashastra National Law University, Jabalpur (M.P.) - 482001.
3. Period of contract	One Year (Twelve months)
4. Estimated Cost of the work:	Rs. 5,00,000/- (Rupees Five Lakhs Approx.)
5. RFP Document Cost	Rs.1000/- (Documents can be download from the official website of the University i.e. www.mpdnlu.ac.in)
6. Consortium/Joint Venture	Not Allowed
7. Earnest Money Deposit (EMD) Amount	Rs. 10,000/- (Rs. Ten Thousand only) refundable, in the form of demand draft in favour of "The Registrar, Dharmashastra National Law University" payable at Jabalpur (M.P.)
8. Security Deposit/Performance Guarantee	Successful applicant needs to submit security deposit/performance guarantee in form of bank guarantee in favor of The Registrar, Dharmashastra National Law University, Jabalpur (M.P.) - 482001 at the rate of 5% of the total cost as proposed in the financial proposal.
9. Mode of Submission	Original Hardcopy of Document has to be submitted physically (in sealed envelope scribing RFP Details) within the stipulated time period as mentioned in RFP in the Office of The Registrar DNLU, Jabalpur (M.P.) - 482001
10. Last date & Time for receipt of the completed RFP	09/05/2025 at 1700 Hrs.
11. Date of Technical Proposal Opening	10/05/2025
12. Date of Financial Proposal Opening	Date will be intimated to technically qualified applicants

CHAPTER 1: INTRODUCTION ABOUT DNLU, JABALPUR

- 1.1 The Dharmashastra National Law University has been successful in instilling a sense of broad perspective along with scholastic and reflexive capabilities bearing in mind larger national and humanitarian goals in its students' Legal education never received the attention it deserved in this country. It is a paradox that the Constitution ushered in the ideal of rule of law and adopted the policy of development through law but little attention was paid to legal studies. For almost half a century study of law in Indian Universities has been in doldrums. It was increasingly realised by the professionals and academicians that the system of law teaching was thoroughly inadequate, unimaginative and divorced from the major public issues of the day but attempts to change have that have been few and far between.
- 1.2 It goes to the credit of Madhya Pradesh Government to realise that the policy of globalisation and liberalisation opened up new economic and developmental opportunities for the people. Trans-national and supranational regimes threw new challenges as much to economics and finance as to law and the legal profession. A trained cadre of dedicated and informed lawyers is needed to take up the responsibilities generated by the new developments all over the world.
- 1.3 Large law firms, professionals and consultants are needed not only to handle the multinational legal issues but also to enrich the country by taking sensible and profitable national stance in order to make India a vibrant and strong economic power in the world. The legislators, the administrators and business leaders need to have a strong legal background to take up the emerging challenges and opportunities staring in the face today. The Dharmashastra National Law University (DNLU, JABALPUR) has been established by Madhya Pradesh Act No. 24 of 2018 of the Madhya Pradesh Legislature to fill the gap and providing most modern legal education through multidisciplinary teaching and training of newer skills needed for the profession.
- 1.4 The University have total number of students 650 (approx.), total number of employees 100 (approx.).

Note: For further details applicants can see DNLU, JABALPUR's website i.e., <https://www.mpdnlu.ac.in/>

CHAPTER 2: GENERAL TERMS & CONDITIONS OF RFP

- 2.1 The University intends to engage a tax consultant. This RFP is issued to invite proposal from eligible Chartered Accountant. This document is neither a

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- recommendation, nor offer or invitation to enter into a contract, agreement or any other arrangement in respect of the services.
- 2.2 The University intends to engage Tax consultant for the work defined in scope of work as defined in Chapter 3 of this RFP.
- 2.3 The Chartered Accountant / firm must be registered with the Institute of Chartered Accountants of India (ICAI) and empaneled with CAG;
- 2.4 The applicant shall be have required human resource in Jabalpur, Madhya Pradesh to operationalize the requirement as per the scope of the work.
- 2.5 The appointment as Tax Consultant will be initially for a period of one year starting from the date of appointment. However, at the University's discretion, the appointment may be renewed for subsequent 1 year based on the satisfactory performance on the same terms & conditions including fees.
- 2.6 The applicant shall be responsible for all costs associated with the preparation of this proposal, if any, regardless of the conduct or outcome of the process.
- 2.7 In case of any dispute, whatsoever, in connection with the RFP, decision of the University shall be final and binding.
- 2.8 Applicant should ensure that RFP proposal is delivered before scheduled date, time and place as per instructions given in this RFP. Late proposal, including postal delay, will be outrightly rejected. If the last date of submission and opening of the proposal happens to be a holiday, the technical proposal shall be opened on the next working day, keeping the last day of receipt of the RFP as the same.
- 2.9 The proposal submitted by the applicant should be valid for acceptance for a period of 90 days from the opening of Technical Proposal. In exceptional circumstances prior to expiry of original RFP validity period, the University may require the applicant to extend the period of validity for a specified additional period.
- 2.10 This RFP is not transferable. The RFPs and all communications pursuant to its terms are confidential and are not to be disclosed to any person other than the addressee without prior written consent of the University.
- 2.11 The proposal for the RFP can be submitted till **09/05/2025 @ 1700 Hrs.** Proposals submitted after **09/05/2025 @ 1700 Hrs** will not be considered for evaluation. The University will not entertain any communication by the applicant received after the last date of submission. However, the University may, in its absolute discretion, seek additional information or material or evidence from applicant after the last date for evaluation of technical proposal.

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- 2.12 At any time prior to the deadline for submission of proposals, the University may, for any reason, modify the RFP document by issuing addendum.
- 2.13 An applicant shall submit only one proposal for entire scope of work. Assigning part of work/tie up arrangement for providing professional services indicated in this notice is strictly not allowed. Splitting the financial proposal into parts is not allowed.
- 2.14 Non-Interest bearing EMD (Earnest Money Deposit) of the estimated cost shall be paid to the University through DD only by the name of "The Registrar, Dharmashastra National Law University", Payable at Jabalpur.
- 2.15 EMD shall not be accepted in any other mode except as stated above. Further, submission of EMD in any other mode shall lead to disqualification. EMD shall not carry any interest.
- 2.16 The University reserves the right to cancel the process of appointment of Tax consultant at any point of time before the award of work.
- 2.17 In support of fulfilling Technical Feasibility criteria, the applicant shall be required to submit entire set of documents in a sealed envelope, super scribing - "PART- I Technical Proposal for Tax Consultant".
- 2.18 The applicant in support of their Financial Proposal shall be required to furnish their offer in a separate sealed envelope, super scribing "PART-II Financial Proposal for Tax Consultant".
- 2.19 Both the envelope as mentioned above shall be submitted in one main sealed envelope duly marked as "RFP for Tax Consultant" and also mentioning the name and address of the firm on the envelopes. The RFP are invited by the Purchase Committee, the University, from bona-fide & reputed professional firms of Chartered Accountants engaged in the field of Tax consultancy having adequate infrastructure and establishment, for rendering professional consultancy services in the field of Taxation. The RFP should be put in the designated tender box kept at the Reception at the above-mentioned address of the University.
- 2.20 In case the firm (referred as "applicant") wants to revise its RFP before the closing date then the envelopes should be clearly marked as "REVISED RFP for Tax Consultant". In the revised RFP all the documents shall be enclosed and also undertaking that the firm has voluntarily withdrawn its original RFP. In this case, the original RFP will not be opened.
- 2.21 The applicant not being allotted with the assignments shall not solicit any reason for not being so selected. In case, the University finds any allegation /

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- loss of reputation for the act of the applicant, the University reserves the right to file legal suit in the court of law to claim for the damages.
- 2.22 The Firm (referred as "applicant") should meet the technical criteria to come under the purview of "Technical Feasibility".
- 2.23 The applicant should be Technically Eligible to be considered for evaluation of "Financial Proposal". Authorized representatives of Technically Eligible firm will be called for interaction for assessing the competency to perform the CA related tasks of the University.
- 2.24 The University will only invite the applicants whose proposal are shortlisted on the basis of qualitative criteria as prepared by the duly constituted committee. The University shall not be liable for not making any communication to the applicants who were not duly shortlisted.
- 2.25 Financial Proposal of the Technically Eligible firms which found suitable as per the requirement of the University will be open.
- 2.26 The applicant shall quote fees only as per the prescribed format. In the financial proposal, the applicant shall quote both in words and figures without any correction or overwriting. The prices quoted by the applicant shall remain firm, fixed and on yearly basis (Applicable taxes to be indicated separately).
- 2.27 The estimated cost of tax consultant services is ₹5,00,000/- (Rupees Five Lakhs Approx.) including taxes for One year.
- 2.28 The University shall have the right to terminate the contract forthwith by giving notice one month notice at the address mentioned herein on failure to provide satisfactory service. The decision of the University regarding dissatisfaction of services/delay/damages caused by Tax Consultant (CA Firm) shall be final. Further in such an event, the University shall have the right to forfeit the performance guarantee/compensation for the contract and also recover damages without any further notice to CA Firm.
- 2.29 The fees shall be released on quarterly basis on receipt of the Invoice from the CA Firm.
- 2.30 In case the applicant does not satisfy the technical feasibility, Part-II shall not be opened and shall be rejected as it is. There will be no obligation on part of the University to send any intimation to the applicant firm in case of rejection of their application.
- 2.31 The selection shall be done subject to the interaction for the assessment of the competency and associated cost for services, offered by the applicant subject to the decision of the University.

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- 2.32 Incomplete information provided by the applicant shall tantamount to the rejection of proposal by the University.
- 2.33 Appointment of Tax Consultant may be terminated at any time by giving one-month notice.
- 2.34 It should be noted that documents related to Internal audit, tax audit, stock audit or any other assignment which are other than taxation not required to be submit with RFP.
- 2.35 Any amendments/corrigendum to the tender, if any, issued in future will only be notified on the university's website i.e. <https://www.mpdnlu.ac.in>

CHAPTER 3: SCOPE OF WORK – TAX CONSULTANT

A) AUDIT AND INCOME TAX RETURN FILLING

The scope of services for a period of 1 year would include the following works.

- 3.1 Checking appropriateness of deduction of tax at source from salary in reference to Savings & Investments, Income from House Properties submitted by employees. As well as from payments in compliance of the provisions of the Income Tax Act. Verify timely payment of TDS amount to appropriate authorities. Review the correctness of the TDS returns before these are filed with the appropriate authorities. Verify from Income Tax site that the tax payment has been properly accounted for with Income Tax authorities and the proper credit for TDS on income is available to the University.
- 3.2 To advise and to assist in the preparation of Form 16 and 12BA in regard to Salaries.
- 3.3 To attend to all communications, notices of the Tax Authorities and to appear on all hearings before Tax Authorities.
- 3.4 Follow up with concerned purchase approver for payment outstanding in books (Bill Pending periodically).
- 3.5 Checking of fee reconciliation working prepared by collection department & check of cash registrar with fee collection & its timely deposition in bank.

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- 3.6 To advice and to assist in the Preparation of Form 12C and provide Form 16 to Faculty Member and other Staff of University in regards to Salaries.
- 3.7 Filing of quarterly TDS Returns (24Q & 26Q) on or before due date and ensuring that TDS deducted and deposited under appropriate section.
- 3.8 Filing of correction statement/Rectification of TDS Returns already filed, if required.
- 3.9 Other Tax related issues consequent to amendments in Income Tax Act.
- 3.10 Filing of monthly GSTR-1 & 3B returns and **amendments thereof with the concerned** authorities and correction thereof (if any).
- 3.11 Filing of Annual GST Return.
- 3.12 Filing of GST-TDS return on monthly basis and correction thereof (if any).
- 3.13 Filing of Annual Income Tax return of the University.
- 3.14 Filing of TCS return.
- 3.15 Properly Deduction of GST-TDS and Deposition properly on Monthly Basis.
- 3.16 Filling of GST-TDS Return on monthly Basis and Correction thereof (if any).
- 3.17 To conduct audit of books of accounts and issue report thereon on a quarterly basis. To issue final audit report on yearly financial statements.
- 3.18 Filing of professional tax return to the appropriate authority.
- 3.19 Filing of Donation related returns.

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- 3.20 If the University provided the data on or before the due date but consultant fails to submit the returns/replies on or before due date then any penalty/interest arises due to late submission shall be borne by consultant.
- 3.21 Reconciliation of bank statements with University's account.
- 3.22 Quarterly audit will be conducted and report will be submit accordingly.
- 3.23 If the University provided the data on or before the due date but consultant fails to submit the returns/replies on or before due date then any penalty/interest arises due to late submission shall be borne by Consultant.
- 3.24 Compliance of 12A & 80G (Income Tax)

B) CONSULTANCY/ADVISORY WORK

- 3.25 To advise and to assist in all TDS related issues.
- 3.26 To advice on applicability of GST on various services rendered/services availed by the University.
- 3.27 To provide consultancy in respect of the compliance of various circulars / instructions issued by various authorities in regard to Income Tax/GST from time to time.
- 3.28 Guiding University for Budget preparation.
- 3.29 To provide digitally signed form 16A and Form 16 to the University for onward sending to Deductee.
- 3.30 To sign on form 15CA/CB on need basis.

C) MISCELLANIES

- 3.31 Unless so authorized in writing by the University, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through consultant or its personnel or agents. Any monetary penalty/loss levied by any authority due to breach of the above clause will be the sole responsibility of the firm.
- 3.32 For execution of complete scope of work, the selected applicant will establish a team of qualified professionals as per the requirement of the University. The selected applicant is solely and exclusively responsible for all the acts of its team members. The deputed professionals shall visit the University on regular intervals for completion of all the assigned work, getting clarifications/ documents and also for rendering of advisory services as and when required by the University.

- 3.33 Upon completion/ termination of this engagement all the data, information, material, records, documents copy other relevant papers available with the selected applicant shall become the sole and absolute property of the University, and shall be returned by the selected applicant to the University within 15 days of the termination of the contract.
- 3.34 The consultant should monitor the compliances and inform the university well before due date for data required for compliances.
- 3.35 If the University provided the data on or before the due date but consultant fails to submit the returns/replies on or before due date then any penalty/interest arises due to late submission shall be borne by consultant.
- 3.36 The DSC of the authorized person of the university will be utilized only for the purpose of Tax related matters of the University.
- 3.37 To certify income assessment for the purpose of Scholarship.
- 3.38 Any other service as requirement and mutually agreed between the parties on man hour basis.
- 3.39 Utilisation of Grants Checking cost centre wise record of entries to ensure preparation of system generated utilisation statement & Ensure compliance of UGC/MP Higher Education./other guidelines with respect to utilisation of grant fund received.

**Chairperson
Purchase Committee
Dharmashastra National Law University,
Jabalpur**

TECHNICAL CRITERIA & FORMAT FOR SUBMISSION OF RFP

S. No.	Particular	Document Required	Attached (Yes/No)
1	Valid address proof of the firm.	Certificate of firm from ICAI website duly signed by authorized signatory	
2	Individual practitioners or the CA Firm must be registered under the Indian Law as on the date of submission of RFP.		
3	As on the date of RFP, minimum paid staff strength of the firm should be 05 employees (excluding partners and article assistants)	Full Details of the Staff as per Annex-A	
5	Brief detail of qualified professionals (Partners and paid CA staff) employed by the applicant organization along with complete detail of members proposed for the University assignment including their name, experience, profile, specialization etc. keeping in view the work of scope.	Full details on firm's letter head as per Annex-B and member card of the partner of ICAI	
6	GST No.	GST Registration Certificate	
7	Applicant should have an experience of at least three years in Tax consultancy. Preference shall be given to the firm who has an experience of tax consultancy of University/Higher Educational Institute.	The copy of work order along with satisfactory completion certificate to be enclosed	
8	List of Tax related assignments carrying out during last 3 years.	The copy of work order to be enclosed	
9	In addition to the above the applicant should not have any of the disqualifications mentioned below:- a. There has not been any disciplinary action initiated by ICAI or any regulatory authority against the firm during last five years. b. None of the partners/employees has been convicted of any offence/economic offence. c. No appeal/unresolved dispute/suit/case in pending at any court in India regarding the right to carry on practice.	Undertaking for the same on letter head of the firm As per Annex-C	

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10	The average annual turnover of the firm for the last three years should not be less than ₹25 lakhs	Chartered Accountant's certificate for FY 2020-21, 2021-22 & 2022-23	
11	EMD details.		
12	The selected applicant is required to certify that it will not indulge in any fraudulent activity or allow anybody else working in our organization to indulge in fraudulent activities and would immediately apprise the University of the fraud. Suspected fraud as soon as it comes in their notice.	Certificate on letter head of the firm as per Annex-D	

Note: -

1. The supporting documents mentioned above are mandatory, failure to submit the same along with the RFP may result in rejection of the proposal.
2. All the RFP documents should be signed by the authorized signatory of the firm.
3. It should be noted that documents related to Internal Audit, Tax Audit, Stock Audit or any other assignment which are other than Tax work not required to be submitted with RFP.

FINANCIAL PROPOSAL
(Should be submitted on separate Envelope)

S.No.	Particular	Offered Service Charges
01	Name of the firm: Full Address with contact number, website, email ID, etc. of the Firm	
02	Cost of Internal Auditing Activities (Quarterly basis) (inclusive of all taxes) in INR – Cost of 4 quarters	
03	Cost of Annual Auditing Activities (Yearly basis) (inclusive of all taxes) in INR	
04	Cost of GST return filing per month in INR – Cost of 12 months	
05	Cost of Utilization Certificate <i>(Per utilisation certificate basis)</i>	
	(i) up to Rs. 5 Lakhs :	
	(ii) above Rs. 5 Lakhs:	
06	Cost of filing of TDS return & preparation of Form-16:	
07	Cost of Verification of Income Certificate/ITR/Bank Statement <i>(for Student Scholarship purpose for approx. 100 students):</i>	
08	Cost of Consultancy/Advisory Services <i>(per advice basis)</i>	
09	Total Cost (Sum of all costs) <i>(inclusive of all taxes):</i>	

Signature of the
Proprietor/Managing Partner/CEO of
the Firm with Stamp and Seal

Note: Please note only the qualified technical applicants will be considered for Evaluation of financial proposal.

Employees Details
(On Firms Letter Head)

Details of Full Time Employees of the Firm

S. No	Name of the Employee	Qualification	Date of joining the firm	Station & Region where residing at present

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

Partners Details
(On Firms Letter Head)

Details of Full Time Partners of the Firm

S. No	Name of the Partner	Members hip No.	Whether FCA / ACA	Date of joining the firm (full time)	Station & Region where residing at present

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:

Undertaking
(On Firms Letter Head)

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

- i) 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;
- ii) that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
- iii) There has not been any disciplinary action initiated by ICAI or any regulatory authority against the firm during last five years.
- iv) None of the partners/employees has been convicted of any offence/ economic offence.
- v) No appeal/unresolved dispute/suit/case is pending at any court in India regarding the right to carry on practice.
- vi) 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;
- vii) that the constitution of the firm as on 1st April 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:

Form of Acceptance of Fraud Prevention Policy
(On the letter head)

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

We or any of our associate/employee will not indulge in any fraudulent activity or allow anybody else working in our organization to indulge in fraudulent activities and would immediately apprise the University of the fraud. Suspected fraud as soon as it comes in their notice.

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: