

**Expression of Interest (EOI)**  
**for empanelment of Chartered Accountant**  
**“For internal Audit & Income Tax Return, appeal and Exemption**  
**Certificate for a period of One year”**

**By**

**Assam Building and Other Construction Workers' Welfare Board**

**Address: Gopinath Nagar, Guwahati, Assam-781016**

**EOI No. 685124/CA/2025/250**

**Date: 05-09-2025**

**Email Id: abocww.board@assam.gov.in**

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**Assam Building and Other Construction  
Workers' Welfare Board  
Gopinath Nagar, Guwahati-16, Assam**

**Expression of Interest (EOI)**

**for empanelment of Chartered Accountant**

**“For internal Audit & Income Tax Return, appeal and Exemption Certificate from  
Assam for a period of One year**

ABOCWWB invites sealed proposals only from CAG empanelled CA firm, having pre requisite experience in Internal Audit & dealing TDS /TCS cases” in Assam, for empanelment for a period of One (1) year.

The response to this EOI along with all required documents is to be submitted by interested CAG empanelled CA firm in hard copy (in Original) & soft copy (in a pen drive) on or before **dt: 15.09.2025 (5:00 PM)**. After the due time and date, no applications shall be entertained. The place of submission is: **Office of the Assam Building and Other Construction Workers' Welfare Board, 3<sup>rd</sup> Floor of Transit Night Shelter, Gopinath Nagar, Guwahati-16, Assam.**

“The documents have to be submitted in a sealed non-transparent envelope super scribed as **Expression of Interest for empanelment of Chartered Accountant “For internal Audit & Income Tax Return, appeal and Exemption Certificate from Assam for a period of One year** in sealed envelope.” The details of the EOI/Tender have been published in the Assam Tender Portal [assamtenders.gov.in](http://assamtenders.gov.in)

Quality of professional Service and implementation will be monitored, evaluated and enforced by the ABOCW Welfare Board, as per the standards, procedures and guidelines, which will be notified by the Board from time to time.

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**DISCLAIMER**

This EOI is not an agreement and is neither an offer nor invitation by the ABOCWVB to the prospective bidders or any other person. The issue of this EOI does not imply that the Board is bound to empanel one or more Applicant(s) or to appoint the selected bidders, as the case may be, for the implementation of the service and the ABOCWVB reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

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### Schedule for Invitation of EOI

A	Name of the Client	<b>Assam Building and Other Construction Workers' Welfare Board</b>
B	Date of Publishing of Expression of Interest	<b>Dated: 05-09-2025 (5:00 PM)</b>
C	Website from where the EOI document can be obtained	<b><a href="https://assamtenders.gov.in">https://assamtenders.gov.in</a></b>
D	Time and date of submission of response to EOI	Hard copy and soft copies of complete application along with the requisite EMD and Tender fees and requisite documents as mentioned in EOI have to be submitted on or before <b>dt: 15-09-2025 (5:00 PM)</b> . No further documents will be accepted beyond the above date.
E	Address where hardcopy has to be submitted	<u>Address:</u> <b>Office of the Assam Building and Other Construction Workers' Welfare Board, 3<sup>rd</sup> Floor of Transit Night Shelter, Gopinath Nagar, Guwahati-16, Assam</b>
F	Proposal Processing Fee	Non-refundable <b>INR 500/- (Indian Rupees Five Hundred Only)</b> in the form of Demand draft from any Nationalized Bank in favor of the <b><u>Assam Building &amp; Other Construction Workers' Welfare Board</u></b> payable at Guwahati-16
G	Pre Bid queries Date and Time	<b>Date: 09-09-2025 up to 3:00 pm.</b> Pre bid queries can be send only in email to Office of the Assam Building and Other Construction Workers' Welfare Board.  Mail id- <b><u>abocww.board@assam.gov.in</u></b>  All queries will be replied by <b>dt: 11-09-2025 (2:00 PM)</b> through email

**Note:** 1. In-correct proposal/application will be summarily rejected.

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**Background of the Organization**-Assam Building and Other Construction Workers Welfare Board has been established across India under an Act of Parliament of 1996. Subsequently, for the state of Assam the rules were framed in 2007. The primary objective is to register the construction workers and disburse various benefits as mandated under the Act including pensions after the registered workers attain the age of 60. The Board's Fund comprises of the cess collection from various employees under BOCW Cess Act, 1996 and BOCW Cess Act, 1998. Employees Contribution and the Interest accrued. For details, Bidders may refer the following documents-

- a. Building and Other Construction Workers' RE and CS ACT, 1996.
- b. Building and Other Construction Workers' RE and CS Assam Rules, 2007.
- c. Building and Other Construction Workers' Cess Act, 1996.
- d. Building and Other Construction Workers' Cess Rules, 1996.

**SCOPE OF WORK-**

- a) Regular Auditing of the Board as per Govt. Norms and requirement of the intender for 1 calendar years from the date of commencement of the service.
- b) Reconciliation of TDS with 26AS statement regularly at intervals as per norms.
- c) Review/Reconciliation of all bank statements on intervals as per norms and assisting in proper accounting of all receipts (including cess, subscription, membership fees, registration fees etc., payments, assets & liabilities of the board/funds.
- d) Reconciliation of all bank fixed deposits and other investment on regular interval as per norms and assisting in proper accounting of all incomes, TDS & other deductions.
- e) Review/reconciliation of stock/inventory/stock on quarterly interval.
- f) Facilitating compliance of periodical income tax TDS & TCS as well necessary assistance in related TDS/TCS related matters of the board from time to time as per requirement.
- g) Facilitating compliance of applicable periodical GST returns including GST-TDS as per prescribed & applicable provisions as well necessary assistance in related GST related matters of the board from time to time as per requirement.
- h) Assurances in C&AG audit and other departmental/Govt. audit/review/query from time to time.
- i) Facilitating compliance of Income Tax return filing as per prescribed & applicable provisions and follow-up/initiation for the refund due if any from the income tax department as well necessary assistance in matters related to notice/communications from the income tax department WRT to returns filed from time to time.
- j) Review of fund/s of the board with respect to collection & utilization as per statutory provisions, objectives, applicable conditions and function of the board.
- k) Yearly Audit of the Board Accounts.
- l) Any additional assurances in specific accounting and taxation matters that may be required from time to time.

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### Tenure of the Assignment and Commencement-

1. Tenure of the assignment is for **One (1) year** and will be extended on the basis of performance and work after decision of authority for another 1 years. The commencement date shall be the date of signing of the agreement unless specified further.

### Pre-Qualification Criteria

Sl. No.	Pre-Qualification Criteria	Required Documentation
1.	Necessary Qualification & certificates from ICAI (15 years Past Experience)	Self-attested copy to be enclosed.
2.	Experience of working with Govt. Department in Internal Audit & dealing TDS /TCS cases (at least Five)	Work Order Copy with Completion Certificate.
3.	Turn Over Certificate (average Rs. 20 Lakh in 3 years)	Duly Seal signed Turn Over Certificate in Letter Head .
4.	The applicant must have registered Office in Assam for ease of operation, co- ordination & administration purpose.	Self-certified letter for registered office Supporting document: Address Proof document (Sales deed/ rent agreement And last month electricity bill).
5.	The bidder must be capable of providing services for all categories of the assignment. Failure to provide services for any category will result in disqualification.	Internal Audit of Board. GST returns including issues related to GST as per prescribed & applicable provisions as well necessary assistance per Qtr. Income Tax return filing and consultancy per. Appeal cases related to TDS/TCS . Expert Opinion per sitting. Case related to refund of Income Tax. Any exemption related matter like exemption under section 10(46) of the Income Tax Act, 1961.
6.	Bid Processing fee	The Applicant needs to mandatorily submit a Non-Refundable Bid Processing Fee of <b>INR 500/-</b> in the form of a Demand Draft drawn in favor of Assam Building & Other Construction Workers' Welfare Board payable at Guwahati.
7.	EMD fees	The Applicant needs to mandatorily submit EMD fee of <b>INR 5,000/-</b> in the form of a Demand Draft drawn in favor of Assam Building & Other Construction Workers' Welfare Board payable at Guwahati.

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### **Earnest Money Deposit**

Every applicant participating in the bidding process must furnish the required Earnest Money Deposit (EMD) as specified in the Notice Inviting EOI. The EMD may be deposited in the form of a demand draft in favor of **Assam Building & Other Construction Workers' Welfare Board** payable at "Guwahati. The EMD shall be valid for the period covering EOI Validity period plus additional 3(three) month.

**Refund of EMD:** The EMD of unsuccessful applicants shall be refunded within 30 days of completion of empanelment process.

**Forfeiture of EMD:** The EMD taken from the applicant shall be forfeited in the following cases

- a. When the applicant does not sign the agreement within a period of 15 working days of issue of Letter of Invitation (LoI)
- b. When the applicant withdraws or modifies his proposal after opening of proposals.
- c. Rejection of proposal on account of Corrupt and Fraudulent Practices as outlined in this EOI.

### **Application Procedure:**

1. In response to this EOI, applicant organizations meeting above criteria can apply for the aforementioned service in the prescribed format, with required documents.
2. The applicant organizations need to fill up the following Annexure documents and submit on or before the last date of submission:

Annex 1 : Cover Letter.

Annex 2 : Technical Bid shall be submitted in the following Format (**enclosed**).

Annex 3 : Details Necessary Qualification & certificates from ICAI including List of CA.

Annex 4 : Experience of working with Govt. Department in Internal Audit & dealing in TDS /TCS cases.

Annex 5 : Turn Over Certificate.

Annex 6 : List of services provided for all categories of assignment in the following Format (**enclosed**).

3. Last date for submission of documents for empanelment is **dt: 15.09.2025. (5:00 PM).**
4. The Applicant needs to mandatorily submit a Non-Refundable Bid Processing Fee of **INR 500/-** in the form of a Demand Draft/Banker Cheque drawn in favor of **Assam Building & Other Construction Workers' Welfare Board** payable at Guwahati.

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### Process Flow:

1. EOI publish date: 05.09.2025 (5:00 PM).
2. Last date of submission of EOI is dt: 15.09.2025 (5:00 PM). No tender will be accepted after the date and time mentioned above.

**Eligible CA firm needs to submit only One response to EOI document in Hard copy (in Original) and soft copy (in a pen drive) & on [www.assamtenders.gov.in](http://www.assamtenders.gov.in) . The Response to EOI in Hard Copy along with Demand Draft for Bid Processing fee and EMD fees have to be submitted in a sealed non-transparent envelope.**

3. After submission of application, the documents will be scrutinized by Evaluation and Approval Committee of ABOCWWB. The decision of the committee shall be binding and treated as final.
4. The shortlisting shall only be done as per the eligibility criteria fulfilment.

### Technical Evaluation Criteria for Scoring

Sl. No.	Evaluation Criteria	Parameter	Marks Allocated	Maximum Marks
1.	Necessary Qualification & certificates from ICAI	Less than 15 Years	Not Eligible	30
		15-20 Years	20	
		21 Years & More than 21 years	30	
2.	Experience of working with Govt. Department /Organisation (at least Five)	Less than 5	Not Eligible	50
		6-10 nos	10	
		11-20 nos	30	
		More than 20 nos	50	
3.	Turn Over Certificate (average Rs. 20 Lakh in 3 years)	Less than Rs. 20 Lakhs	Not Eligible	20
		Rs. 20 to less than 30 Lakh	10	
		More than Rs. 30 Lakhs	20	

**\*\*Minimum qualifying score for empanelment: 60 marks**

**Note:** Kindly arrange all the relevant supporting documents serially (with serial no.) as per requirement and do not enclose any unsolicited documents / papers with the bid document.

### Right to accept any Bid and to reject any or all Bids:

Assam Building and Other Construction Workers' Welfare Board reserves the right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to award of work, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for action so taken. Also, ABOCWWB reserves the right to cancel or modify this EOI at any time.

### Dispute Resolution: -

The parties will try to mutually resolve any disputes as far as practically possible. In case, the dispute could not be resolved mutually, the parties will go for Arbitration.

The place of Arbitration will be at Guwahati only. Also, all legal matters arising out of this agreement will be subject to the jurisdiction of the Hon'ble courts situated at Guwahati only.

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*(On letter head of the Bidding organization signed by authorized representative)*

**ANNEXURE-2**

Technical Bid shall be submitted in the following Format:

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details to be filled/submitted</b>
1.	Complete Address with Ph. No. and email ID for communication.	
2.	Necessary Qualification & certificates from ICAI	Self-attested copy to be enclosed
3.	Turn Over Certificate (average Rs. 20 Lakh in last 3 years)	copy to be enclosed
4.	Registered Head Office in the State of Assam	Address prof
5.	GST No., PAN No./TAN No.	copy to be enclosed
6.	Up to date C&AG empanelment certificate	Self-attested copy to be enclosed
7.	Experience of working with Govt. Department (at least Five)	Document to be enclosed

**N.B. :** Bidder must have Registered Head Office in the State of Assam.

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*(On letter head of the Bidding organization signed by authorized representative)*

**ANNEXURE-6**

List of services provided shall be submitted in the following Format:

<b>Sl. No.</b>	<b>Assignment</b>	<b>Remarks</b>
1.	Internal Audit of Board	
2.	GST returns including issues related to GST as per prescribed & applicable provisions as well necessary assistance per Qtr.	
3.	Income Tax return filing and consultancy per	
4.	Appeal cases related to TDS/TCS	
5.	Expert Opinion per sitting	
6.	Case related to refund of Income Tax	
7.	Any exemption related matter like exemption under section 10(46) of the Income Tax Act, 1961	

**N.B:** The bidder must be capable of providing services for all categories of the assignment. Failure to provide services for any category will result in disqualification.

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**Signature Not Verified**

Digitally signed by TSHANU SHAH  
Date: 2025.09.05 15:01:26 IST  
Location: Assam-AS

