

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
GOREGAON (EAST), MUMBAI

IGIDR/Accounts/EoI-2 dated 01.11.2019

Call for Expression of Interest (EoI) from Chartered Accountant Firms

for

Taxation services related to Income Tax, GST & 15CA/CB

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.

TELEPHONE: 022 2841 6200/584. FAX: 022 2841 6399.

Notice Inviting EoI

“NAME OF THE SERVICES: **“Taxation services related to Income Tax, GST & 15CA/CB”** for INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. REGISTRAR, IGIDR MUMBAI invites bids from Chartered Accountant Firms of repute for the following Services:

Name of Service	Estimated Contract Value (Rs.)	EMD (Rs.)	Period of Contract
(1)	(2)	(3)	(4)
Taxation services related to Income Tax, GST & 15CA/CB	INR 5.8 lakh (With GST)	INR 12,000/-	One year from the date of awarding the contract

2. The EoI being invited for the above mentioned services. IGIDR reserves its right to award the work to the successful bidder.
3. Bidder has to submit Earnest Money Deposit Rs. 12000.00 (Rupees Twelve thousand) only along with the bid.
4. The EoI documents in sealed envelopes each marked as “Envelope-1: EMD”, “Envelope-2: Pre-Qualification Bid and Technical Bid” and “Envelope-3: Financial bid” respectively. All envelopes shall be submitted together in another sealed envelope superscripted as **“EoI for Taxation services related to Income Tax, GST & 15CA/CB”**.
5. Last date of submission of EoI document shall be up to 1 PM on 21.11.2019
6. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION 'A'

Letter of Offer

Date _____

The Registrar,

Indira Gandhi Institute of Development Research,

Gen. A.K. Vaidya Marg, Film city Road,

Goregaon (East), Mumbai- 400065.

Subject: “EoI from Chartered Accountant firms for Taxation services related to Income Tax, GST & 15CA/CB” for IGIDR Mumbai.

Reference: EoI No IGIDR/Accounts/EoI-2 dated 01.11.2019.

Dear Sir,

With respect to your above mentioned call for EoI, I / We hereby submit my / our EoI in the required format along with Company Profile and supporting documents.

Should this EoI be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

I/We have deposited DD/FDR/BG as an earnest money to the IGIDR, which will not bear any interest.

Should I/We fail to execute the contract when called upon to do so. I/We do hereby agree that this sum shall be forfeited by me/us to the IGIDR.

I / We have carefully gone through the terms and conditions prescribed and I / We accept the same in to without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of Consulting

Agency/firm/company

SECTION 'B'

GENERAL INSTRUCTIONS TO BIDDERS

Sealed EoI bids should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 (By name) and superscripted “**EoI for Taxation services related to Income Tax, GST & 15CA/CB**” for **IGIDR, Goregaon (E), Mumbai-400065**.

1. Bidder has to submit Earnest Money Deposit Rs. 12,000.00 (Rupees Twelve thousand) in the form of Demand Draft/ Banker's Cheque/Fixed Deposit Receipt/Bank Guarantee issued by commercial bank drawn in favour of “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH” payable at Mumbai, should be enclosed in the separate envelope submitted along with Pre-qualification bid envelope. Bank guarantee is also accepted.
2. The EOI in two bid system, supported by prescribed annexure; EMD, Pre-qualification bid/Technical bid and financial bid shall be placed in separate sealed envelopes each marked as “Envelope-1: EMD”, “Envelope-2: Pre-Qualification Bid and Technical Bid” and “Envelope-3: Financial bid” respectively. All envelopes shall be submitted together in another sealed envelope superscripted as “**EoI for Taxation services related to Income Tax, GST & 15CA/CB**”. The bids will be received up to 1 PM on 21.11.2019. Each copy of the EoI document under their stamp and signature. No EoI will be accepted after due date under any circumstances whatsoever.
3. The envelopes Marked “EMD, Pre-qualification & Technical Bid” shall be opened by REGISTRAR or his authorized representatives in his office on the same day at 2 PM.
4. Financial bid of only technically qualified bidders will be opened. The date of opening of price bid shall be informed by institute to the qualified bidders.
5. EoI bid shall remain valid for acceptance by the Institute for a period of three months from the date of opening of the bid and which period may further be extended by mutual agreement and the bidder shall not cancel or withdraw the bid during this period.
6. The bidder must use only the bid forms issued by the Institute to fill in their rates. Any addition/alteration in the text of the bid form made by the bidder shall not be valid and shall be treated as null and void.
7. The EoI form must be filled in English. If any of the documents is missing or unsigned, the EoI may be considered invalid by the Institute in its discretion.
8. Rates should be quoted both in figures and in words in columns specified. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the EoI void at the

Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the bid will be entertained.

9. Each Page of the bid document should be stamped and signed by the authorized person or persons submitting the bid in token of his/their having acquainted himself/themselves with the general terms & conditions, specifications, special conditions of contract, etc. as laid down. Any bid with any of the documents not so signed will be rejected.
10. A EoI which is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their bid is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security deposit for execution and fulfilment of the contract. No interest shall be paid on this deposit. The Earnest Money Deposit (EMD) of the successful bidder will be converted into Performance Security Deposit. The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute.
11. The Institute does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the bids, either in whole or in part, without assigning any reasons for doing so.
12. Institute reserves the right to sub-divide the services mentioned in the EoI, amongst two or more consultants at its own discretion and the consultant will have to execute orders for part of the item of services placed with them at the quoted rates. The institute also reserves the right to increase or decrease the quantities and even omit any item of services after the order is placed, the successful bidder shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self-supporting and relevant.
13. EoI incomplete in any form will be rejected outright; conditional offers will not be accepted.
14. No bidder will be allowed to withdraw after submission of the EoI; otherwise the EMD submitted by the bidder would stand forfeited. In case, the successful bidder decline the offer of contract (or refuse to acknowledge or execute the contract/agreement within 15 days of award of Services), for what so-ever reasons, their EMD will be forfeited.
15. EoI bid must include in their rates, applicable GST and any other tax and duty or other levy in force levied by the Central Government or any State Government or Local Authority, if applicable
16. EVALUATION OF THE BIDS: The Bids will be evaluated by a Committee appointed by the Institute. The detailed evaluation method for Prequalification-cum-Technical and Financial bids is specified below. The technical and financial bids are given weightage of 60 and 40 respectively.

Technical and Financial Evaluation Criteria

Sl. No.	Particulars	Total Marks	Allocation of Marks	Remarks
01	Firms Experience			
a)	Firm's Existence in years a	5		
	10 Years –12 years		3	
	> 12 Years –15 years		4	
	> 15 Years		5	
b)	Average Gross Professional fee of the Firm (in the last 3 financial years) ended on 31 st March 2019	10		
	Rs 1 crore to Rs.3 crore		8	
	> Rs. 3 crore and upto Rs. 5 crore		9	
	Above Rs. 5 crore		10	
c)	Experience in filing of Annual Income Tax Returns & e-TDS Returns during the preceding Five year of atleast 3 (three) a. Higher educational institutes(IITs/ NITs/Universities/autonomous institutes/institutes registered under Bombay Trust Act) /PSUs/Central government: 5 marks for each organization b. other limited and Pvt. Ltd companies: 4 mark for each organization. <i>(Appointment letters/work orders in support of above must be submitted with in a period of preceding 5 years i.e. ending the financial year 2018-19).</i>	15		
d)	Experience in filing GST returns and advisory services during the preceding two years of at least 4 (four) a. Higher educational institutes(IITs/ NITs/Universities/autonomous institutes /institutes registered under Bombay Trust Act) /PSUs/Central government: 5 marks for each organization) b. other limited and Pvt. Ltd companies: 4 mark for each organisation) <i>(Appointment letters/ work orders in support of above must be submitted with in a period of preceding 2 years i.e. ending the financial year 2018-19).</i>	20		
e)	Experience in GST Audit for at least two organizations during the preceding two years: 5 marks for each origination. <i>(Appointment letter/ work orders in support of the above must be submitted for the completed work i.e for FY 2017-18)</i>	10		
	Total Marks of Technical Evaluation	60		
02.	Score on Financial Proposal	40		
03.	Combined Score (01+02)	100		

The lowest evaluated financial proposal will be given maximum score of 40. The score of other firms would be calculated as per the formula:

$F \text{ (Other than lowest bidder)} = (\text{Price Quoted by Lowest Bidder} / \text{Price Quoted by the bidder}) \times 40$

The firm having technical score of less than 40 will be rejected. The firm having maximum total score i.e. technical score plus financial score will be selected for the award of Services.

In the event of Composite Evaluated Score being same for two or more firms, the firm who quoted the lowest amongst them will be eligible for contract. In case financial bid being same, the marks secured by the firm for experience in GST returns will be considered. However, a panel of two firms according to their scores will be shortlisted. In case of any firm fails to complete the assigned services, the Institute may assign the Services to the next bidder as given in the panel.

17. The intending bidder can obtain any clarifications regarding the EoI document, scope of work etc. if any from the office of the Accounts Section at 022 28416584 on any Institute's working day before the last date of submission of bids.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place :

Signature of Bidder

With the seal of their company

Date :

SECTION 'C'
INFORMATION FOR BIDDERS

Background :

Indira Gandhi Institute of Development Research (IGIDR) is an advanced research institute established and fully funded by the Reserve Bank of India for carrying out research on development issues from a multi-disciplinary point of view. Subsequently, the Institute was recognized as a Deemed University under Section 3 of the UGC Act. Starting as a purely research institution, it rapidly developed into a full-fledged teaching cum research organization. IGIDR offers academic programmes like M.Sc, M.Phil and Ph.D in Economics.

IGIDR is maintaining its accounts as per Bombay Trust Act and on Accrual Basis following the applicable Accounting Standards. The Institute is substantially financed by RBI. Funds are also received from various sponsoring agency from India and abroad for carrying out research projects. IGIDR is a FCRA registered institution for carrying out foreign sponsored projects.

Following information may be useful for the bidders while assessing the volume:

Particulars	Appx. Values/Numbers
Total Income for the year (2018-19)	198.59 Lakh
Total expenditure for the year (2018-19)	2,795.87 Lakh
No. of Employee 2018-19 as on 31.03.2019 except project employee	70
No. of Students	131
24Q Returns filed for number of employees (2018-19) Approx 70*4 quarters	240.00
26Q Returns filed for number of vendors (2018-19) Approx 78*4 quarters	312
Filing of GST/ WCT returns etc.	As per statutory requirement

SECTION 'D'
TERMS AND CONDITIONS

Upon the declaration of an intending consultant to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions that shall form part of the Formal Agreement to be executed with the Institute.

1. The consultant shall carry out all the services strictly in accordance with scope of services and as per detailed instructions of the Institute.
2. In all matters of dispute arising on the Services, the matter shall be referred to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon** for a decision.
3. **Arbitration clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.

carelessness, accident or any other case whatever in any way connected with the carrying out of the contract.

4. Performance Security Deposit:

The Earnest Money Deposit (EMD) of the successful bidder will be converted into Performance Security Deposit. The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute.

5. Payment Terms:

- i. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final.

- ii. Any increase in statutory taxes during the contract period will be borne by the Institute.
- iii. TDS under Income tax will be deducted at applicable rates.
- iv. Billing shall be done on prorata basis on completion of services for monthly/quarterly/annually and payment will be processed accordingly.

6. Tenure of Contract:

Initially the contract period shall be one year from date of award of contract, however it can be extended for further 02 years based on review of performance of consultant on yearly basis on the same rates, terms & conditions, if performance found satisfactory.

Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the period

7. Forfeit of Security Deposit:

In the event of any breach of any of the terms & conditions of the contract or bidder neglects, delays or fails to perform the contract, IGIDR reserves right to forfeit the security deposit. The security deposit shall not bear any interest.

8. Termination Clause:

8.1 Without prejudice to any other remedy available to the Institute, in case of default on the part of the consultant in the performance of this Agreement or in the discharge of any contractual obligations arising out of this Agreement or if the consultant commits substantial breach of his obligations, the Institute may terminate this contract by giving a 30(thirty) days written notice of intended termination to the consultant.

8.2 In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the Consultant.

8.3 Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving one month's notice to the consultant without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract. The consultant may terminate this Contract at any time by giving two months' notice to the Institute without assigning any reason thereof.

8.6. On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Signature of consultant
With the seal of their company

Date :

SECTION 'E'
PRE-QUALIFICATION CRITERIA

• **Minimum Qualification Documents to be submitted by Bidder along with qualification Bid:**

The bids of those firms only will be considered which satisfy the following eligibility criteria:

- i. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI).
- ii. The Firm should be empanelled with the Comptroller and Auditor General of India (C&AG) for 2019-20.
- iii. Either the Registered Office or one of the Branch Offices of the bidder should be located in the district of Greater Mumbai, Navi Mumbai and Thane.
- iv. The CA firms should have Income Tax Permanent Account Number (PAN) and GST Registration,
- v. The firm should have been in operation for at least 10 years after its registration.
- vi. Average Gross Professional Fees earned during the consecutive last 3 financial years ending on March 31st 2019 must be equal to or more than Rs. 1 crore (one crore). The bidder must submit the audited balance sheet and P & L account of last 3 financial years with positive net worth in each year duly certified by CA.
- vii. The bidder should have experience in :
 - a) Filing of Annual Income Tax Returns & e-TDS Returns during the preceding five years of atleast 3 (three) higher educational institutes(IITs/NITs/Universities/autonomous institutes/registered under Bombay Trust Act) /PSUs/Central government/ other limited and Pvt. Ltd companies.

(Appointment letters/work orders in support of above must be submitted with in a period of preceding 5 years i.e. ending the financial year 2018-19).

- b) Filing GST returns and related advisory services during the preceding two years of at least four higher educational institutes(IITs/NITs/Universities/autonomous institutes/registered under Bombay Trust Act) /PSUs/Central government/ other limited and Pvt. Ltd companies.

(Appointment letters/ work orders in support of above must be submitted with in a period of preceding 2 years i.e. ending the financial year 2018-19).

- c) GST Audit for at least two organizations during the preceding two years.

(Appointment letter/ work orders in support of the above must be submitted for the completed work i.e for FY 2017-18).

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the pre-qualification bid/technical (Envelope-2) duly stamped and signed by the authorized person of the firm.

PRE-QUALIFICATION CRITERIA

Sl. No.	Particulars	Details (mention annexure for supporting attached)	
1.	Office Address of the firm		
	Name and address of the authorized official		
	Telephone No/Mobile: E-mail:		
2.	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN) under Income Tax and registration under GST. <i>(Provide copies of all registration certificate, PAN & GST)</i>	Registered with ICAI, then mention Registration Number (Date of Registration No.)	
		PAN of the CA Firm	
		GST Registration No.	
3.	The CA Firm should be empanelled with Comptroller and Auditor General of India for 2019-20. (Provide copy)	Empanelment Number	

4	The CA Firm should be in operation for at least 10 years after its registration (<i>Provide necessary evidence</i>)	Year of Registration/ Starting of operation	
		Nos. of years in operation after registration (in years)	
5.	Average Gross Professional Fees earned during the consecutive last 3 financial years (2016-17,2017-18 and 2018-19) ending on March 31st 2019 must be equal to or more than Rs. 01(one) crore only. [Provide copies of the Audited Financial Statements along with copy of the acknowledgement of Income Tax return for all the 3 (three) financial years as mentioned above along with documents as per proforma A-1)	Average Gross Professional Fees of the CA Firm in last 3 (three) financial years ending on 31st March, 2019 Rs (in figure) Rs. (in words)	
6	<p>The bidder should have experience in</p> <p>a. Filing of Annual Income Tax Returns & e-TDS during the preceding five years of atleast 3 (three) higher educational institutes(IITs/NITs/Universities/ autonomous institutes/Institutions under Bombay Trust Act)/PSUs/central govt organisation/other limited and Pvt. Ltd. companies.</p> <p>b. Filing GST returns and related advisory services during the preceding two years of at least 4(four) higher educational institutes (IITs/NITs/Universities/ autonomous institutes/Institutions under Bombay Trust Act)/PSUs/Central government/other limited and pvt ltd companies</p> <p>c. GST Audit for at least two organizations during the preceding two years for completed work.</p> <p><i>Appointment letters/work orders as evidence in support of above must be submitted. Details to be provided in proforma A-2</i></p>		

PROFORMA : A-1

Details of CA Firm's Annual Professional Fees.

Particular	Financial Year 2016-17	Financial Year 2017-18	Financial Year 2018-19	Average Annual gross Professional Fees.
Annual Professional Fees * (Rs. In Crore)				

* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for all the 3 (three) years

PROFORMA : A-2

Details of Firm's Experience in Taxation services in higher educational institutes like IITs/NITs/Universities/autonomous institutes/Institutions under Bombay Trust Act/PSUs/central govt organisation/other limited companies during the preceding (5) years ending the financial year 2018-19.

A. In filing of Annual Income Tax Returns & e-TDS Returns

Sl. No	Name of the Assignment	Duration of the Assignment [Start date / End date]	Name of the Client	Nature of the Assignments & services provided	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					

B. In filing GST returns and related advisory services.

Sl. No	Name of the Assignment	Duration of the Assignment [Start date / End date]	Name of the Client	Nature of the Assignments & services provided	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					

C. GST Audit

Sl. No	Name of the Assignment	Duration of the Assignment [Start date / End date]	Name of the Client	Nature of the Assignments & services provided	Nature of the Supporting Documents provided
1.					
2.					
3.					

Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

Date:

Signature:

SEAL:

Name and Designation of the bidder:

Name of the CA firms:

SECTION 'F'
TECHNICAL BID

Name of Services: EoI for Taxation services related to Income Tax, GST, 15CA/CB

SCHEDULES AND SCOPE OF SERVICES.

The responsibility of the Chartered Accountant Firm shall be to provide necessary help and advice in ensuring the timely discharging of taxation liabilities with respect to Income Tax, WCT, GST or any other taxation issue. Therefore, the Chartered Accountant Firm should ensure that all the necessary Performa, documents, statements are ready well before time. Following is the list of some of the Services but this is not exhaustive.

The primary activities to be assigned to the Chartered Accountant Firm shall include

- i. E-TDS Returns filing (*For details please see Schedule-1*)
- ii. Filing of Annual Income Tax Returns. (*For details please see Schedule-2*)
- iii. Filing appeal and attending proceedings or hearings for Income tax matters (*For details please see Schedule-3*)
- iv. Services related to GST. (*For details please see Schedule-4*)
- v. GST Audit (*Schedule-5*)
- vi. Filing 15CA/CB for foreign remittances (*Schedule-6*)
- vii. Onsite visit for above as and when required and/ or requested by IGIDR.

SCHEDULE-1

Scope of Services with respect to e-TDS Returns filing .

- i. Creation of text files for filing of e-TDS return by using data file.
- ii. Advise the Institute on TDS/TCS provisions, if required.
- iii. Preparation and submission/filing of quarterly returns of e-TDS (24Q, 26Q and 27EQ) based on the data of earnings and other records of Institute including generation of e-TCS Form 27A, generation of FVU file, validation of return using NSDL utility etc.
- iv. Preparation and filing of correction/revised statements against the defaults generated by TIN-NSDL / TRACES and against the notices received from Income Tax Department during the period of engagement irrespective of the period for which the correction statement/return belongs.

- v. Preparation of replies to the income tax department in respect of notices / communications received by Institute in connection with the filing of e-TDS returns during the period of engagement irrespective of the period to which the notices belongs.
- vi. Preparation and filing of correction statements, whenever found necessary by Institute on detection of errors in the data maintained by the Institute.
- vii. Filing of replies in respect of notices relating to e-TDS returns from Income Tax Department during the currency of the contract in consultation with Institute.
- viii. Preparation/generation of TDS certificates in Form 16 and Form 16A.
- ix. Maintaining TDS deduction details, creation of Challan and entry of the deposit details obtained from the bank (Bank Challan serial Number/deposit date).
- x. Attaching/accounting of employees/vendors TDS to a specific Challan.
- xi. Adjusting TDS deductions in a Challan.
- xii. Validation of PAN number with PAN database of NSDL.
- xiii. Advisory Services related to the Income Tax Act.

SCHEDULE-2

Scope of Services in respect of filing of Annual Income Tax Returns

- i. Preparation, vetting and filing of Annual Return of the Institute under Income Tax Act with various disclosures, computation notes and other issues relevant for the purpose of filing of the return.
- ii. Preparation/Review of revised return, if required, to be filed in respect of any financial year.
- iii. Pursuing the refund claims.

SCHEDULE-3

Scope of Services in respect of filing appeal and attending proceedings or hearings for Income tax matters

- i. Preparation of detailed replies and submission thereof to the queries raised by Assessing Officer/Assistant Director Income Tax (Exemption), Dy. Director Income Tax (Exemption) during assessment or appellate proceedings or otherwise by tax authority of present/past appeals/proceedings or other hearings,

SCHEDULE-4

Scope of Services with respect to GST and related advisory services.

- i. Preparation of data for monthly /quarterly/annually GST return as applicable. Institute will provide the tally backup for necessary preparation of data for filing of GST returns.
- ii. Generation of Challan for GST remittance.
- iii. Filing of monthly and annual GST return as per statutory requirement.
- iv. Providing all latest amendments periodically and promptly.
- v. Any other GST related matter which the Institute may seek the advice/opinion of the Firm.
- vi. Advising on applicability of GST on various services/projects rendered by the Institute.
- vii. Advising on all matters/items covering its scope and applicability in case of agencies from which Institute is availing the services.
- viii. Assessment of GST/WCT for IGIDR and attending the assessment proceedings and preparation of replies for submission to GST authorities.
- ix. Preparation and attending appeals in respect of all GST/WCT matters, if any.
- x. Attending to previous pending assessments. As such there is no old pending assessment. Chartered Accountants firm may ensure itself by visiting the office, the quantity of such pending case(s).
- xi. The necessary effect in respect of input-output credit is required to be given in the books of accounts based on common ratio at the end of the financial year. Accordingly it is required to provide the complete accounting entry on monthly basis for giving the effect of the same to expense account.

SCHEDULE-5

GST Audit:

The scope will be as under:

- i. Compilation & review of data for the purpose of GST audit as per the statutory format as prescribed under GST laws.
- ii. Reporting transaction under GST in the statutory format as prescribed under GST laws.
- iii. Assisting the Institute in taking appropriate position in law on critical issues.

SCHEDULE-6

15 CA/CB:

The scope will be as under:

- i. Assessing the applicability of 15CA/CB filing of certificate after verification of relevant documents.
- ii. Calculating TDS liability if any
- iii. Filing of certificate

Date:

Signature:

SEAL:

Name and Designation of the bidder:

SELF DECLARATION

Annexure - A

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the Services/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date: