



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

(Constituted under the Act 18 of 2008, Govt. of Andhra Pradesh)

RGUKT- Nuzvid Institute

Mylavaram Road, Nuzvid (Mandal), Krishna District, A.P. - 521202

Telephone No: 0866-2468516, 0866-2468514,

E-mail: ao@rguktn.ac.in

NIQ. No: RGUKT/NUZ/S&P/NIQ/Tax Consultant/004/2020

Date: 29-10-2020

NOTICE INVITING QUOTATIONS

To

All Interested vendors

Dear Sir/ Madam,

SUB: NOTICE INVITING QUOTATION FOR ENGAGEMENT OF TAX CONSULTANT FIRM AS A TAX CONSULTANT OF RGUKT NUZVID INSTITUTE FOR THE FINANCIAL YEAR 2020-2021.

The RGUKT Nuzvid Institute invites sealed Quotations under two bids system (Technical & Price Bid) from reputed Tax Consultant firms experience in handling Direct & Indirect taxation matter as a tax consultants for the financial year 2020-2021 as per the qualifying criteria and Terms & Conditions mentioned in the tender hereto.

The NIQ document with complete details of tender including experience required, scope of works and terms and conditions can be downloaded from the website www.rguktn.ac.in . The last date for submission of Sealed tender is 11th November 2020 at 12.30 PM. The technical Bids will be opened on 11th November 2020 at 15.00 hrs at the Committee Room of the Institute. The tender shall be submitted to the Administrative Officer, RGUKT Nuzvid, P.O. IIIT Nuzvid, Nuzvid Mandal Dist: Krishna District, Andhra Pradesh- 521202.

Tenders received without submission of Document Fee will be summarily rejected. Late and delayed tenders will be summarily rejected.

The RGUKT Nuzvid reserves the right to choose, accept or reject any or all tenders/ requests/offers, in full or part, at any stage without assigning any reason

SD/-
Administrative Officer (i/c)

Purpose	Particular
NIQ calling date	29.10.2020
NIQ document downloading start date	30.10.2020 at 9.00 A.M
NIQ document download last date	11.11.2020 at 12.00 PM
Last date & time for submission of documents (hard copies)	11.11.2020 at 12.30PM
Technical bid opening date & time	11.10.2020 at 3.00 PM
Price Bid opening date & time	11.10.2020 at 4.30PM
Bid Document Fee	Rs. 200/- by way of DD form (Non-Refundable) from any Nationalized bank in favor of The Director RGU IIIT, Nuzvid payable at Nuzvid
Contact person	Finance Officer, RGUKT, Nuzvid Administrative Officer, RGUKT Nuzvid
Last date for seeking clarifications	Clarifications, if any, regarding tender may be asked in writing through e-mail not later than 28-10-2020, by 1500 hrs on email id. fo@rguktn.ac.in or ao@rguktn.ac.in
Bid Validity	90 days from the date of opening of bid.
Address for submission of Bids	The Administrative Officer(i/c) RGUKT Nuzvid Nuzvid Mandal, Krishna District Andhra Pradesh - 521202
Number of envelopes to be submitted. (Non window, sealed)	Proposals to be submitted the detail in Two (2) sealed envelopes as follows: The first envelope should be superscribed "Selection Criteria for Engagement of Tax Consultant Firm as a tax consultant of RGUKT Nuzvid Institute for the financial year 2020-2021" and should contain the particulars of compliance with eligibility criteria for short listing as given in the document. The second envelope should be superscribed "Financial Bid for Engagement of Tax Consultant Firm as a tax consultant of RGUKT Nuzvid for the financial year 2020-2021" should contain the details of the financial bid

	of the proposal inclusive of Taxes, etc in the format given
	All the above mentioned Two sealed envelopes should then be put in a large sealed envelope and superscribed “Engagement of Tax Consultant Firm as a tax consultant of RGUKT Nuzvid for the financial year 2020-2021” and submitted to the RGUKT Nuzvid on or before the time fixed and last date for submission.
Other information	<p>Please note that all the information as required under this tender document needs to be provided. Proposal submitted with incomplete information is liable to be rejected. RGUKT Nuzvid’s decision in this regard will be final and binding. The tender is also hosted on RGUKT Nuzvid website www.rgukt.ac.in .</p> <p>RGUKT Nuzvid reserves the right to change the dates mentioned above. Changes, if any, related to tender will be posted on web site. Bidders must check the website before submitting response to Tender.</p>

A. Instructions and Disclaimers

1. The Tender document contains statements derived from information that is believed to be relevant at the date but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with RGUKT Nuzvid. Neither RGUKT Nuzvid nor any of its employees, agents, contractors, or advisors gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this document. Neither RGUKT Nuzvid nor any of its employees, agents, contractors, or advisors has carried out or will carry out an independent audit or verification exercise in relation to the contents of any part of the document.
2. All costs and expenses incurred by Agency in any way associated with the development, preparation, and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by RGUKT Nuzvid, will be borne entirely and exclusively by the Agency.

3. No binding legal relationship will exist between any of the Agencies and RGUKT Nuzvid until execution of a contractual agreement.
4. Each respondent acknowledges and accepts that RGUKT Nuzvid may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible consultant. The tender document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by a Recipient.
5. The respondent shall be liable to maintain secrecy and confidentiality of all the information / data / operations, etc. of RGUKT Nuzvid. The Non disclosure agreement shall be signed by the L1 bidder and to be submitted along with the acceptance of work order as per format given by the RGUKT Nuzvid.
6. The person(s) signing the bid documents shall initial all pages of the bid. The bid shall contain no erasures or overwriting except as necessary to correct errors made by the bidder, in which case corrections shall be initiated by the person(s) signing the bid.
7. Any bid received after the deadline for submission of the bids will be treated as "Late Bid" and such late bids shall not be considered at all for competitive bidding.
8. Any form of canvassing / lobbying / influence / query regarding short listing, status, etc will be a disqualification.
9. The payment towards fees will be made on quarterly basis on receipt of invoice, after successful rendering of service during the respective quarter. While making the payments any applicable deductions will be made by RGUKT Nuzvid.
10. Tax Consultant shall during the tenure of the Contract and at anytime thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by REC, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through Tax consultant or its personnel or agents.

11. Bidders are responsible for establishing the status of the Services for the purpose of any government tax including GST, cess etc. to GoI or Govt. of Andhra Pradesh. Any applicable taxes should be included and shown in financial proposal.
12. Any manuscript or other alteration to the bid must be countersigned and dated by the person submitting the tender.
13. The bid must be accompanied by a letter on firm's letter head showing the full registered name(s) and registered office address of the bidder. It should be signed by a person of suitable authority to commit the bidders to a binding contract.
14. Undertaking shall be given that
 - a. There has not been any disciplinary action initiated or contemplated/suspension of business against the entity by ICAI/ICWA / Income Tax Authority or any other statutory authority during the last five year.
 - b. None of the partners/employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.
 - c. No appeal/unresolved dispute/suit/case/application has been pending at any court in India regarding the existence of the business/ right to carry on practice
15. The successful bidder shall exercise reasonable skill, care and diligence in the performance of the assignment and indemnify and keep RGUKT Nuzvid, its officers, directors, employees indemnified in respect of any loss, damage or claim howsoever arising out of or related to breach of contract, statutory duty or negligence by the firm or the it's staff, agents or sub contractors in relation to the performance or otherwise of the Services to be provided under the Contract.
16. The successful bidder shall not, without the prior written consent of RGUKT Nuzvid, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover, merger or other change of identity or character of the Consultants, any of its rights or obligations under the Contract or any part, share or interest therein. Upon any such assignment or transfer, this engagement may forthwith be terminated by RGUKT Nuzvid.

17. RGUKT Nuzvid may, at its sole discretion and at any time terminate the Contract by giving a month's notice, and inform the Consultants of RGUKT Nuzvid's decision by written instruction to that effect. In the event of the Contract being so terminated, the firm shall take such steps as are necessary to bring the Services to an end, (including terminating any sub-contracts placed by the firm) in a cost effective, timely and orderly manner.

B. Scope of work: RGUKT Nuzvid intends to engage a tax consultant having vast experience in handling various, direct & indirect taxation, and issues arising from time to time regarding Indian taxation. The Consultant shall provide consultancy services as per the scope of work indicated below (the list is indicative and not exhaustive)

a. Direct Taxation

- I. To advise/ give written opinion relating to income Tax.
- II. To keep aware and compute advance tax /self assessment tax/any other liability
- III. Filing of income Tax Return along with various disclosures / computation notes and all other matters that may be relevant with respect to filling of the income Tax Return of RGUKT-Nuzvid as per the income Tax Act or any other law in force for income tax.
- IV. Preparation / checking / scrutinizing and filling quarterly TDS Returns, (Including revised return (s) applicable to the institute on regular basis. The number of deductee will vary from quarter to quarter.

Description for the F.Y 2019-20	Q1	Q2	Q3	Q4
No of deductee for 24 Q	36	61	57	61
No of Deductees for 26Q	14	15	49	48

- V. To prepare replies / submission for assessment of proceedings, appellate proceedings and any other income tax related proceedings/ notices /letters / summons etc.,
- VI. Appearing before the appropriate Authority in connection with all assessment proceeding initiated by appropriate authorities even prior to the financial year 2020-21 including drafting / filing of replies and submissions, representation before the tax authorities for assessment proceedings, drafting/filing of submissions with tax authorities regarding rectification applications including and penalty proceedings as applicable, drafting /filing the submission for stay of any demand, review of orders etc.

- VII. To examine any order /communication received from income Tax Department and advice further course of action.
- VIII. To arrange for any income Tax Clearance / Exemption Certificate, as and when required
- IX. Advising RGUKT-Nuzvid for further course of action consequent to assessment / reassessment / rectification order issued by the income Tax Authorities, filing of appeals before CIT (Appeals) including drafting of Grounds of Appeal and Statement of Facts, filing of written submissions / paper book and representation in all existing/ new appeal proceedings before CIT(Appeals), representing REC in various Statutory Authorities and representing RGUKT-Nuzvid in pending ITAT cases.
- X. Pursuing, assisting and coordinating with income Tax Authorities for timely getting the refunds due to RGUKT-Nuzvid.
- XI. To assist the appointed advocate /representative in appeal matters before ITAT/HC/SC
- XII. To provide consultancy services in any other work related to income Tax.
- XIII. The consultant will be required to visit at least on days (3-4 hours a day) in a month at RGUKT-Nuzvid.

b. Indirect Taxation

- (i). Preparation/ checking / scrutinizing returns before filing and scrutiny of the return with monthly Tax remittances made by RGUKT-Nuzvid during the respective half year.
- (ii). Verification of monthly GST remittance as well as input credit eligibility under Direct Charge as well as reverse charge of each area and report the adequacy or otherwise in respect of provisions relating to GST Tax and consolidated GST Tax remittances.
- (iii). Advising on issues relating to GST including availing of input credit, Withholding tax and any other Tax related issues, including queries on tax matters, as referred to by the RGUKT-Nuzvid.
- (iv). Preparation/checking /scrutinizing and filling of monthly returns (including Revised Returns) and scrutiny of input Tax Credit claim of each Area.
- (v). Advising /updating the RGUKT-Nuzvid on compliance requirements under indirect tax laws applicable to RGUKT-Nuzvid on regular basis, filling of appeals, refund claims, etc., attending to assessments / appeals before appropriate authorities/appellate authorities. Regular follow up with the tax authorities for tax related matters including refunds

- (vi). Assisting RGUKT-Nuzvid in classification issues and determining the rate of tax under the GST laws, Custom law and other indirect tax laws as and when required.
- (vii). Drafting replies to demand cum show cause Notices/ Notices and other communications received from the commercial taxes authorities / custom authorities or any other indirect taxation authorities.
- (viii). To inform the latest Amendments/ circulars issued from time to time by government with respect to GST / Custom etc and any other authorities.
- (ix). To attend before the commercial Taxes authorities / Central Excise authorities /GST authorities at various levels up to assessing authority level on the GST / professional Tax /Central Excise /Custom. The further appeal level appearances are chargeable at mutually agreed fee.
- (x). Advising on maintenance of records and required documentation for proper compliance under various indirect tax Acts/Rules/Laws General advisory services related to GST etc.,
- (xi). Review of Assessments /Appellate orders pertaining to various indirect Tax issues and suggesting subsequent action there on.

C. Eligibility Criteria:

- a) The firm should have chartered Accountants / Cost Accountants engaged in providing services under Direct and indirect tax laws.
- b) The firm should have an office /Branch Office in Andhra Pradesh.
- c) Bidder shall demonstrate their existence in the tax consultancy services for at-least 10 years or more.
- d) Bidder shall demonstrate similar experience of rendering tax consultancy services in any of the last five years in PSU/ Government Organization having Annual revenue/ Turnover of more than Rs 40crore.
- e) Major clients served by the bidder organization in the past along with the present assignment enlisting the nature of work may be given.
- f) Bidder should have minimum 5 partners with at least 3 partners dealing in tax matters, 5 qualified assistants (i.e. CA/ICWA) of which 3 should be handling tax matters.
- g) Should have gross receipt of more than Rs.50 lakhs for each of the last 3 financial years prior to the date of making applications.
- h) The applicant should not have been black listed/debarred/ disqualified by any regulatory/ statutory body or government entity or any international/National agency for corrupt or fraudulent practices.

D. Contract Period: Initially contract period is for the financial year 2020-21. However, the same can be renewed for every year for a period of three years, subject to the satisfactory performance in every year.

Annexure I
Financial Bid

Name of the Services: Engagement of Tax Consultant at RGUKT Nuzvid for the financial year 2020-2021

Name of the Organization: RGUKT Nuzvid

Name of the Bidder: Quote for Regular Tax Advisory Service

Particulars	Unit	Amount (Rs.)
Retainer ship fees for services as per clause "Scope of Work"	Annually	
Total (Rs.)		
Total Rupees In words:		

- (i). The quoted fee should be inclusive all out-of-pocket expenses and any other incidental expenses.
- (ii). The quoted fee should be exclusive of Taxes. Tax shall be borne by RGUKT Nuzvid as applicable
- (iii). Bidders are required to quote financial proposal / fee structure strictly as sought above.

Authorized Signatories
with Official Seal

Date:
Place:

RGUKT

Annexure-II
NON BLACKLISTING CERTIFICATE
[To be submitted on letterhead]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by RGUKT Nuzvid Institute and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT Nuzvid Institute may imposed any action as per NIT rules.

Date :

Place :

Name :

Business Address:

Signature of Bidder:

Seal of the Bidder:

RGUKT

Annexure III

**DECLARATION REGARDING DISCIPLINARY ACTION/BLACKLISTING/DEBARRING
F O R T A K I N G P A R T I N T E N D E R .**

(To be executed & attested by Public Notary/.Executive Magistrate on Rs.10/- non judicial
Stamp paper by Tenderer)

I / We(Tenderer) hereby declare that no disciplinary action has been initiated or contemplated/ suspension of business against the firm by ICAI/ ICWI/ Income Tax Authority or any other Statutory Authority during the last five years.

I / We(Tenderer) hereby declare that none of the partners/ employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.

I / We(Tenderer) hereby declare that no appeal/ unresolved dispute/ suit/ case/ application has been pending at any court in India regarding the existence of business/right to carry on practice.

In case the above information found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by the RGUKT Nuzvid, and shall be blacklisted.

In addition to the above, the Institute will not be responsible to pay the bills for any completed /partially completed work

Signature of Bidder(s) with seal

RGUKT

Annexure IV

Declaration

(to be furnished in the letter head of the firm / company)

We hereby declare that the information submitted above is complete in all respect and true to the best of our knowledge. We understand that in case any discrepancy or inconsistency or incompleteness is found in the information submitted by us, our application is liable to be rejected.

Date:

Authorized Signatory



**ANNEXURE –V
Bidder Information**

1.	Name of the firm	
2.	Year of establishment	
3.	Address of the Registered/Head Office	
4.	Telephone no. and E-mail address	
5.	ICAI Registration No. with Region Name and Code No.	
6.	Membership Registration No.	
7.	PAN of the firm	
8.	GST No:	
9.	Number of Chartered Accountants as partners (Supporting documents)	
10.	Number of Chartered Accountant Employees as on 31.03.2020 (Supporting documents)	
11.	Number of Branches (Supporting documents)	
12.	Whether the firm is engaged in tax consultancy work for any Govt./Semi Govt. Institute/PSUs//Autonomous body, etc. Details of major assignments	
13.	Any other information	

Signature.....
Name.....
Designation/ Firm Name.....
Address.....
Phone.....