



**INDIAN INSTITUTE OF MANAGEMENT CALCUTTA**

**NOTICE INVITING TENDER  
FOR  
ENGAGEMENT OF TAX CONSULTANT**

## Sub: Tender for Engagement of Tax Consultant

**Ref: Tender Notice No: NIT/IIMC/Tax Consultants/Re-24/2020-21**      Date: February 01, 2021

E-Tenders are invited by Indian Institute of Management Calcutta (hereinafter referred to as "IIMC") under Two-Bid System i.e. Technical Bid and Financial Bid from eligible bidders for engagement of Tax Consultant initially for the period of one year which may be renewed to further two years on annual basis subject to satisfactory performance.

Sl. No	Name of Work	EMD (Rs.)	Cost of Tender document (Rs.)	Duration of Contract
A.	Engagement of Tax Consultant	20,000/-	1,000/- + 18% GST	Initially for one year

The tender document with complete details of tender including experience required, scope of work and terms and conditions can be downloaded from the CPPP (Central Public Procurement Portal) or the official website [www.iimcal.ac.in](http://www.iimcal.ac.in) of IIMC.

### Time schedule of tender activities:

- Date & Time for submission of Tender Documents: from **February 01, 2021 12:30** to **February 22, 2021** up to **14.00 hrs.**
- Date & Time of Opening of Technical Bid: On **February 23, 2021** at **14:15 Hrs.**
- Last date & Time of submission of EMD: **February 22, 2021** up to **14.00 hrs.**
- Date & Time of Opening of Commercial Bid: To be Communicated to the qualifying tenderer later

Earnest Money Deposit (EMD): The Earnest Money Deposit (EMD) of Rs. 20,000.00 must be paid online in an acceptable form. The tenders without Earnest Money will be summarily rejected.

### Bank details for online EMD payments given below:-

Name of the Bank Account: Indian Institute of Management Calcutta

Name of the Bank: State Bank of India

Address of the Bank: Joka, Diamond Harbour Road, IIM Campus, Kolkata – 700 104

Branch: IIM Joka Branch

Account No. 10120246705

IFSC Code No. SBIN0006210

EMD will be refunded to the unsuccessful bidders without any interest within one month of completion of the tendering process. EMD received from the successful bidder will be kept as Security Deposit till the completion of the assignment. Tenders received late or without EMD shall be summarily rejected.

**TWO BID SYSTEM** shall be followed for this tender. Bidder should take due care to submit tender in accordance with requirement in sealed covers. Bid Evaluation Criteria, shall be the basis for evaluation of tenders. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and request for any subsequent alterations/modifications will not be entertained. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions. Submission of the bids amounts to acceptance of all terms and conditions mentioned therein.

### **Background:**

Indian Institute of Management Calcutta is established by Govt. of India in the year 1961 as one of the first Indian Institute of Managements. IIM Calcutta is the Institute of National Importance declared under Indian Institutes of Management Act, 2017.

It is the first institution in India to earn a 'Triple Crown' in accreditation. The Institute is now accredited by the Association to Advance Collegiate Schools of Business (AACSB), European Quality Improvement System (EQUIS) & Association of MBAs (AMBA) which have assessed and ratified the quality of the programmes by external (of international standard) peer review processes. IIM Calcutta was ranked for the first time in the QS Masters in Management Ranking 2018 for its PGDM Programme and was ranked at 46.

Indian Institute of Management Calcutta follows Accrual Basis of Accounting as per standard accounting practices applicable. The accounts of the Institute are prepared as per the prescribed Guidelines and Format for Financial Statement applicable to the Central Higher Educational Institution, which will be made available to the selected firm.

### **01. Notice Inviting Tender (NIT)**

- 1.1 Proposals are invited from eligible Chartered Accountant/Cost Accountant Firms for engagement as Tax Consultant for taxation matters of Indian Institute Management, Calcutta vide a service contract with specific terms and conditions. The contract may be renewed for another two years on yearly basis in the same terms and conditions subject to satisfactory performance of the firm and with the mutual consent of both the parties.
- 1.2 Interested Chartered Accountant/Cost Accountant Firms can download the NIT document containing detailed terms and conditions, scope and eligibility criteria from CPPP (Central Public Procurement Portal) & the official website: ***www.iimcal.ac.in***.
- 1.3 The proposals (both technical and financial) by eligible Chartered Accountant/ Cost Accountant Firms shall reach the Office of the undersigned within due date and time in the prescribed format and manner. Proposals received after due date and time shall be rejected. There is no system of receipt of proposal through drop box or by hand. Proposals shall be received only through registered post/ speed post/ courier service.

1.4 One Firm can submit only one NIT. If a Firm submits more than one NIT, all the NITs submitted by that Firm will be rejected.

**1.5 Important Information:**

Sl. No.	Particulars	Information
01	Contact Phone No. Email Address	9474001060 dbishayee@iimcal.ac.in
02	Website	<a href="http://www.iimcal.ac.in">www.iimcal.ac.in</a>

Note: In case the closing date for sale of NIT document or/and last date for receipt of NITP happens to be a holiday for IIMC for any reason, the activity will be held on the immediate next working day at the same time & place.

**02. Terms of Reference (TOR)**

**2.1 Eligibility Criteria:** The interested Bidders shall have to comply to the following criteria to participate in the tendering process -

- a) H.O or Branch at Kolkata : Must have either its registered office or branch office in Kolkata for at least 5 years
- b) Registration: Registered for minimum 10 years with the Institute of Chartered Accountants of India/Cost & Works Accountants of India
- c) No of Partners: Minimum three Fellow partners as on 1st January, 2021.
- d) Experience: Minimum five years of experience as on 31st March, 2020 in dealing with the Direct Tax and Indirect tax matters for Central or State Autonomous Bodies with annual Income exceeding Rs.20 Crores.
- e) Additional Experience: Must have in dealing with the Direct Tax and Indirect tax matters of at least two Central or State Autonomous Bodies during last three Financial Years i.e. from 2017-18 to 2019-20.
- f) Number of qualified staff: There must be 5 qualified Chartered/Cost Accountants in the Payroll of the Firm
- g) Number of Total Staff: Minimum 15 nos. staff including Article staff should be available with the Firm
- h) Minimum Average Annual Income: Must be having minimum Average Annual Income of Rs.150 Lakh during the last 3 Financial Years i.e. from 2017-18 to 2018-19 and 2019-20.
- i) 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.

## 2.2 Scope of Work:

**The Firm shall be responsible for the following works -**

### **A) Dealing with all GST/ Indirect Tax Related Matters:**

- i) Computation of Monthly liability and Credit adjustment
- ii) Monthly/Quarterly/Annual GST Reconciliation tallied with the books of Accounts
- iii) Submission of statutory Returns and the compliances
- iv) Appearance and making submission in course of assessments and appeals
- v) Preparation and submission of replies against Notice from issued by the authorities from time to time
- vi) Attending the queries, raised by the GST Deptt, CERA audit and CAG
- vii) All other GST compliances and preparation of reports as and when required

### **Assistance in representation services, before tax authorities/ tax court/ tax tribunal**

- viii) Provide Advisory assistance services to the Institute in summons issued audit/ assessment conducted by Tax authorities, by assisting in preparing responses to routine communication like letters of enquiry, letters for provision of information/ documents received from indirect authorities;
- ix) Advice/ assist with respect to drafting and filing of replies to Show Cause Notices to be filed before adjudicating officer/ authorities;
- x) Advice/ assist with respect to drafting and filing of appeals before various adjudicating authorities up to Tax Tribunal;
- xi) Attend hearing before indirect tax adjudicating authorities up to Tax Tribunal and assist in making submissions before them;
- xii) Advice/ assist and assist the Institute in filing and preparation of refund/rebate claim with the Tax authorities;
- xiii) Advice and assist the Institute in preparation and filing of the advance ruling or filing appeal before the appellate advance ruling;
- xiv) Attend hearing before advance / appellate advance ruling authorities and assist in making submissions before them and obtaining necessary order from them.

### **B) Dealing with all Income Tax/ Direct Tax/ DTAA Related Matters**

- a. Filing of Annual Returns
- b. Assistance in filing of quarterly TDS Returns
- c. Obtain lower/NIL withholding tax certificates whenever required
- d. Handling all income tax compliances, assessment and appellate proceedings initiated by appropriate authorities 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 any penalty proceedings as applicable, drafting/filing the submissions for stay of any demand, review of orders, etc. and attending hearing

- e. Advise IIMC for further course of action consequent to assessment/ reassessment/ rectification orders issued by the income-tax authorities, and assistance in filing of appeals before the Commissioner of Income-tax (Appeals) ['CIT(A)'] including assistance in preparation of Grounds of Appeal and Statement of Facts, assistance in filing of written submissions/ paper book and representation in all existing/ new appeal proceedings before CIT(A) or Income-tax Appellate Tribunal, representing IIMC before appellate authorities and representing IIMC in pending appeals, if any, before Income-tax Appellate Tribunal
- C) Assistance in representation before the income-tax authorities, in relation to income-tax refund proceedings;
  - D) Updating IIMC on the relevant changes in the Act and suggesting action for adopting the said changes.
  - E) Opinion on various tax related issues
  - F) Representing the Institute before the Tax Authorities
  - G) Dealing with all pending cases with the Taxation Authorities and compliances
  - H) Rendering expert opinion as and when required by IIMC for all taxation issues including international taxation matters, etc
  - I) All other direct tax related Matters

**FCRA/Foreign Grants:** IIMC received various foreign Grants from the Alumni and the Funding Agencies. The Consultant will assist IIMC for furnishing of Annual Returns and other necessary compliances necessary in this regard.  
All FCRA related Compliances and consultancies.

### **3. Responsibilities of the Service Provider:**

Following are the responsibilities of the Firm (Service Provider) –

- a) Engagement of resource personnel in IIMC:
  - i. One dedicated manpower for all working days to facilitate all Indirect/Direct Tax/ FCRA related matters to support IIMC in discharging these functions in coordination with the firm appointed by IIMC.
  - ii. One Senior level representative of the Tax Consultant firm, having knowledge of Tax matters, will be required to visit the IIMC once in a fortnight to verify the deduction of tax and preparation of challan (GST) and to assist filling of monthly/quarterly return and to assist for filling correction statement. The Consultant will be required to visit the IIMC on a short notice for discussing on urgent matters with the FAO & Assistant – Finance & Accounts Officer.
  - iii. One Senior Officer of the Tax Consultant firm should be available at least one day in a month to discuss the important and pending issues. The Consultant will be required to visit the IIMC on a short notice for discussion on urgent matters with the Director/ FAO/Assistant – Finance & Accounts Officer as the

case may be.

- b) Personnel deployed should ensure proper conduct in the office premises
- c) The personnel deployed should be polite, cordial and efficient and their actions should promote goodwill and uphold the image of IIMC. The Firm shall be responsible for any act of indiscipline on the part of the persons deployed.
- d) Ensure reconciliation of all Direct & Indirect Tax related matters and compliance to the statutory authorities and Audit.
- e) As per requirements of the Institute the Tax Consultant will also be asked to give presentation before the Competent Authority/Finance Committee or to the Board of the Institute regarding Taxation matters.

#### **4. Payment & Price Validity :**

- a) The Firm shall be paid on quarterly basis an amount equal to 1/4th of annual Consultancy fees quoted by the Firm, as agreed by IIMC upon satisfactory completion of the deliverables as per the terms of reference.
- b) The price as quoted by the Firm (as per Annexure 2) shall remain unchanged during the contract period and extensions, if any.
- c) Goods & Service Tax, if any, shall be paid at the applicable rate.

#### **5. Period of Engagement**

- a) The engagement shall be initially for a period of one year
- b) The contract may be renewed for another two years on yearly basis in the same terms and conditions subject to satisfactory performance of the firm and with the mutual consent of both the parties.
- c) The agency shall sign the contract and start providing services (actual engagement of personnel) within 7 days of issue of Letter of Award/ Intimation.

#### **6. Termination/ Suspension of Agreement**

The contract can be terminated at any time prior to its completion by either Party with 60 days of notice period.

#### **7. Instructions to Bidders**

##### **A. Procedure for submission of Bids**

1. Help for bidders, FAQ, Information about DSC and Bidders Manual Kit containing the detailed guidelines for e-Procurement system are also available on Central Public procurement Portal. [<https://eprocure.gov.in/eprocure/app>]
2. It is mandatory for all the bidders to have a valid Digital Signature Certificate (in the name of person having power of attorney to sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-Procurement of IIM CALCUTTA.
3. It is mandatory for the bidders to get their firm /company registered with e-procurement portal <https://eprocure.gov.in/eprocure/app> to have user ID & password.
4. Tender documents will be available online on website <https://eprocure.gov.in/eprocure/app> which can be downloaded.
5. Bidders may download and refer the “Instructions for Online Bid Submission” from (<https://eprocure.gov.in/eprocure/app>).
6. The tender documents shall be submitted online in the prescribed format given on the websites and technical bids received online shall be opened as per NIT or Corrigendum thereof. No other mode of submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all tender papers except Bill of Quantities are to be submitted in “Technical Bid”.
7. Bill of Quantities with rates duly filled in is to be submitted in the format provided online in the name of “Price Bid”. Hence, physical submission of the documents is limited to submission of original Earnest Money and Tender document fee. Deposit in the form of Demand Draft as per provision given in NIT.
8. Representative of the bidder, who chooses to attend, may attend the online opening of the technical bids on the scheduled date and time of Bid opening. However, such representatives shall be allowed to attend the opening of the Technical Bids, only, if such person presents the signed letter of authority issued in his name by the bidder on his letter head.
9. Bidders cannot submit the tender after the due date and time of e-bid submission. Time being displayed on Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> (“Server System Clock Time”) shall be final and binding on the bidder. E-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.



10. The bidders are advised to submit their e-bids well before the e-bid due date. IIM CALCUTTA shall not be responsible for any delay in submission of e-bids for any reason including server and technical problems.
11. The Technical and Price Bid shall be digitally signed by the Authorized Signatory of the bidder & submitted "on-line". The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in .pdf file format.
12. Any tender received without original Earnest Money and Tender document fee in the form as specified in NIT shall not be accepted/considered and shall be summarily rejected.
13. Physical submission of the documents is to be as per the following in one envelop only
  - i. Original Demand Draft for Earnest Money

### **7.1 Contents of the Proposal**

#### ***a) The technical proposal in addition to proof of eligibility shall contain:***

1. All the information, documents and clarifications as required under **Annexure 1**.
2. Copy of the NIT Document signed on every page by the duly authorized Signatory.

#### ***b) The Financial Proposal shall be submitted in BOQ.***

### **7.2 Evaluation and Selection**

- a) The proposals shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Proposals shall be opened of those Firms who will qualify in the technical evaluation.
- c) The qualifying score in technical evaluation is 60 out of 100. Format for evaluation is given in **Annexure 2**.
- d) Date of Opening of Financial Proposals shall be communicated to the technically qualified firms.
- e) For financial evaluation, Price excluding Tax shall be taken into consideration

### **7.3 Award of Contract**

- a) Contract shall be awarded to the firm whose evaluated bid price will be the lowest in financial bid.
- b) In case two or more technically qualified firms quote the same lowest price, the firm with the higher mark in the technical bid shall be awarded the contract.
- c) In case two or more technically qualified firms having same technical scores quote the same lowest price, the firm having the highest average annual Income in last 3 Financial Years immediately preceding to the year of award among the lowest bidders shall be awarded the contract.
- d) Any effort by a firm to influence IIMC in its decision on bid evaluation or placement of Work Order may result in rejection of the firm's offer.
- e) Any legal dispute arising out of this is subject to Kolkata jurisdiction only.

### **8. Special Conditions of Contract**

- a) IIMC may advise the firm to disengage any of its staff from service, with 24 hours prior intimation, in case the management of IIMC found any negligence on the part of that particular staff.
- b) The firm shall be totally responsible for the conduct of the personnel engaged for the service and the management shall not be responsible for their conduct at any point of time.
- c) In case of any damage/ pilferage caused to the property of IIMC due to mishandling, carelessness of the firm's personnel, the same shall be recovered from the firm adjusting the amount against their quarterly bill.
- d) The persons deployed shall, during the course of their work, will have access to classified documents, which they are not supposed to divulge to third parties. Any breach of this condition shall make the firm liable for penal action under the applicable laws besides action for breach of contract.
- e) The Management shall provide suitable place for sitting for the deployed persons.
- f) The firm shall also be liable for depositing all taxes, levies, cess, etc. on account of service rendered to IIMC with the concerned tax collection authorities, from time to time, as per the applicable rules and regulations. The firm shall have the responsibility to furnish documentary evidence in support of the statutory compliance to IIMC, as and when sought for.
- g) The Tax Deducted at Source (TDS) shall be done as per the provisions under Income Tax Act and IIMC shall provide TDS certificate to the Agency.
- h) In case of non-performance, part performance or non-adherence of the statutory obligations due to negligence on part of the Firm, penalty would be imposed by the IIMC proportionate to the extent of default/ non-compliance.
- i) IIMC shall not be responsible for any financial loss or any injury to any person deployed by the Firm in the course of their performing the functions/duties, or for payment towards any compensation.
- j) The Firm shall provide a suitable substitute well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons. The payment in respect of the overlapping period of the substitute shall be the responsibility of the Firm.

## 8. Penalty Clauses

- i. In case the Firm fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the contract, IIMC reserves the right to impose the penalty as detailed below:
  - a) To recover from the Agency, the cost of any penalty/interest imposed on IIMC by the Statutory Authorities.
  - b) Rs.5,000 extra will be recovered from the invoice raised from the Firm
  - c) During the period of engagement, if 3 such penalties are levied then the agreement will be terminated and cost related to same will be recovered from the Agency.

Senior Administrative Officer (Purchase)  
IIM Calcutta

**ANNEXURE 1**

Profile of the Applicant (To be furnished along with the Technical Proposal Cover “A”)

<b>Sl</b>	<b>Particulars</b>	<b>Details</b>
01	Name and Address of the Chartered Accountant Firm/Cost Accountant Firm	
02	Date of Registration with Institute of Chartered Accountants of India/Cost & Works Accountants of India (Self-Attested copy of Registration Certificate issued by Institute of Chartered Accountants/Cost Accountant of India to be furnished.)	Date of Incorporation/ Registration:  Date of Opening of Main Office or Branch Office
03	No. of FCA/FCMA Partners as on 1st January, 2021 (Self-Attested copy of latest Constitution Certificate from Institute of Chartered Accountants/Cost Accountant of India to be furnished.)	
04	Name, Designation, Contact No. and Address of the Contact Person/ Local Representative	
05	Years of experience (as on 31st March, 2020) Minimum five years of experience as on 31st March, 2020 in dealing with the Direct Tax and Indirect tax matters for Central or State Autonomous Bodies with annual Income exceeding Rs.20 Crores (Self-Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such ABs along with extract of Audited Financial Statements in support of Income to be furnished.)	Separate Sheet may be attached ,if needed comprising of following details: 1.Name of Client 2. Date of Contract 3. Duration of Engagement 4. Contract Value 5. Contract Status (Completed/Ongoing)
06	Additional Experience Must have in dealing with the Direct Tax and Indirect tax matters of at least two Central or State Autonomous Bodies during last three Financial Years i.e. from 2017-18 to 2019-20 (Self Attested copies of Appointment Letters/ Agreements/ Work Orders issued by such Abs/PSUs along with proof of claim to be furnished).	
07	No. of Staff of the Firm (Self-Attested copy of documentary evidence in this respect to be furnished.)	
08	Date of Registration under Goods & Service Tax Act. (Self-Attested Goods and Service Tax Registration Certificate to be attached.)	
09	Annual Income of the Firm for last 3 Financial Years i.e. from 2017-18 to 2019-20. (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets to be attached. Provisional Profit &	F.Y. Income (Rs. In Lakh)

	Loss Accounts and Balance Sheets will not be considered.)	
10	Number of years of Internal Audit/ Tax Audit/ Tax Consultancies conducted by the firm for any Autonomous Bodies/ PSUs	With details of the work orders from the organization
11	Any other details the Firm would like to furnish (Example: Awards & Accreditations)	

Note: (i) Information may be furnished in separate sheet (s) wherever necessary.  
(ii) In case of documents, they should be self-attested photocopies.

Date:

Place:

Authorized Signatory

**ANNEXURE 2**

**Standard Format for Evaluation of Technical Proposal**

<b>Sl.No</b>	<b>Criteria</b>	<b>Max. Marks</b>	<b>Marks Obtained</b>	<b>Remarks</b>
01	No. of years of Registration with the Institute of Chartered Accountants/Cost Accountant of India: Between 10 to 12 years: 5 marks Above 12 years, up to 15 years: 7 marks Above 15 years: 10 marks	10		
02	No. of FCA/FCMA Partners:  a) Between 3 to 5 nos.: 10 marks b) Between 6 to 10 nos.: 12 marks c) Above 10 nos.: 15 marks	15		
03	Years of experience in dealing with the Direct Tax and Indirect tax matters for Central or State Autonomous Bodies/ PSUs with annual Income exceeding Rs.20 Crores: a) Between 3 to 5 years: 15 marks b) Above 5 years, up to 7 years: 20 marks c) Above 10 years: 30 marks	30		
04	Experience in dealing with number of organisations w r t the Direct Tax and Indirect tax matters of at least two Central or State Autonomous Bodies/ PSUs: a) Between 2 to 3 nos.: 15 marks b) Above 3 nos., up to 5 nos.: 20 marks c) Above 5 nos.: 30 marks	30		
05	Annual Income (last three Financial Years i.e. 2017-18 to 2019-20): a) Between Rs.150.00 Lakh to Rs.200 Lakh: 10 marks b) Above Rs.200.00 Lakh, up to Rs.250 Lakh: 12 marks c) Above Rs.250.00 Lakh:15 marks	15		
	<b>Total</b>	<b>100</b>		