



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
KALYANI**

(Autonomous institution under MOE, Govt. of India &
Department of Information Technology & Electronics,
Govt. of West Bengal)

Campus:
WEBEL IT Park, Block B, P.O. Kalyani, Dist. Nadia-741235, West Bengal

(Tender No. IIITK/Tender/22-23/44)
Dated: March 02, 2023

Last date of submission: March 15, 2023

For Selection of Tax Consultant

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI
NADIA – 741235, WEST BENGAL
NOTICE INVITING TENDER FOR SELECTION OF TAX CONSULTANT**

TENDER NO.: IIITK/Tender/22-23/44 DATED: March 02, 2023

NAME OF WORK: For Selection of Tax Consultant

LOCATION OF WORK: IIIT Kalyani, Nadia – 741235.

LAST DATE AND TIME FOR RECEIVING THE BIDS:

March 15, 2023 upto 3 pm in the Tender Box placed in Office of
Indian Institute of Information Technology, Kalyani, (Room no.
107).

Quotation received later will not be entertained.

Note: In case of any clarification in with regard to submission of bids please contact Deputy Registrar, the bidders are advised to read the “**General Conditions and Important Instructions for Bidders**” available at the end of this tender document before submitting their bids.

DATE AND TIME OF OPENING OF BIDS: March 15, 2023 at 4:00 pm at the same venue.

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March 2, 2023

**Deputy Registrar
Indian Institute of Information Technology, Kalyani**

Tender Document

INVITATION OF BID

Sealed tenders under "TWO BID" system is invited for selection of a C&AG approved Chartered Accountant firms engaged in tax consultancy service for IIIT Kalyani. The firm should have a minimum annual turnover of Rs.50.00 lakhs during the past three financial years. The engagement of tax consultant firm will be for the resolution of the specific task assigned.

The details of the tender are given below:

1. Tender No.: IITK/Tender/22-23/44, Dt. March 02, 2023
2. Description of services: Engagement of a firm Tax Consultant for Indian Tax matters at IIIT Kalyani.
3. Closing date & time for submission of bids: March 15, 2023
4. Date and time of opening of Bid:
 - a. Technical Bid : March 15, 2023 at 04.00 pm
 - b. Financial Bid : After evaluation of Technical Bid.
5. Bid validity up to: 90 days from the date of opening of Bid.

This Request for Quotation (RFQ) document for engagement of Tax Consultant for Indian Tax matters consist of the following:

- i. Chapter 1: Introduction and Scope of Work
- ii. Chapter 2: Instructions to Bidders
- iii. Chapter 3: Format of Bid
- iv. Chapter 4: Bid Evaluation Criteria
- v. Chapter 5: Major terms and conditions

"TWO BIDS 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. IIIT Kalyani will not entertain any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

Chapter 1: Introduction and Scope of Work

1.1 Background

Indian Institute of Information Technology, Kalyani is an institute of national importance. IIT Kalyani has been set up at Kalyani, West Bengal by Government of India (Ministry of Education), Government of West Bengal and industry partners on a Not-for-profit Public Private Partnership (N-PPP) basis, being funded in the ratio of 50:35:15 respectively by the above three parties.

The appointment of the Tax Consultant/firm will be for one year with a provision to renew the same on satisfactory performance. They would require to commence the job within 10 (ten) days from the date of award of work order.

1.2 Scope of Work

The scope of work is stated below:

Indian Institute of Information Technology, Kalyani intends to **engage a C&AG approved chartered accountant firm as tax consultant (herein after Consultant)** having vast experience in handling various direct and indirect taxation issues arising from time to time regarding Indian taxation. Experts in the GST, Income Tax, Professional Tax matters, all direct and indirect taxations followed in India and other taxes and tax related regulations being implemented by the Govt. of India from time to time, are invited to participate in this open competitive bidding process. The complete details of the scope of work will be shared with those who are technically qualified. Financial bid is to be given after opening of technical bid.

Chapter 2: Instruction to Bidders

1. Two Bid System is to be followed for submission of bids.

The first inner sealed envelope (Envelope No. 1) super-scribed "Technical Proposal" will contain all the details including the details required under Chapter 3 except the Financial proposal sought in Item B in Chapter 3 which shall be left blank. The second inner sealed envelope (Envelope No. 2) super-scribed with "Financial Proposal" will contain only the Financial Proposal as sought in item B of Chapter 3. Both sealed envelopes (i.e. Envelope no. 1 & 2) must be put in a separate envelope which is also required to be sealed and super-scribed with:

"BID FOR SELECTION OF TAX CONSULTANT FOR TAX MATTERS (DIRECT AND IN DIRECT)"

The sealed envelope containing sealed Envelope No. 1 must reach us on or before tender submission date and time at the address of:

Deputy Registrar,

Indian Institute of Information Technology, Kalyani

WEBEL IT Park, Block B, P.O. Kalyani, Dist. Nadia-741235

of am
March 2, 2023

2. The bidder shall be responsible for all costs associated with the preparation of this proposal, if any regardless of the conduct or outcome of the bidding process.
3. In case of any dispute, whatsoever in connection with RFQ, the decision of IIIT Kalyani shall be final and binding.
4. Bidders should ensure that bid is delivered before scheduled date, time and place as per instructions given at Sl. No. 1 above. Late bids shall not be considered. If the last date of submission and opening of the bid happens to be a holiday, the bid shall be opened on the next working day.

The proposal submitted by the bidder should be valid for acceptance for a period of 90 days from the opening date of bid. In exceptional circumstances prior to expiry of original bid validity period, IIIT Kalyani may require the bidder to extend the period of validity for a specified additional period.

5. This document/RFQ is not transferrable. The invitations and all communications pursuant to its terms are confidential and are not to be disclosed to any person other than the addressee without prior written consent of IIIT Kalyani.
6. IIIT Kalyani may seek clarifications on the bid submitted by the bidders.
7. The scope of work shall be as defined in the bidding document.
8. At any time, prior to the deadline for submission of bids, IIIT Kalyani may, for any reason, whether on its own requirement or in response to a clarification requested by prospective bidders, modify the bidding document by issuing addendum.
9. A bidder shall submit only one bid for entire scope of work. Assigning part of work/tie up arrangement is not allowed.
10. The bidder shall quote prices only as per the format given in the Financial Proposal (Item B of Chapter 3). In the price bid, the bidder shall quote both in words and figures without any correction or overwriting. The prices quoted by the bidder shall remain firm and fixed (GST as applicable shall be paid extra).
11. Bidders are required to confirm the acceptance to the entire scope of work after clear understanding of IIIT Kalyani requirements.
12. Bidders are required to provide their address in detail including telephone no., fax no. and contact person's names, mobile numbers and email ID.

Chapter 3: Format of Bid

The bidders are required to submit the technical proposal and financial proposal separately.

A. Technical Proposal

The technical proposal shall necessarily contain the following:

1. A brief description of the bidder's organization, having valid registration/empanelment/recognition/approved by C&AG with a minimum annual turnover of Rs. 50.00 lakhs (per annum) for the past three financial years. The tax consultant firm should have vast experience of dealing with Tax matters (Indirect Tax and Direct tax) and an outline of the work experience, specialization and other material information about the organization. Consultancy in the GST and all tax matters of IIIT Kalyani is the core component in the areas of services under Indirect Tax. Bidders having sufficient expertise and demonstrated experience in this matter of at least 5 years or more will only be considered in the tendering process.
2. Past work experience in brief along with the current assignments handled especially mentioning the major clients (not less than five) handled at the level of ITAT/AAR and CIT (Appeals). Bidders are required to confirm the fulfilment of the evaluation criteria in the following areas:
 - a) Bidder shall demonstrate and should have work experience certificates, contract orders and completion certificates of their existence in the tax consultancy services for at least 5 years or more
 - b) Bidder shall preferably demonstrate similar experience of rendering consultancy services in the area of Direct and Indirect tax to Educational Institutes of eminence/PSU/Government Financial Institution during the last three financial years.
3. Major clients served by the bidder organization in the past along with the present assignments enlisting the nature of work, copies of work/contract order, details of references, work experience certificate, work completion certificates etc., should be enclosed along with the technical bid document. IIIT Kalyani may contact the clients of the bidder to ascertain performance of the bidder.
4. Brief detail of qualified professionals employed by the bidder organization along with complete detail of team members proposed for IIIT Kalyani assignment including their name, experience, profile, specialization etc. keeping in view the requirement mentioned in bid evaluation criteria are required to be furnished by the bidder.
5. For the execution of IIIT Kalyani assignment, the bidders are required to furnish a work plan for effective execution of the assignment after clear

Signature
March 2, 2023

understanding of the requirement keeping in view the Evaluation Criteria (Chapter 4). The details of team members proposed for IIT Kalyani assignment is to be provided as below:

Sl. No.	Name of team member	Level in the Bidder organisation	Post qualification and other relevant experience

Resume of the proposed team members should also be attached separately clearly indicating their name, qualification (with year/date of passing), experience, contact details etc.

6. The team members must be promptly available for the assignment as and when required. The bidder must demonstrate in their bid to the satisfaction of IIT Kalyani that the proposed team members possess the relevant and suitable capability and experience for the assignment.
7. Bidders have to provide their organisation's audited financial statements for the last three financial years.
8. Bidders have to provide the number of "qualified tax professionals" employed on full-time basis in their firm.

B. Financial Proposal

The bidder is required to furnish the financial proposal in a separate sealed envelope after technical bid evaluation.

Technically Qualified bidders are only required to submit financial bid.

Chapter 4: Bid Evaluation Criteria

Bidders are required to comply with the following essential criteria:

1. Bid should be submitted strictly as per Bid Format given in Chapter 3. Bidders not submitting the bid in this format are liable for rejection.

A. Technical Bid Evaluation

The team members must have relevant Indian tax advisory experience as below:

Sl. No.	Level of assignment	Relevant Experience of the team member
1	Representing before ITAT	5 years or more
2	Representing before CIT (Appeals)	5 years or more
3	Providing opinion on income tax matters	5 years or more

4	Attending hearing for Regular assessments and all regular activities covered under scope of work	5 years or more
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Out of the assignment level mentioned in Sl. No. 1,2, and 3 above, at least one senior member meeting the above relevant experience should be assigned for IIIT Kalyani assignment on work requirement basis. For the remaining level of assignment mentioned at Sl. No. 4, at least one team member meeting the above relevant experience should be assigned for IIIT Kalyani assignment on work requirement basis.

3. Team members identified for IIIT Kalyani assignment should be qualified tax professionals and should have experience as required above.
4. Bidder organization should have been in the field of rendering tax consultancy services for at least 5 years or more.
5. The bidder should have similar experience of rendering consultancy services in any of the last 5 years to a PSU/Educational Institute of eminence/Government Financial Institution.
6. The bidder firm should be a Chartered accountant firm and have valid registration/empanelment/ recognition/authorization by the C&AG
7. The bidder must confirm acceptance to the scope of work given in Chapter 1.
8. After evaluation of Technical Bid, only those bids which qualify all evaluation criteria will be considered for opening of Financial Bid intimation. During evaluation process, IIIT Kalyani may reject any bids assigning any reason and without any clarification/correspondence.

Chapter 5: Major Terms and Conditions of Engagement

1. Duration of Contract

The appointment of the Tax Consultant/firm will be for one time. They would require to commence the job from within 10 (ten) days from the date of award of contract/issuance of work order/LOA.

2. Execution of Assignment

For execution of complete scope of work, the tax consultant will establish a team of qualified professionals as per the requirement of IIIT Kalyani. The Tax consultant is solely and exclusively responsible for all the acts of its team members.

3. Confidentiality

Tax Consultant shall during the tenure of the Contract and at any time thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by IIIT Kalyani, divulge or grant access to any information

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about the work or its results and shall prevent anyone becoming acquainted with either through Tax consultant or its personnel or agents.

4. Others

Tax consultant is required to certify that it will adhere to the Policy for Prevention of fraud in IIIT Kalyani and not indulge or allow anybody else working in our organization to indulge in fraudulent activities and would immediately apprise IIIT Kalyani of the fraud/suspected as soon as it comes to its notice.

Signature
March 2, 2023

