



**REQUEST FOR PROPOSAL FOR CONSULTANCY ASSIGNMENT FOR FILING GST
RETURNS, TDS RETURNS AND PROFESSIONAL ADVICE ON GST, TDS &
INCOME TAX MATTERS.**

Indian Institute of Corporate Affairs (IICA)

P-6, 7 & 8, Sector 5, IMT Manesar,

District Gurgaon - 122050 (Haryana), India

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REQUEST FOR PROPOSAL FOR CONSULTANCY ASSIGNMENT FOR FILING
GST RETURNS, TDS RETURNS AND PROFESSIONAL ADVICE ON GST, TDS
& INCOME TAX MATTERS

The Indian Institute of Corporate Affairs (IICA), an Autonomous Body under the Ministry of Corporate Affairs, Government of India, has been set up on 12th of Sept. 2008 as a Society under Societies Registration Act, 1860. The details on IICA's Annual Reports are available on its Website <https://iica.nic.in>. IICA is also registered under GST Act in Delhi and Gurugram. Proposals from the interested and eligible firm/companies/individuals are hereby invited for providing services as scope or work as laid down at clause 2 of this RFP.

1. SUBMISSION OF PROPOSALS:

The proposals shall be submitted by the applicants in the following manner:

- i. One sealed envelope subscribed " Technical Bid" as **Annexure-I**;
and
- ii. One sealed envelope subscribed "Financial Bid" as per **Annexure-II**.
- iii. In case both the bids are found in one envelope, then the same shall be liable to be rejected by the Technical Evaluation Committee.
- iv. The Proposals should reach the Finance Officer, Indian Institute of Corporate Affairs by 05.12.2022 at 5.00 PM.
- v. Proposals received later than the prescribed timelines shall be liable to be rejected.

2. IMPORTANT DATES:

1.	Date of Issue of RFP	14.11.2022
2.	Last Date for seeking clarifications	21.11.2022 by 5.00 PM
3.	Last date of IICA's response to clarifications queries latest by	25.11.2022 by 5.00 PM
4.	Last Date of Submission of Proposals	05.12.2022 by 5.00 PM
5.	Date of opening of Technical Bid	08.12.2022 by 4.00 PM

For seeking clarifications, applicants may send email to accounts@iica.in

3. SCOPE OF WORK FOR GST AND TDS:

3.1. GST RETURNS (Monthly basis)

1. Preparing and filing GSTR 1, 3 (Delhi) - Nil Return (Presently);
2. Preparing and filing GSTR 1, 3 & 7(Haryana) - Transaction based.

3.2. OTHER GST RELATED WORK

1. Giving guidance on GST Provisions and new updating in GST rules/Provisions;
2. Giving opinion in writing on clarification sought by IICA;
3. Guidance/assisting on GST Input reconciliation in tally with GST Portal;
4. Guidance/assisting on GST output reconciliation in tally with GST Portal;
5. Guidance/Assistance in filing TDS return under GST.

3.3. TDS RELATED WORK (Quarterly)

Preparing and filing TDS Returns both for Salary & Professionals, Contractors 24Q & 26Q on quarterly basis. (At present 10 Regular staff & 40 Contract Staff & 10 Contractors) The number of regular staff, Contractual staff and contractors may increase/decrease during the period of contract and this is tentative figure for future assignment and the rates accepted will not be changed with change numbers of Regular/Contractual employees and Contractors.

3.4. TDS RELATED OTHER WORK

1. Informing in writing on correctness of tax deduction and getting the same rectified from IICA Accounts;
2. Verification of PAN;
3. Ensuring payment of tax under correct section/head;
4. Revision of TDS return as and when required;

5. Informing in writing on changes related to TDS provisions from time to time;
6. Follow up with Income Tax Authorities on matter related to TDS;
7. Checking calculation of Income Tax of Staff (At present 10 and may or may not increase in future); Issue of Form 16 and Form 16-A for Contractual staff , Professionals & Contractors .
8. Any other TDS / Income tax issue not mentioned above. Further Seeking advice on TDS / Income tax matter , time to time update of changes in TDS/ Income Tax will be part of this assignment with no extra payment for advice

Any other related incidental assignments which are not indicated herein this clause may also be covered at later stage with mutual discussions

4. ESSENTIAL ELIGIBILITY CRITERIA:

- a. A Chartered Accountant/Cost Management Accountant firm having practice of 3 years in the similar nature of work as indicated at clause 3 of this RFP. Copy of registration certificate/incorporate certificate to be attached;

Or

An individual Chartered Accountant/Cost Management Accountant and having practice of 3 years in the similar nature of work as indicated at clause 3 of this RFP. Copy of Certificate of Practice to be attached;

- b. Copy of PAN and GST certificate in case of firm/individual;
- c. Past experience with Government Audit (Bank Audit/CAG Audit/ Statutory Auditors of Government Institutions - State Government or Central Government Institutions.) shall be an added advantage;
- d. Details of successfully executed similar works along with work orders and performance certificates, if any as per **Annexure-III**.
- e. Incomplete applications or without relevant documentary proof shall out rightly rejected.

5. CRITERIA FOR SELECTION:

- a. Technical and financial bids shall be evaluated by a duly constituted Technical Evaluation Committee on the basis of proposals and supporting documents submitted by the applicants;
- b. At first stage, the technical bids of the applicant shall be opened and evaluated by the Tender Evaluation Committee at IICA and at the second stage, financial bids of only the technically qualified bidders will be opened at a later date;
- c. Criteria for selection for award of the contract will be the lowest bid in rupees only collectively as per format of Finance Bid (**Annexure-II**); and

- d. In case of a tie, the lowest bidder will be decided on the basis of highest number of assignments handled during the last three years.

6. TENURE OF ASSIGNMENT:

The Assignment shall be for 3 years with no change in rate. The assignment may be terminated by giving 3 months' notice in writing, in case the performance of firm is not satisfactorily to the satisfaction of IICA.

7. PAYMENT OF PROFESSIONAL FEE:

The Professional fee to the selected applicant shall be paid only after completion of work.

8. RESPONSIBILITY FOR ASSIGNMENT:

The firm shall be responsible for accuracy and timely completion of assignment. In the event, any penalty is imposed by the concerned authorities, due to inaccurate data, delay in submission of returns, etc., the selected applicant shall be responsible for the same. Penalty charges on this account shall be borne by the selected applicant or IICA shall deduct the same from its/his/her professional fee.

9. TERMINATION OF CONTRACT:

Either party may terminate the contract by giving 3 completed months' notice in writing stating the causes of termination of contract.

10. LOCATION OF FIRM:

Those firms which are having their offices Gurugram, Delhi, Noida, Faridabad (NCR limited to these four cities) and can attend IICA office on call for TDS & GST related work may only apply. Those firms which are having their office outside NCR will not be entertained. Non-attending IICA office on call for TDS & GST related work will invite penalty of Rs.1,000/- Per occasion or the losses (Financial/Non- Financial), whichever is higher, which IICA has to be bear due to delay in completing assignment. This condition is in addition to condition already stipulated in responsibility for assignment clause.

11. COMMENCEMENT OF ASSIGNMENT:

The firm has to start the work of GST & TDS within 15 days from the date of acceptance of assignment.

12. BLACK-LISTING:

Individual/firms black-listed by Public and Private Sector need not apply. If at any point of time during the period of contract, it is found that they

are black-listed, the contract will be cancelled without any notice and it will not be compensated for any claim lodged/to be lodged by firm.

13. SECRECY CLAUSE:

The Firm will not share the data of IICA with third party without the approval of IICA in writing. In case it is found that the data of IICA has been shared with any third party and there is direct or indirect loss (Financial/Non- Financial), the Firm has to compensate IICA without any further dispute.

14. ARBITRATION

In case there is any dispute in execution of assignment of contract, the same shall be settled amicably and in case it is not dissolved, the decision of Director General and CEO of IICA shall be final and binding on the Firm.

15. JURISDICTION:

In case any legal dispute arises, then the jurisdiction of courts of Gurugram shall apply.

FORMAT FOR TECHNICAL BID

1	Name of CA/ CMA Firm.	
2	Date of establishment and date of starting practice. (Please attached Copy of registration certificate/ certificate of incorporation in case of firm) (In case of individual. Certificate of Certificate of Practice)	
3	Address of the firm with Mobile/Telephone, E-mail ID.	
4	PAN No and GST Number of the firm.	
5	Manpower of firm: a. CA/CMA b. Other Staff (A firm can attach separate sheet in case it wants to give further detail on Manpower).	
6	Whether it has been engaged by State Government /Central Government/PSU/Autonomous body of Central/ State Government for GST work/TDS work (similar to the requirement of IICA) if yes, please give details and since when this firm is being engaged, with supporting documents. (A firm may add sheet to give details, in case it so require).	
7	Any other information, the firm wants to add.	

Authorized signatory

(Name & Designation – Partner)
StampDate
PlacePlease note that it should be sealed cover and should be in separate
envelope and not to be mixed with financial bid.

FORMAT FOR FINANCIAL BID

1. Name of CA/ CMA Firm.	
2. Address of the firm with Mobile/Telephone, E-mail ID.	

Sl. No.	Particulars	Quoted rate (Rs.)
1	Preparing and filing of GSTR 1 in Delhi – Nil Return (Monthly)	
2	Preparing and filing of GSTR 3 in Delhi- Nil Return (Monthly)	
3	Preparing and filing of GSTR 1 in Haryana – transactions based. (Monthly)	
4	Preparing and filing of GSTR 3 in Haryana- transactions based. (Monthly)	
5	Preparing and filing GSTR 7 in Haryana- transactions based. (Monthly)	
6	Preparing and filing of 24 Q TDS Returns for Salary on quarterly basis (at present 10 Regular staff)	
7	Revision of 24Q TDS Returns	
8	Preparing and filing of 26 Q TDS Returns for professionals, contractors on quarterly basis.	
9	Revision of 26Q TDS Returns	

CALCULATION SHEET FOR QUOTATION

Sr. N.	Return	Location of Returns	Number of Returns in a year	Rate per Return Rs.	Total Amount Rs.
(1)	(2)	(3)	(4)	(5)	(6)= (4)*(5)
1.	GSTR 1- NIL	Delhi	12		
2	GSTR 3- NIL	Delhi	12		
3.	GSTR 1	Haryana	12		
4.	GSTR 3	Haryana	12		

5.	GSTR 7	Haryana	12		
6.	Q 24-TDS Return		4		
7.	Q 26-TDS Return		4		
8.	Q 24-TDS Return (Revision)		4		
9.	Q 26-TDS Return (Revision)		4		
	Total (of col (6)				

(Total of col 6 amount in words)

Please Note

The selected applicant shall also advice on the GST, TDS and Income tax updates, any clarification sought by IICA on Income Tax and GST matters from time to time during the period of contract and No additional fee shall be paid on these advices sought by IICA .

Authorized signatory

(Name & Designation – Partner)

Stamp

Date
Place

Annexure - III

FORMAT FOR DETAILS OF COMPLETED WORKS IN LAST THREE YEARS

Sl.No.	Name of the client	Nature of Work	Period
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Attach copy of Work orders

Place:
Bidder.....
Date:
Seal.....

Signature of

Official

Note: In Support of submitted information, it is essential to submit copy of purchase orders. The satisfactory performance certificates issued by such clients, if any.