Indian Institute of Management Calcutta
Tender for Engagement of Tax Consultant for Indian Taxation matters

Indian Institute of Management Calcutta (IIMC) is floating a tender for engagement of a firm engaged in Tax Consultancy service for Income Tax Matters (Direct and Indirect Tax) having its office at Kolkata.

Last Date and time for submission of bid: 21st August, 2017 - up to 3:00 pm.

Due date and time for opening of Technical bid: 21st August, 2017 - at 3:30 pm.

Place of receipt of bid:
Office of the SAO (Purchase)
Indian Institute of Management Calcutta
Diamond Harbour Road, Joka
Kolkata – 700104

Earnest Money Deposit (EMD): Rs. 25, 000/- (Rupees Twenty Five Thousand only) by Bank draft drawn in favor of “Indian Institute of Management Calcutta”. {Note: The EMD will be converted to security deposit for the selected bidders and will be retained till the validity of the contract}

Cost of the Tender document: Rs. 1000/- (Rupees One Thousand only)

Tender document will be available at the Office of the SAO (Purchase) on payment of a Bank draft of Rs. 1000/- (Rupees One Thousand only) drawn in favor of “Indian Institute of Management Calcutta”. Intended Bidders may also alternatively download the Tender document from the website for submission with all the details. In such case, the cost of the Tender document of Rs. 1000/- (Rupees One Thousand Only) in form of Bank draft drawn in favor of “Indian Institute of Management Calcutta” should be submitted along with the Technical Bid.

Please go through the attached Request for Quotation and tender document along with Bid Evaluation Criteria (BEC). Bids complete in all respects should reach the office on or before the due date & time. Bids received after the due date and time is liable to be rejected.
Bids should be valid for 90 days from the date of opening of bid.

Bids received through Fax/E-mail will not be acceptable.

Bidder(s) desirous of attending the tender opening may depute their authorized representative on the scheduled date and time of bid opening.

IIMC reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.

IIMC reserves the right to appoint Tax Consultant separately for Indirect Tax and Direct Tax.

Yours sincerely,

Debabrata Bishayee
SAO (Purchase)
INVITATION OF BID

Dear Sirs,

Sealed tender under “TWO BID SYSTEM” are invited for selection of a firm engaged in tax consultancy service for Indian Tax matters with effect from October 01, 2017, having a minimum annual turnover of Rs. 150 lakh for the year 2016 - 2017 with a provision to renew the same for two more years on the same terms and conditions, as per the Scope of Work in the prescribed Bid format attached to this Bid document. The details of the tender are given below:

1. Tender No.: IIMC/A&F/TAXCONSULTANT/2016-17/1

2. Description of services: Engagement of a firm Tax Consultant for Indian Tax matters

3. Closing date & time for submission of bids: 21st August, 2017 - up to 3:00 pm.

4. Date and time of opening of Bid:
   b. Financial Bid: After evaluation of Technical Bid 24th August, 2017 at 3:00 pm

5. Bid validity up to: 90 days from the date of opening of Bid.

6. Correspondence Address: Mr. Debabrata Bishayee, SAO (Purchase), Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata – 700104

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. IIMC 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 Management Calcutta (IIMC), national institute of Post-Graduate studies and Research in Management in India, is an institute of eminence imparting quality management education. It also provides management consultancy to industry from time to time. Service tax is applicable to the services of management consultancy provided by the Institute including work contract tax and other applicable areas.

The appointment of the Tax Consultant/firm will be for one year with a provision to renew the same for two more years on the same terms and conditions. They would require to commence the job from 1st October, 2017.

SCOPE OF WORK

The scope of work is stated below:

IIMC intends to engage a firm of tax consultant (herein after Consultant) having vast experience in handling various direct and indirect taxation issues arising from time to time regarding Indian taxation for a period of three years. Experts in the GST matters of IIMC is a core requirement in the areas of services under Indirect Tax. The Consultant shall provide consultancy services as per the scope of work indicated below:

1.2.1 Indirect Tax

A. Goods and Services Tax (GST) Retainership

- Computation of monthly GST liability and preparing the challans.
- Computation of monthly GST credit and adjustments thereof.
- Maintenance of the GST Credit register for input services used based on documents provided by the client
- Reconciling of the GST liability account on regular basis.
- Preparation and submission of the monthly/quarterly/half-yearly returns in appropriate Form of GST.
- Scrutinizing documents from time to time to ensure proper compliance.
- Providing updates on statutory changes in GST related matters to the Client.
- Causing appearance and making submissions in the course of assessments
- Providing monthly information of GST liability and GST credit as applicable to IIMC
- Training the staff deputed by IIMC on GST procedural matters
➢ Preparation and submission of replies against the notice issued by the tax authority from time to time.
➢ Attending the queries, raised by the CERA audit and CAG audit.
➢ Computation of monthly GST liability for purchases of goods and services made from unregistered suppliers/vendors.
➢ Computation of monthly GST liability for reverse tax mechanism.
➢ Providing assistance and guidance for any changes required in the ERP system for GST implementation at present/future.

B. Service Tax & GST Litigations

➢ Handling the existing and future appeals and notices – drafting the replies/appeals, filing of the reply/appeal and attending the hearings.

➢ Briefing the legal counsel, if any, appointed for handling critical litigations

1.2. 2 Direct Tax

A. Annual tax Return and Withholding Tax Compliance


ii. Under the Indian tax laws, educational institutions are also required to deduct the tax at source on various payments made on account of both domestic and international transactions. Further, the law imposes an obligation on the companies to deduct tax and deposit the same with the Government on timely basis. Educational Institutions are also required to issue certificates for the tax deducted at source (TDS) to the payee and file quarterly TDS return with the tax authorities.

iii. Failure to comply with the TDS provisions will attract levy of interest and penalty.

iv. Given the onerous TDS requirements under the Act, it is pertinent that IIM Calcutta monitors its payments for the applicability of TDS and also complies with the provisions under the Act.

v. Handling all assessment 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

vii. Pursuing, assisting and coordinating with Income Tax Authorities for timely getting the refunds due to IIMC.

viii. Rendering expert opinion as and when required by IIMC for all the taxation issues including international taxation matters, etc. Updating IIMC on all day to day changes in relevant taxation laws and suggesting measures for effective adaptation of changes in IIMC, wherever required.

In this connection, the consultant should also provide the following services:

a) Advice on tax withholding rates on various categories of payments (including salary); and

b) Review of quarterly statements in respect of tax deducted/deposited from Salary, Honararium and Contractors, etc. before filing return.

c) The consultant is requested to obtain lower/NIL withholding tax certificates whenever required. In this regard, the scope of service would be as under:

- Filing of application and submissions/replies to be filed with the income tax authorities in relation to the above;

- Providing representation and appearance before the income tax authorities in connection with the issue of lower/Nil withholding tax certificates;

- Filing additional letter/application and representation before the income tax authorities in connection with updating the list of payer in the certificate obtained by IIMC, if required.
1.2.3 Need Based On-Call Advisory Services

The service of the Tax Consultant would include advice on issues pertaining to tax and regulatory matters including matters relating to tax treaties which may arise from time to time in the course of operations.

The aforesaid service would cover the following statutes:

- Income Tax Act, 1961
- Relevant Double Taxation Avoidance Agreement as may be applicable to the specific query;
- Exchange Control Laws;

1.2.4 FCRA

The Institute has registration under Foreign Contribution (Regulation) Act 2010. The Consultant will assist IIMC for furnishing of Annual Returns and other necessary compliances in regard to FCRA.

1.2.5 On site visit

i. One 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.

ii. 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/Advisor (Finance)/FAO/Assistant – Finance & Accounts Officer as the case may be.
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) superscribed “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) suprescribed 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 superscribed with:

“BID FOR SELECTION OF TAX CONSULTANT FOR TAX MATTERS (DIRECT AND INDIRECT)”

Tender No.:  
Date of Opening:  
Name and Address of the Bidder:

The sealed envelope containing sealed Envelope no. 1 & 2 must reach us on or before tender submission date and time at the address of:

Office of the SAO (Purchase)  
Indian Institute of Management Calcutta  
Diamond Harbour Road, Joka  
Kolkata – 700104

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 IIMC 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.

5. 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, IIMC may
require the bidder to extend the period of validity for a specified additional period.

6. 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 IIMC.

7. IIMC may seek clarifications on the bid submitted by the bidders.

8. The scope of work shall be as defined in the bidding document.

9. At any time, prior to the deadline for submission of bids, IIMC 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.

10. A bidder shall submit only one bid for entire scope of work. Assigning part of work/tie up arrangement is not allowed.

11. 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 (Service Tax as applicable shall be paid extra).

12. Bidders are required to confirm the acceptance to the entire scope of work given in 1.2 of Chapter 1 after clear understanding of IIMC’s requirements.

13. Bidders are required to provide their address in Kolkata including telephone no./fax no. and contact person’s mobile no 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 a minimum annual turnover of Rs. 150 lakh for the year 2016 – 2017 for 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 Service tax matters of IIMC is the core component in the areas of services under Indirect Tax. Bidders having sufficient expertise in this matter 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 fulfillment of the evaluation criteria in the following areas:

   a) Bidder shall demonstrate their existence in the tax consultancy services for at least 10 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 may be given. IIMC 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 IIMC 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 IIMC assignment, the bidders are required to furnish a work plan for effective execution of the assignment after clear understanding of the requirement keeping in view the Evaluation Criteria (Chapter 4). The details of team members proposed for IIMC assignment is to be provided as below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of team member</th>
<th>Level in the Bidder organisation</th>
<th>Post qualification and other relevant experience</th>
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<tbody>
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</table>

Resume of the proposed team members may also be attached separately.

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 IIMC 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 confirmation that the team members identified for IIMC assignment are located in Kolkata as specified in the bid evaluation criteria.

9. Bidders have to provide the number of “qualified tax professionals” employed on full-time basis in Kolkata.
B. Financial Proposal

The bidder is required to furnish the financial proposal in a separate sealed envelope in the following format:

I. **Quote for Regular Tax and Need Based Advisory Services (Indirect Tax)**

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Annual Consolidated Professional Fee (Rs.) for all services as mentioned at 1, 2, 3 in the particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary of the Services to be rendered:</td>
<td></td>
</tr>
<tr>
<td>1. For rendering of regular tax services as mentioned in Scope of Work</td>
<td></td>
</tr>
<tr>
<td>2. Preparation, filing and written submission for ITAT/AAR as mentioned in the Scope of work</td>
<td></td>
</tr>
<tr>
<td>3. Representation before ITAT/AAR as mentioned in the scope of work</td>
<td></td>
</tr>
</tbody>
</table>
## II. Quote for Regular and Need Based Tax Advisory Services (Direct Tax)

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Annual Consolidated Professional Fee (Rs.) for all services as mentioned at 1, 2, 3 &amp; 4 in the particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tax Advisory Services, Rendering of regular tax advisory services as mentioned in Scope of Work, Drafting/Filing of replies and submissions, Filling of Annual Income Tax Return, Drafting/filing of submissions with tax authorities regarding the rectification applications including any penalty proceedings as applicable, Drafting/filing the submissions for stay of any demand, review of orders, advising IIMC for further course of action consequent to assessment/reassessment/rectification orders 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 IIMC in various Statutory Authorities and representing IIMC in pending ITAT cases, etc. relating to earlier and for the forthcoming assessment years; and</td>
<td></td>
</tr>
<tr>
<td>2. Obtaining IT clearance certificate U/S 197 of the Income Tax Act as and when require during a financial year.</td>
<td></td>
</tr>
<tr>
<td>3. Representation and appearing before the Income Tax authorities for assessment proceedings and to arrange refund (tax Deducted at source) as per order of Income Tax Authorities</td>
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<tr>
<td>4. Representation and appearing before the Tax Authority in connection with certificate under Section 10(23)(vi)</td>
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</tr>
</tbody>
</table>
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

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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Level of assignment</th>
<th>Relevant Experience of the team member</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Representing before ITAT</td>
<td>10 years or more</td>
</tr>
<tr>
<td>2</td>
<td>Representing before CIT (Appeals)</td>
<td>10 years or more</td>
</tr>
<tr>
<td>3</td>
<td>Providing opinion on income tax matters</td>
<td>10 years or more</td>
</tr>
<tr>
<td>4</td>
<td>Attending hearing for Regular assessments and all regular activities covered under scope of work</td>
<td>10 years or more</td>
</tr>
</tbody>
</table>

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 IIMC 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 IIMC assignment on work requirement basis.

3. Bidder must have office in Kolkata and the team members identified for IIMC assignment should be located in IIMC. Team members identified for IIMC assignment should be qualified tax professionals.

4. The Bidder organization should have a minimum strength of 5 qualified professionals on fulltime basis.
5. Bidder organization should have been in the field of rendering tax consultancy services for at least 10 years or more.

6. The bidder should have similar experience of rendering consultancy services in any of the last 10 years to a PSU/Educational Institute of eminence/Government Financial Institution.

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 the evaluation criteria will be considered for opening of Financial Bid under intimation. During evaluation process, if found unsuitable, IIMC may reject any bid without assigning any reason and without any clarification/correspondence.

B. Financial Bid Evaluation

The bidders are required to furnish the financial proposal in a separate sealed envelope.

The bidders are required to quote as per the format of Financial Proposal given in Part B of Chapter 3.
Chapter 5: Major Terms and Conditions of Engagement

1. Duration of Contract

The duration of the contract shall be for one year with a provision to renew the same for two more years from the Effective Date, unless terminated by IIMC by giving two months notice without prejudice to the rights and obligations of the parties up to date of notice of termination by IIMC.

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 IIMC. The Tax consultant is solely and exclusively responsible for all the acts of its team members. The deputed professionals shall visit IIMC on regular intervals for completion of all the assigned work, getting clarifications/documents and also for rendering of advisory services as and when required by IIMC.

3. Terms of Payment

   A. FOR INDIRECT TAX

   i. For Regular work – 60% of the yearly contracted fees payable on quarterly basis after successful rendering of services for each quarter.

   ii. For specialized work:
      a. Preparation, Filling of appeal, Submission of paper book and written submissions – 20% of the yearly contracted fees after completion of filing activity.
      b. Representation before ITA/AAR – 20% of the quoted amount will be paid on receipt of the Assessment order and Refund order and balance after the refund cheque is received from the CESTAT/ITAT. (including cost of the professional fees of the lawyers, etc., applicable if any)
iii. No fees will be paid for any infructuous/adjournment.

iv. In case of common/repetitive issues filed at the same time for different assessment years, all appeals will be considered as single appeal.
### B. FOR DIRECT TAX

<table>
<thead>
<tr>
<th>Particulars</th>
<th>60% of the yearly contracted fees payable on quarterly basis.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Tax Advisory Services, Rendering of regular tax advisory services as mentioned in Scope of Work, Drafting/Filing of replies and submissions, Filling of Annual Income Tax Return, Drafting/filing of submissions with tax authorities regarding the rectification applications including any penalty proceedings as applicable, Drafting/filing the submissions for stay of any demand, review of orders, advising IIMC for further course of action consequent to assessment/reassessment/rectification orders 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 IIMC in various Statutory Authorities and representing IIMC in pending ITAT cases, etc. relating to earlier and for the forthcoming assessment years; Representation and appearing before the Tax Authority in connection with certificate under Section 10(23)(vi) and</td>
<td>10% of the yearly contracted fees on receipt of certificate/certificates within two months from the application/applications made in April and May of a particular financial year, if any such application is made.</td>
</tr>
<tr>
<td>2. Obtaining IT clearance certificate U/S 197 of the Income Tax Act as and when require during a financial year.</td>
<td>5% of the yearly contractual fees on receipt of certificate/certificates within two months from the application/applications made between June to September of a particular financial year, if any such application is made.</td>
</tr>
<tr>
<td>3. Representation and appearing before the Income Tax authorities for assessment proceedings and to arrange refund of TDS, if applicable as per order of Income Tax Authorities</td>
<td>5% of the yearly contractual fees on receipt of certificate/certificates within two months from the application/applications made between October to January of a particular financial year, if any such application is made.</td>
</tr>
<tr>
<td></td>
<td>20% of the yearly contracted fees payable on receipt of refund.</td>
</tr>
</tbody>
</table>
4. **Confidentiality**

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 IIMC, 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.

5. **Others**

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

6. **Terms of Appointment**

The Institute reserves the right to appoint separate Tax Consultant for Income Tax Matters, for Indirect Tax and Direct Tax.