

कोल इंडिया लिमिटेड

महारत्न कम्पनी

CIN: L23109WB1973GOI028844

कोल भवन, भवन संख्या 4 एमएआर

प्लॉट संख्या ए एफ 111, न्यू टाऊन

राजारहट, कोलकाता 700 156

ई मेल: skmehta.cil@coalindia.in

वेब साइट : www.coalindia.in



Coal India Limited

A MAHARATNA COMPANY

CIN: L23109WB1973GOI028844

Coal Bhawan, Premise No:4, MAR, Plot AF- III,

Action Area- 1A, New Town, Rajarhat,

Kolkata – 700156

Email: skmehta.cil@coalindia.in

Website: www.coalindia.in

Notice No: EOI/CIL/GM(F)/Indirect Tax Consultant/428

Date: 21.07.2021

**Notice for inviting expression of interest
for engagement of Tax Consultant for Indirect Tax matters**

1) Introduction:

- 1.1: Coal India Limited (CIL) is a “Maharatna” Public Sector Undertaking under Ministry of Coal, Govt. of India with headquarter in Kolkata, West Bengal. CIL is the largest coal producing company in the world. It has operation in North Eastern Coalfields and two Regional Sales Offices and Delhi office for its standalone segment.
- 1.2: Coal India is also having eight fully owned Indian subsidiary companies, viz. Eastern Coalfields Limited (ECL), Bharat Coking Coal Limited (BCCL), Central Coalfields Limited (CCL), Northern Coalfields Limited (NCL), Western Coalfields Limited (WCL), South Eastern Coalfields Limited (SECL), Mahanadi Coalfields Limited (MCL) and Central Mine Planning & Design Institute Limited (CMPDIL). In addition, CIL has a foreign subsidiary company in Mozambique namely Coal India Africana Limitada.

2) Scope of Work:

- 2.1: Coal India Limited intends to engage Tax Consultant for CIL & its Subsidiaries to carryout assignment in respect GST as mentioned in the scope of work as enumerated below at point 2.2 and additional work for CIL(Standalone) as mentioned in the scope of work as enumerated below at point 2.3.

2.2 Compliance of GST (For CIL & its Subsidiaries)

Sl No	Scope of work
1	Review of GST implications on specific transactions carried out by CIL and its subsidiaries:
a)	Understanding transactions carried out by CIL & its subsidiaries <i>inter alia</i> includes the following transactions – - Procurement and supply of various goods and services; - Transactions with/among subsidiaries for supply of goods and services, both with and without consideration.
b)	- Debit and credit notes raised on/among subsidiaries for cross charge and /or reimbursement and vice versa

	<ul style="list-style-type: none"> - Employer and employee transactions; - Purchases from unregistered persons; - Inter-office supply of goods and services; - Transactions where 'Bill To' and 'Ship To' locations are different; - Advice on GST implications on the above transactions <i>inter alia</i> on the following aspects <ul style="list-style-type: none"> - Applicability of tax; - Place of supply; - Value of supply; - Time of supply; and - Eligibility of credits; - Requirement of Input service distributor;
c)	<ul style="list-style-type: none"> - Sales Invoice, Dr/Cr Note to the parties by road, rail or any other mode - Stock transfer from one place to other place; - Issue of materials from central workshop to other areas; - Debit note for repair jobs done at central/regional workshops to different areas; - Debit note for service rendered by CMPDIL to different subsidiaries;
2	Compliances under GST
a)	Prior advice on monthly and annual GST compliances to be undertaken by CIL and its subsidiaries and preparation of compliance schedule;
b)	Advice on the classification of goods and services, rate of tax, HSN code, SAC code etc.
c)	<p>Advice on the changes that may be required in forms and procedures to comply with GST Laws such as but not limited to:</p> <ul style="list-style-type: none"> - Invoice, delivery challan and voucher format (customized based upon SGST & CGST); - Format of reports required for returns; - Computation of taxes; - Statutory records, etc;
3	Review of Contracts / Agreement
a)	<p>Advice on tax clauses on identified contract(s) /agreement(s) such as but not limited to –</p> <ul style="list-style-type: none"> - Procurement of goods; - Procurement of services viz mining, civil work, etc; - Maintenance and Repair Contract (MARC Contract); - Fuel Supply Agreement; - Contract for e-auction of coal;
b)	Draft communications with vendors, supplier and customers on GST
4	Updating management regarding changes in GST laws, rules, circulars/notifications issued during the financial year having any bearing/impact on the company.
5	Providing Opinion on queries raised/clarifications sought by CIL and its subsidiaries

2.3 For CIL(Standalone), the additional scope of work is as follows:

1.	Any opinion sought by CIL & its subsidiaries (through CIL) in relation to other indirect taxes such as Excise, VAT, Service Tax etc.
2.	Attending and compliance of notices/audit memo issued by indirect tax authorities including assessment proceedings.
3.	Verification/Reviewing various returns under GST and assistance in filing of the same.
4.	Reviewing of indirect tax orders pertaining to various issues and suggesting subsequent actions thereon.
5	Reviewing, preparing, filing, pleading and arguing all appeals before the Commissioner for Coal India Ltd.(Standalone).

6	Reviewing, preparing, pleading and arguing all appellate orders/ legal references before the Appellate Tribunal for Coal India Ltd. (Standalone).
7	Advising management on merit of the case for filing appeal before honorable High Court against the order of Appellate Tribunal and assisting the counsel appointed by CIL by briefing him about the facts of the case and other related matters and keeping CIL informed about the status of appeal.
8	Carrying out all the above jobs in respect of pending matters.

3) Eligibility:

The eligibility will be based on evaluation criteria as indicated in Clause-6. Minimum qualification marks will be 75.

4) Period of Contract:

Initially the consultants will be engaged for a period of one year which may be extended for further period of two years on year to year basis, on the same rate, terms & conditions subject to satisfactory performance.

5) Bidding:

a) Offers are invited from interested Tax Consultants Firms/ Companies for selection and appointment of Tax Consultant of Coal India Limited.

b) Submission of Bids:

- i. The offer is to be submitted in two parts. The first part ‘Part-I, Techno Commercial offer”, should contain the detailed Technical and Commercial terms of the offer. The second part ‘Part-II, ‘Price Bid” should contain the price offered.
- ii. Price Bid and Technical Parameter Sheet (TPS) - The Price-Bid containing the Bill of Quantity (BOQ) and Technical Parameter Sheet (TPS) containing the summarized Technical Specifications Parameters in Excel format (password protected) will be available on e-procurement portal. This will be downloaded by the bidder who will quote price and Technical Specifications in the excel template provided for the purpose. Thereafter, the bidder will digitally sign and upload the same Excel file during bid submission
- iii. Detailed Technical Specifications are mentioned in Clause 6. The Bidder is required to put values under the column “BIDDER’S VALUE” in TPS (Annexure -2). The bidder shall upload the TPS (along with BOQ) to the procurement portal after ensuring that the TPS has become fully compliant along with the supporting documents as mentioned in Clause 6 in the respective folders.
- iv. Part-II (Price Bid- Annexure 3): Price should indicate only the consolidated price, covering the scope of work. Price Bid indicating job wise rate, will not be considered and will be treated as unresponsive. Any incomplete or conditional price bid or price bid which is not submitted as per the instructions given above shall be rejected.
- v. Authorized signatory of the Bidders should sign with seal on all pages of EOI documents including enclosures submitted, as a token acceptance of EOI terms and conditions. If authorized signatory is other than partner/director, authorization letter in the name of the person authorized is required.

- vi. Overwriting/ correction/ erase and use of white ink should be avoided. However, if any overwriting/ correction/ erase is inevitable, that should be authenticated with the Bidder's signature and seal.
 - vii. The offer should be submitted strictly as per the terms & conditions laid down in the EOI document.
 - viii. CIL reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning reasons thereof.
 - ix. Bidder shall not contact CIL on any manner relating to the bid after the bid opening. Any effort by the bidder to influence CIL in evaluation, comparison or award decision may result in the rejection of the bid proposal.
 - x. Changes in the term of bid proposal will not be permitted after submission.
 - xi. Offer by forming consortium / JV will not be considered.
- c) Techno Commercial Bid (Part-I):
- i. Techno-Commercial Bid should be submitted only in the format as indicated in this Bid Document as Annexure-2 (TPS).
 - ii. Self-attested copies of testimonials and documentary evidence in support of experience and other credentials as per Evaluation Criteria (Clause 6) are to be uploaded in respective folders. Any other documents for which no specified folder is available may be uploaded in folder "Others".

d) Price Bid (Part-II):

- (i) Price Bid should be submitted only in the format as indicated in this Bid Document as Annexure-3.
 - (ii) Selection of the Consultant will be done on the basis of techno commercially accepted lowest offer price (i.e. L1 price).
- e) The proposal submitted by the bidder should be valid for acceptance for a minimum period of 120 days from the opening of date of bid
- f) No conditional offer will be accepted.

6) Evaluation Criteria for Indirect Tax Matters:

Qualification criteria for selection of indirect tax consultants at CIL

Sl. No.	Criteria	Total Marks	Award of marks details	Documents to be uploaded duly self-authenticated with seal of the firm
a	Bidder (Firm/LLP/ Company) has been in existence (in terms of no. of years)	5	5 marks for 10 years or more, 0.5 marks for each year of experience for less than 10 years	Certificate of incorporation of the bidder(to be uploaded in folder "Proof of Existence").
b	Head Office/ Branch office at Kolkata	5	Full marks for a head/branch office at Kolkata, Otherwise Nil.	Address of the head/branch office along with contact details of the partners/ associates working there. Enclose documentary evidence(to be uploaded in folder "Address").
c	Experience of person engaged as dealing partner/manager in the company for indirect taxation matters.	15	15 marks for 10 years or more, 1.5 marks for each year of experience for less than 10 years.	Certificate from the employer/previous employer clearly stating his engagement in indirect taxation matters during the last 10 years (to be uploaded in folder "Proof of Dealing Parter").
d	Bidder (Firm/LLP/ Company) with relevant experience in dealing as indirect tax consultant, indirect tax assessment of company	25	25 marks for 10 years or more, 2.5 marks for each year of experience for less than 10 years(each year means complete year consisting of 12 months)	Engagement letter/ Certificate from Client for indirect tax related matters for each of the years(to be uploaded in folder "Proof of Experience").
e	No. of clients (company) where the bidder has provided indirect taxation services in the preceding 3 financial years	30	Methodology as detailed in Annexure-1(each year means complete year consisting of 12 months)	Engagement letter/Certificate from Client for indirect tax related matters and Annual Report/ Annual Accounts /Statement of audited Financial Results as uploaded with stock exchanges of the clients(to be uploaded in folder "Proof of Clients").
f	No. of CA/ICWA/CS/ LLB employed dealing in indirect taxation matters in the firm	20	2 marks for every employee qualified as per the criterion	Documentary details of the employee, qualifications indicating membership number (Institute certificate/proof of membership) and post held in the firm(to be uploaded in folder "Proof of Employees")..

Minimum Qualification Marks: 75

7. Instruction to bidders

a) Requirements for participation in e-mode

In order to submit the online offer/documents on CIL's e-procurement portal <https://coalindiatenders.nic.in> the bidders should meet the following requirements:

- i. **PC connected with Internet** (For details, visit link "Bidders Manual Kit" on home page of CIL's e-mode portal <https://coalindiatenders.nic.in>) It will be the bidder's responsibility to comply with the system requirements i.e. hardware, software and internet connectivity at bidder's premises to access the e-mode website. Under no circumstances, CIL shall be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-mode system or internet connectivity failures.
 - ii. **Enrolment with CIL's e-mode portal <https://coalindiatenders.nic.in>** – The online enrolment of the bidders on the portal is free of cost and one time activity only. The registration should be in the name of bidder whereas DSC holder may be either bidder himself or its duly authorized person having DSC indicating name of firm as that of bidder. It shall be the responsibility of the bidder to ensure that they get registered with the CIL's e-mode portal well in advance and download the documents before the last date and time for the same.
 - iii. Class II or Class III Digital Signature Certificate (DSC) issued by a Certifying Authority authorized by Controller of Certifying Authority (CCA) and which can be traced upto the chain of trust to the Root Certificate of CCA.
- b) **Help for participating in e-procurement**-The detailed method for participating in the e-mode is available on links "Help for Contractor" and "Bidders Manual Kit" in CIL's e-mode portal. The bidders may also seek help from the help-desk on the numbers available on CIL's e-mode portal.
- c) **Letter of Undertaking (LOU):** The format of Letter of Undertaking (LOU) as given at **Annexure-4** will be downloaded by the firm and will be printed on firm's letter head and duly Signed by a person competent and having the "Authority" /"Power of Attorney" to bind the firm. Scanned copy of such a "Signed & Stamped with the seal of the company" LOU along with "Authority" /"Power of Attorney" are to be uploaded during EoI submission.

The content of the "Letter of Undertaking" uploaded by the firm must be the same as per the format downloaded from website and it should not contain any other information. If there is any change in the contents of LOU uploaded by firm as compared to the format of LOU uploaded by the department with EOI document, then the EOI may be liable for rejection. These documents are to be uploaded in folder named "LOU Docs" provided in the e procurement portal.

Note: The person who has signed Letter of Undertaking physically should express interest online while submitting the document with his DSC mapped in the name of firm. In case the person who has signed LOU is not expressing interest himself and has authorized another person whose DSC is mapped in the name of firm, to express

interest online on his behalf, then the further authorization on non-judicial stamp paper duly notarized by the person signing the LOU in favour of person expressing interest online is required to be uploaded. This document is to be uploaded in folder named “LOU Docs”.

d) **The complete EOI document** shall be available in the CIL’s e-procurement portal <https://coalindiatenders.nic.in> for downloading and submission of offer/documents. The complete EoI document shall also be available on Coal India’s website www.coalindia.in and Central Public Procurement portal (<http://eprocure.gov.in>) for downloading only.

e) There will be no physical/manual sale of EoI document. There is no Tender Fee and bidders can download EoI document free of cost from any of the websites mentioned above.

f) Time schedule of EoI:

S. No.	Critical Dates	Date	Time (India Standard Time)
1	EOI Publishing Date	21.07.2021	05.00 PM
2	EOI download start date	22.07.2021	11.00 AM
3	EOI download end date	12.08.2021	11.00 AM
4	Offer/documents Submission End Date	12.08.2021	11.00 AM
5	EOI opening date	13.08.2021	11.00 AM

g) The offers/documents have to be submitted online through the CIL’s e-mode portal <https://coalindiatenders.nic.in>. The bidders have to get themselves enrolled on the above portal and follow the procedure laid therein for submission of offer/documents.

h) Evaluation of EOI-

- After opening of the bid, the documents submitted by L-1 bidder will be downloaded and shall be put up to the evaluating Committee. The Committee will examine the uploaded documents against information/declarations furnished by firm online. If it confirms to all of the information/ declarations furnished by the firm online and does not change the eligibility status of the firm, then the firm will be considered eligible.
- Any EoI which has not been submitted with valid documents will not be considered for further evaluation.
- In case the evaluation Committee finds that there is some deficiency in uploaded documents by a firm then the same will be specified online only once by Evaluator clearly indicating the omissions/shortcomings in the uploaded documents and indicating start date and end date allowing 7 days (7 x 24

hours) time, for online re-submission by firm. The firm will get this information on their personalized dash board under “Upload confirmatory document” link. Additionally, information shall also be sent by system generated email and SMS, but it will be the firm’s responsibility to check the updated status/information on their personalized dash board regularly after opening of bid. No separate communication will be made in this regard. Non- receipt of e-mail and SMS will not be accepted as a reason of non-submission of documents within prescribed time. The firm will upload the scanned copy of all those specified documents in support of the information/ declarations furnished by them online within the specified period of 7 days.

- The EoI will be evaluated on the basis of documents uploaded by firm online. The firm is not required to submit hard copy of any document through offline mode. Any document submitted offline will not be given any cognizance in the evaluation of EoI.
 - In case the firm fails to submit requisite documents online as per EoI or if any of the information/declaration furnished by firm online is found to be wrong by Committee during evaluation of scanned documents uploaded by firm, which changes the eligibility status of the firm, then his bid shall be rejected.
 - In case none of the firms complies the technical requirement, then necessary action as deemed fit by management will be taken.
 - It is responsibility of firms to upload legible/clearly readable scanned copy of all the required documents as mentioned above.
- i) There is no provision to take out the list of parties who have downloaded the EoI from the above-referred website. As such, bidders are requested to visit the website once again before the last date of submission of offer(documents)/due date of EoI opening to ensure that they have not missed out any corrigendum issued against the said EoI after they have downloaded the document. The responsibility of downloading the corrigendum, if any, will be of the bidders. No separate intimation in respect of corrigendum of the EoI (if any) will be sent to the bidders who have downloaded the EoI document from website.
- j) The bidders, in their own interest, are requested not to wait till the last moment for submission of bid to avoid last minute rush and local problems related to internet connectivity, law and order, strike, bandh etc. CIL shall not be responsible, if documents could not be uploaded due to such local problems at the bidder’s end.
- k) The interested bidders may obtain further information/clarification from the office of the service recipient as per address given below:

General Manager (F)
Coal India Limited, Coal Bhawan
Premises No. 04, Plot No. AF-III, Action Area 1A,
New Town, Rajarhat, Kolkata -700 156
West Bengal,
Phone: 033-71104554
Email address: skmehta.cil@coalindia.in

8) Evaluation of Bid:-

- Documents submitted by L-1 bidders shall be downloaded put up before evaluation committee for evaluation.
- The evaluation committee will examine the Techno-Commercial bid submitted online by the L-1 bidder and the required uploaded documents to determine whether they are complete and in conformity with the tender document.
- Confirmatory/Shortfall documents: After evaluation of the uploaded documents, shortfall documents, if required, shall be sought from the L1 bidder. For this purpose, only 1 chance of 7 days (7x24 hours) shall be given.
- If the techno-commercial acceptability of L1 bidder is established upon verification of uploaded documents and shortfall documents if any, the case shall be considered for further processing, otherwise the documents of the next lowest bidder shall be downloaded for evaluation. This process continues sequentially till techno- commercially acceptable L1 is established. No change in the prices of the bid shall be sought, offered or permitted. No modification of the bid or any form of communication with CIL or submission of any additional documents, not specifically asked for by CIL, will be allowed and even if submitted, they will not be considered.
- CIL reserves its right to physically and by any other method (as applicable) to verify the documents and in the event of the results of verification not matching with the information submitted in the offer, suitable penal action may be taken including cancellation of order, Banning/Suspension of Business of the tenderer.

9) Payment:

- a) Payment Terms: Payment will be made on quarterly basis (¼th of awarded annual rate plus taxes) after satisfactory performance. No advance payment will be made.
- b) Payment shall be released within twenty one (21) days from the date of submission of the bill (without any deficiencies), subject to fulfillment of other terms and conditions of the contract.
- c) Paying Authority: General Manager (Finance), CIL, Coal Bhawan, 5th Floor, Premises No. 04 MAR, Plot No. AF III, Action Area-1A, Newtown, Rajarhat, Kolkata – 700156.
- d) Travelling and accommodation for attending outstation (other than Kolkata) job, on approval by the management and the same will be regulated at par with entitlement of Chief Manager rank of CIL executives.
- e) Mode of Payment: The payment will be made through Electronic System for which Bank details as per enclosed is to be furnished. The Bank details Format is to be submitted in duplicate with original signature (i.e. no photo copy) along with the first bill.

10) GST:

- a) The Tax Invoice raised by the service provider must be in compliance of relevant GST Acts, rules & notifications made thereunder and should bear the GSTIN of Coal India Limited. The rate and amount of CGST, SGST, IGST, and GST (Compensation to state) cess, related to service, shall be shown separately in tax invoice. In case the bidder has opted for composition levy, the Bill of Supply shall be raised by him in compliance of relevant GST Acts, rules & notifications made thereunder.
- b) The CGST & SGST, IGST and GST (Compensation to state tax), as applicable at the time of supply, shall be paid extra against submission of proper Tax invoice, as referred above, by the supplier so that the CIL could be able to avail Input tax credit of such CGST, GST, IGST, GST (Compensation to State) Cess reflected in the invoice.
- c) If the ITC claimed is disallowed due to failure on the part of supplier in incorporating the tax invoice issued to CIL in its relevant returns under GST, payment of CGST & SGST or IGST, GST (Compensation to State) Cess shown in tax invoice to the tax authorities, issue of proper tax invoice or any other reason whatsoever, the applicable taxes & cess paid based on such Tax invoice shall be recovered by the CIL from the current bills or any other dues of the supplier.
- d) The amount of CGST & SGST or IGST and GST Cess, as indicated in the Tax Invoice shall be paid only when they appear in GSTR 2A of the CIL and the supplier has filed the valid return in accordance with the provisions of the GST Act and the rules made there under.
- e) In the event of any additional tax liability accruing on the supplier due to classification issue or for any other reason, the liability of CIL shall be restricted to the amount of GST charged on the original tax invoice issued by the supplier.
- f) In addition to above, if any other tax/duties are levied over supply of such item in future, it shall be paid extra.

11) Other terms and conditions:

- i) The Firm must possess sufficient infrastructure including both hardware and software to handle the data of CIL.
- ii) The Firm shall take sufficient care for data protection measures to ensure confidentiality of data and reports.
- iii) The Firm shall undertake that data given to the Consultant by CIL or its subsidiaries and any information generated from the data provided shall not be used by the Consultant for any other purpose and shall not be shared with other without consent of CIL.
- iv) Indemnity: The Firm shall defend, indemnify and hold CIL during and after the term of the contract harmless from and against any and all liabilities, damages, claims, fines, penalties, actions, proceedings and expenses of whatever nature arising and resulting from the non-compliance or violation of any law by the Consultant for the tenure of engagement.

- v) **Jurisdiction of Courts:** Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Calcutta High Court only.
- vi) **Disclaimer:** CIL reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more Bidder(s) at any stage or to cancel the process entirely without assigning any reason. CIL makes no guarantee or warranty, express or implied, as to the accuracy, correctness and completeness of the information contained in the bid documents.
- vii) CIL reserves the right to extend the due date of tender as deemed fit on case to case basis by issue of corrigendum through portal. Further, if at least 3 bids are not received within originally stipulated due date, the due date shall be extended by 4 (four) days by the portal automatically. If, even after granting the extension for 4 days, less than 3 bids are received, the tender shall be opened without further extension. Separate paper publication of corrigendum for extending the due date shall not be made. In case no offer is received after granting the extension, the tender will be cancelled.
- viii) **Termination:** CIL may without prejudice to any other remedy / claim for breach of contract, terminate the contract in whole or part by giving not less than 15 (fifteen) days written notice of default to the Consultant.
- ix) The engagement/ empanelment of the tax consultant shall be completely at the discretion of CIL.
- x) Sub-contract of the work is not permissible.
- xi) No document presented by the Bidder after closing date and time of the bid will be taken into account by the Evaluation Committee unless otherwise called for during technical scrutiny by the tender committee as clarification. This, however, will have no bearing with the price quoted in the price bid.
- xii) All documents including EOI should be duly authenticated / signed by the partner with seal of firm as a token of unconditional acceptance of all terms and conditions
- xiii)** The firm should ensure that the issues/matters of CIL are handled by a senior partner/manager of the firm having sound subject knowledge.

With reference to evaluation criteria at Clause 6(e) following methodology will be applicable:

The marks for a year would be calculated as $\sum A*B$ where

i) A is the weight for the total income* of the client as detailed below:

For clients of total income 10 crore to 250 crore, A=2

For clients of total income 251 to 500 crore, A=4

For clients of total income 501 crore and above, A=6

ii) B is the no. of clients for that specific weight

* Total income means net turnover/net receipts including other income

For the purpose of calculation of weighted marks, only the top 5 clients for any year will be considered.

Illustration:

- a. For a particular year if a company has 3 clients of total income 300 crores and 4 clients of total income 600 crores, the weighted marks will be calculated as $6*4+4*1$ i.e. 28.
- b. For a particular year if a company has 2 clients of total income 100 crores and 4 clients of total income 300 crores, the weighted marks will be calculated as $4*4+2*1$ i.e. 18.

For the purpose of calculation of the final marks, the yearly marks for the last three years will be calculated and the final marks will be given by:

Final Marks = (Year 1 marks + Year 2 marks + Year 3 marks)/3

Format for Technical Bid for Indirect Tax (To be filed in BOQ cum TPS sheet):**1. Name of the Firm/LLP/Company :****2. Address:**

- i) Permanent Address :
 ii) Address for Correspondence :
 iii) Telephone Number :
 iv) Fax Number :
 v) Email Address :
 vi) Website :

3. Details of Firm/LLP/Company :

Sl. No.	Criteria	Details to be filled in the TPS			
1	Number of years in existence	Year of incorporation / start of business :- No. of years :- Attach documentary evidence *			
2	Relevant experience in dealing with indirect tax consulting, assessment of indirect tax of companies (i.e. body corporate) (in terms of no. of years)	No of Years :- Attach documentary evidence *			
3	No. of clients where the bidder has provided indirect taxation services in the preceding 3 financial years	As clarified in Annexure-1			
		Particular		No. of clients	
		Total income Rs. 10 to 250 crore			
		Total income Rs. 251 to 500 crore			
		Total income Rs. 501 crore and above.			
		Attach documentary evidence *			
4	Branch office at Kolkata (if any)	Address :- contact details of the partners/associates working there with documentary evidence:-			
5	Experience of person engaged as dealing partner/manager	Name :- Experience in number of Years :- Attach documentary evidence*			
6	No. of CA/ICWA/CS/LLB employed dealing in indirect taxation matters in the firm	Sr. No.	Name	Qualification along with Membership No.	Date of Joining in the Firm
		Attach documentary evidence*			

*For documentary evidence refer to eligibility criteria in the tender document.

Place

Date

Signature and Seal of Bidder

Format for Financial Bid (To be filed in BOQ cum TPS sheet):

For indirect Tax

Particulars	Amount (Rs.)
Retainership & Other Jobs as mentioned in Scope of Work in Clause 2	Annual Rate (Excluding GST)

GST will be extra as applicable.

No TA/DA and out of pocket expenses will be reimbursed for attending jobs at Kolkata. However for attending any outstation job if required, travelling and accommodation will be arranged by company [specified in Clause-9(d)].

Same rate shall be applicable for three years.

Signature and Seal of Bidder

Letter of Undertaking

To
Coal India Limited,
Action Area-1A, New Town,
Kolkata – 700 156,
India

Dear Sirs,

Sub:_Tender No.

1. Having examined the Bid Documents including Addenda/Corrigenda, if any (insert numbers), we, the undersigned,.....Partner/Legal Attorney/ Proprietor/Accredited Representative of M/s offer to supply and deliver (description of Goods & services) vide our offer No.....datedin conformity with the said Bid Documents.
2. We confirm to accept all terms and conditions contained in the Eol document unconditionally. We also confirm that there is no deviation in our submission.
3. We agree to abide by this bid for a period of 120 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We confirm that until a formal appointment order is issued, this bid together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the any of the Eol you may receive.
6. We confirm that the contents of the offer are given after fully understanding and all information furnished by us are correct and true and complete in every respect.
7. We confirm that all information/ documents / credentials submitted along with the offer are genuine, authentic, true, valid and complete in every respect.
8. We confirm that if any information or document submitted is found to be false / incorrect, the said offer shall be considered absolutely null & void and action as deemed fit may be taken against us including termination of the contract and Banning of our firm and all partners of the firm as per provisions of law.
9. We have never been banned or delisted by any Government or Quasi-Government Agency or any Public Sector Undertaking.

OR

We were banned by the organization named “-----” for a period of -----
year/s, effective from ----- to -----.

Dated this _____ day of _____ 2020

Signature of Partner-Incharge with seal of the firm

Membership No of the Partner

Address:
Contact No.:
Email Id:

Format for Bank Details for electronic payment

To
M/s. Coal India Ltd.,
1st Floor, Premises No. 04,
Plot no. AF-III, Action Area 1A,
New Town, Kolkata – 700 156.

Dear Sir,

Sub: Authorization of all our payments through Electronic
Fund Transfer system/RTGS/NEFT.

We hereby authorize Coal India Ltd. to disburse all our payments through Electronic Fund Transfer system/RTGS/NEFT. The details for facilitating the payment are given below:

1	Name of the Beneficiary, address with Telephone No.	
2	Bank name, address with Telephone No.	
3	Branch name & code	
4	Bank account number with style of account (Savings/Current)	
5	IFSC Code No. of the Bank	
6	PAN No. of the Beneficiary	
7	E-Mail No. and Mobile No. of the Beneficiary for intimation of release of payment.	

I/We hereby declare that particulars given above are correct and complete and if the transaction is delayed or credit is not effected due to incorrect information, I/we will not hold Coal India Ltd. responsible.

Authorized Signatory
Name:
Official Stamp with date

Bank Certification

It is certified that above mentioned beneficiary holds a Bank Account No. with our branch and the Bank particulars mentioned above are correct.

Name:

Authorized Signatory
Official Stamp with date