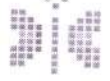




Rajkot Smart City Development Limited.

(A Wholly owned subsidiary company of Rajkot Municipal Corporation)
(CIN-U74999GJ2017PLC098761)

Advertisement No: 03/2022-23



Smart City
SPECIAL INVESTMENT ZONE

Rajkot Smart City Development Limited is a Subsidiary Company of Rajkot Municipal Corporation invites "Expression of Interest" from reputed and experienced Chartered Accountants Firms for engagement of Tax Consultant. The EOI should be submitted in the prescribed format available in www.rmc.gov.in/www.smartcityrajkot.in and should be submitted to General Manager, Rajkot Smart City Development Limited, Room No. 10, 1st Floor, RMC West Zone Office, Behind Big Bazar, 150 Feet Ring Road, Rajkot-360005 by Registered Post, Speed Post only so as to reach on or before 24/08/2022 up to 18.10 hours.

Chief Executive Officer
Rajkot Smart City Development Limited.



RSCDL NO. /2022-23
Dated: 24/08/2022

**Sub: Notice inviting Quotation for Appointment of Tax Consultant for the
Financial Year 2022-23 onwards**

Dear Sir,

Rajkot Smart City Development Limited is a subsidiary company of Rajkot Municipal Corporation.

Rajkot Smart City Development Limited would like to appoint Tax Consultant as per specifications and criteria described/detailed at point No-6 below. In case, you are interested, please submit your quotation /offer for the services listed below by **24/08/2022 by 06:10 PM**. You may please also note the following general terms and conditions applicable in regard to submission of quotation/offer for award of contract by RSCDL.

Scope of Work

A. Review of Monthly Account Books /Trial Balance and Verify all the vouchers in regard to applicability of TDS/GST and correctness of head of accounts as well as facilitating & filing of various returns related:-

- I) Income Tax -Detailed Scope of Work as per Annexure-I
- II) Goods & Service Tax(GST)-Detailed Scope of Work as per Annexure-II

The Tax Consultant is expected to undertake the review for each month's transactions in the first week of succeeding month and submit a report in the prescribed format duly addressed to respective CEO/CFO at RSCDL, Rajkot Office by 5th of every month.

B. Conducting GST Audit (If required) for RSCD, Rajkot Office from financial year 2022-2023 onwards till the Tenure of appointment. The GST Audit of the Financial year for which Tax Consultancy has been rendered is also to be performed by the firm even after the culmination of Tax Consultancy assignment.

The Tax consultant shall be required to depute at least one paid assistant (qualified/semi-qualified) with thorough knowledge of Income Tax & GST for providing necessary assistance /guidance and support in maintaining various documents /reports as well as facilitating in preparation and filing of all returns (TDS and GST) as per applicable norms on requirement basis.

Selection Procedure:

- The appointment of Tax Consultant shall be done in two phases:
1. Firms shall be short listed on the basis of Technical Bid
 2. After short listing of firms on the basis of technical bid, financial bid shall be considered from the short listed Firms.



Terms and Conditions

1. The services would be provided to Rajkot Smart City Development Limited. Room No. 10, 1st Floor, RMC West Zone Office Behind Big Bazar, 150 Feet Ring Road, Rajkot-360005..
2. Bid must accompany proof of EMD of **Rs.1,000/- (Rupees One Thousand only)** may be deposited through Cheque/Demand Draft drawn in favour of Rajkot Smart City Development Limited.
3. EMD of unsuccessful bidder shall be refunded. No interest will be paid on EMD amount. Quotations without EMD shall be considered unresponsive and rejected.
4. Quotation can be sent by Registered post or Speed Post only to Rajkot Smart City Development Limited Room No. 10, 1st Floor, RMC West Zone Office behind Big Bazar, 150 Feet Ring Road, Rajkot-360005...
5. Quotation should be sent in 3 sealed envelopes separately placed together in one sealed envelope, as per the details given below:-
 - i) First envelope should contain details of EMD Submitted.
 - ii) The Second envelop super scribing" **Expression of Interest for Appointment of Tax Consultant -Technical Bid**" which must display clearly our reference number, closing date and time to be mentioned on the envelope with name of firm, telephone number and full address. The technical Bid should highlight the firm's detailed profile including the firm's name, address, date of establishment, detailed profile of partners and brief details of paid CAs/associates/support staff, clientele (PSUs, Banks, other companies) experience in handling work of Government Companies/Board/Corporations etc. The technical bid should he submitted along-with requisite details and supporting documents in the prescribed Performa at Annexure-B.
 - iii) The third envelop super scribing on top "**Expression of Interest for Appointment of Tax Consultant-Financial Bid**" should contain minimum rates for the activities to be covered as per the scope of work indicated above.GST/tax if applicable should be clearly indicated separately. Financial bid should be given as per the Performa enclosed as **Annexure-C**.
6. The Minimum **Eligibility Criteria** required or consideration f or appointment are as under:-



- i. Tax Consultant should be a Chartered Accountant Firm having at least 10 years' experience in providing service in regard to Direct Tax and Indirect Tax. (Copy of work orders for minimum 5 distinct financial years as a proof of handling tax consultancy work to be closed).
 - ii. Consultant firm should have at least two years of experience out of last five years in hand line TDS / GST related work including filing of TDS/Service Tax/GST return in respect of Government Companies/Board/Corporations. (Copy of work order for minimum 2 distinct financial years out of last five financial -years towards TDS/ GST related work including filing of TDS/GST return to be enclosed)
 - iii. Consultant should have minimum three numbers of partners minimum five members of paid assistants (semi qualified/qualified) and other employed staff. (Details of partners/their profile, paid CAs, assistants and other employed staff and firm's clientele to be closed).
 - iv. Consultant should have its Head Office (not Local Office in Rajkot having minimum Five Working Staff(including one partner) out of the total staff strength as mentioned at point no. 'D' above. (Copy of latest certificate of firm's registration and name/list of partner(s) and working staff in Annexure "B" to be closed).
7. The fees quoted will remain unchanged throughout the entire tenure of the assignment and will not be revised during the consultancy tenure. Any Financial bids with escalation clause will be out rightly rejected.
 8. The period of validity of quotations for acceptance should be for 90 Days from the date of order/empanelment. RSCDL shall not entertain requests for escalation in cost/ price on account of any reasons during the period of validity of quotation.
 9. Any modification in offer after the opening date will not be considered.
 10. Bidder, before submitting quotations, should clearly understand RSCDL's requirement and, in case, any information/ clarification is required, he/she may visit Rajkot Smart City Development Limited office. It may be noted that no clarification / information after closure of the last date of receipt of quotation, would be entertained.
 12. Quotation, received late, will not be considered. RSCDL will not be responsible for any postal delay.
 13. Quotation will be opened on ~~25/08/2022~~ 25/08/2022, RSCDL Office (at the address given in Point no.1) at 11:00 a.m. Evaluation of technical bids shall be done based on consultant's ability to perform the assignment work and inspection of their office, as per the discretion of the tender committee, so as to establish the fact that the Consultant has proper local office. The Financial Bid of short-listed firms on the basis of Technical Bid shall be opened on 10/09/2022 at 11:00 a.m. Financial Bid shall be opened and considered only from those parties who fulfill the RSCDL criteria as specified in the Technical Bid and have adequate experience /staff strength and



Reputation in handling tax consultancy of its clients especially Government Companies/Board/Corporations etc.

14. RSCDL reserves the right to accept or reject any or all quotations without assigning any reason.
15. The engagement of Tax Consultant shall be generally for a period of One year. However, the appointment shall be renewed on yearly basis based on the satisfactory performance in the previous year with the approval of the Competent Authority of RSCDL. Further, RSCDL has the right to replace a consultant if it is found that the reporting/verification/tax return filing work is not satisfactory.
16. The quarterly payment shall be made as per the work completion done as per the scope of the work.
17. Firms should be Peer Reviewed & CA should be ISA Qualified.

Thanking You,

Yours faith fully

For & on behalf of RSCDL


Chief Executive Officer



SCOPE OF WORK

Annexure-I

A. INCOME TAX

1. Verification of all Income Heads to ensure booking of income on gross basis and booking of TDS on income to appropriate head of accounts.
2. Appropriateness of deduction of TDS from salary in reference to Savings & Investments, income from House Properties submitted by employee's and also from *third party* payments in compliance of the provisions of the Income Tax Act. Verify timely payment of TDS amount to appropriate authorities. Review the correctness of the TDS returns before these are filed with the appropriate authorities. Verify from Income Tax site that the tax payment has been properly accounted for with Income Tax Authorities.
3. To certify individual tax calculation sheets for TDS calculation for Salary at the yearend.
4. To advise and to assist in the preparation of Form 16 and 12 BA in regard to salaries and Form 16 A in regard to other party payments.
5. To advise and to assist in all TDS related issues.
6. To verify the segregation of all the expense heads in regard to deductibility/non-deductibility of TDS.
7. To verify that TDS has been deducted and deposited specifically in regard to Medical Bill payments to non-exempted hospital under Income Tax Act.
8. To verify that necessary accounting entries and payments to Income Tax Authorities have been made in time.
9. To attend to all communications, notices of the Tax Authorities and to appear on all hearings before Tax Authorities.
10. Facilitation in preparation of quarterly TDS returns and uploading of the same with the Income Tax Department website. Also ensuring that TDS deducted and deposited under appropriate section.
11. Filing of correctness statement/Rectification of TDS Returns already filed, if required.
12. Other Tax related issues consequent to amendments in Income Tax Act, 1961.
13. Verify that all the provisions of Income Tax Act and related circulars issued by Head Office are complied with.
14. Compilation of information and preparation of Form 3CD in the prescribed format at the yearend along with all the annexure required by Head Office/Tax Authorities at the time of compilation of Tax Audit Report at Head Office.
15. Facilitation in settlement of Audit Queries, if any raised by Internal Auditors/Statutory Auditors/Tax Auditor.



B. GOODS AND SERVICE TAX(GST)

1. Verify the statement /Ledgers in regard to GST paid by RSCDL on input services, GST collected on output services, GST payable under Reverse Charge, adjustment of GST on input service as per eligibility and GST payable on output services. Also verify its booking under appropriate GLA/c.
2. Verify that invoices have been raised as per applicable provision under GST in r/o output services/services covered under RCM.
3. Verify that RSCDL are taking Input Tax Credit as per applicable provision of GST Act/ Rules at the time of making monthly payments with the appropriate authorities.
4. To verify that necessary accounting entries to GST ledger heads have been made in time.
5. To facilitate in preparation, checking, timely filing of monthly as well as annual GST return/s or any other return as applicable with the concerned authorities and verification of reconciliation of GST return(s) with the financial data available in RSCDL account books & GSTN.
6. To provide guidance in regard to correction in regard to the data already incorporated in earlier GST return.
7. Facilitation in amendment of GST Registration required, if any.
8. To provide guidance in regard to show cause notice /order if any received from the Service Tax/GST authorities.
9. Confirmation in respect of the compliance of various circulars/instructions issued by various Government authorities/Department in regard to GST from time to time.
10. To conform that all the applicable provisions of GST Act are complied with and bills are raised within the prescribed time as per GST Act and the same are accounted for in books of accounts properly.
11. Facilitation in settlement of Audit Queries, if any raised by Internal Auditors/Statutory Auditors.
12. Any other work/verification related to GST to be dealt with by RSCDL in compliance with the provisions of GST Act.
13. Reconciliation with Book of the Account of the company with GST data filed on GST website.



Annexure.A

Offer for appointment of Tax consultant in RSCDL Office, Technical Bid

1.	a) Name and address of the Firm & its Main Proprietors/partners b) Address of Firm's Head Office at _____		
2.	Year of establishment		
3.	Registration No. (enclose copy of Registration)		
4.	Names & Detailed Profile of Partners		
5.	GST registration No. (Enclose copy of GSTIN Regn. Certificate)		
6.	PAN No. (enclose copy of PAN Card)		
7.	Performance certificate (enclose copies)		
8.	List of clients (Attached Separate Sheet)	Nature	Period
	a) No. of Partners (Minimum three)		
	b) No. of Paid Assistants (qualified CA/CMA/Semi Qualified (CA/CMA-inter)-(minimum five)		
	c) No. of other supporting/employed Staff		
9.	Name/list of Partner and working staff available At Local Office (at _____). Minimum one partner and 5 working staff		
10.	Experience in providing service in regard to Direct Tax and Indirect Tax (minimum five years). Kindly enclose list/copies of work order for minimum five distinct financial years.	Year	Name of Client
11.	Experience in handling TDS/Service Tax/GST related work including filing of TDS/Service Tax/GST Return in respect of Government Companies/Board Corporation. (at least two years out of last five years). Kindly enclose list of work order for Government Companies/Board/Corporation for minimum two distinct financial years.	Year	Name of Client
12.	CA Firm should be presently handling GST related work in at least one Government Companies/Board/Corporation. Kindly enclose copy of work order.		

No. of enclosures:

Date:

Signature:

Name of Authorized Person:

Name of CA Firm:

Seal



Annexure-C

Financial Bid for Appointment of Tax Consultant for RSCDL, Rajkot Office

Activities	Professional Charges (Rs.)	GST as applicable	Total Annual Fee(Inclusive of GST)
Income Tax, Goods & Service Tax, TDS as per Scope of Work			

