

INVITATION FOR APPOINTMENT OF A CHARTERED
ACCOUNTANTS FIRM FOR DIRECT AND INDIRECT
TAXATION MATTERS OF WEBEL TECHNOLOGY
LIMITED

Last date for submission of application : 29.11.2019

WEBEL TECHNOLOGY LIMITED
(A Govt. of West Bengal Undertaking)
Plot-5, Block-BP, Sector-V, Salt Lake,
Kolkata:-700091

Introduction

Webel Technology Limited is a Government of West Bengal Undertaking incorporated in the year 2001. It is the State Nodal Agency and State Implementing Agency for e-Governance activities for the State of West Bengal. The company is engaged in catering services in the area of IT and ITeS to the various Government Departments, PSUs, Statutory Bodies, Autonomous Bodies etc. It is a profit making organization having an average annual turnover of Rs.200 crore (approx).

Request for Proposal

Sealed offers are invited from reputed firms of Chartered Accountants for contractual engagement of a Tax Consultant of the company on monthly retainer-ship basis both for Direct and Indirect Taxation matters. Initially the appointment will be for one year subject to renewal of the contract depending upon performance. The job is to be split into two categories, one for **Direct Tax** and the other for **Indirect Tax**. Hence there would be two line items for the Price Bid, one for Direct Tax and another for Indirect Tax. Selection of Firm will be based on line-item wise L-1 price.

Brief description of work	Application fees (Rs)	Last date and time of submission of application
Tax Consultant for Direct & Indirect Taxation matters	Rs.2000/- in the form of Demand Draft in favour of Webel Technology Limited payable at Kolkata	29.11.2019 (16.00 hrs)

SECTION – A

SCOPE OF WORK

The selected Firm is required to handle day to day taxation matters of the company for Direct or Indirect Taxation matters. Job responsibilities include ascertainment of monthly tax liability, estimation and tracking of tax Returns, organize and update tax data base, recommend for tax strategies, prepare necessary paper work for Return filing and record keeping, liaise with Tax Authorities, to update the company on changes in tax regulations, follow up with pending cases at various Forums and other associated jobs. Detailed job description are as follows :

I. Direct Tax

- To look after the strict compliance of the Direct Taxation matters of the Company on monthly / quarterly / annual basis as per requirement of law which includes Income Tax, TDS & other related matters as applicable to the Company.
- To ascertain and ensure timely payment of Taxes including Advance Tax payment, TDS, Income Tax etc..
- To ensure Filing of Income Tax Return before due date as per statute.
- To ensure filing of TDS Returns as per statute.
- Generation of TDS Certificates and reconciliation with books of account.

- To follow up and expedite regular Income Tax assessment both for the current year as well as pending assessments of previous years.
- Settlement of pending disputed demands/ disposal of petition filed under various adjudicating authorities with respect to different assessment years.
- Appear before the competent authority on behalf of the company on the issues related to assessment and pending cases.
- To update and inform about latest changes in law / statutory compliances, suggest strategies enabling us to take appropriate action in advance.
- Any other work related to Direct Taxation matter

II. Indirect Tax

Pending VAT / CST Related issues for all locations :

- To look after pending cases and compliances, appear before the Tax Authority for pending assessments as and when required.
- Any other work related to this job.

Pending Service Tax related issues :

- To look after pending cases and compliances, appear before the Tax Authority for pending assessments as and when required.
- Any other work related to this job.

GST related matters :

- Examination and verification of Sales Invoices, as well as Purchase Invoices on monthly basis to ascertain the correctness of taxable amount, applicable rates and available input tax credits etc.
- Ascertainment of tax liability and preparation of tax payment formalities on monthly basis.
- Submission of Return as per statute
- To appear before the Tax Authority at the time of assessment or as per requirement of the situation
- Ascertainment of GST TDS Liability and payment thereof, submission of GST TDS Return as per statute
- E-Waybill related compliances
- To update and inform about latest changes in law / statutory compliances, suggest strategies enabling us to take appropriate action in advance
- Any other job related to Indirect Taxation matter

SECTION –B

ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

Criteria to be considered for selection of the firms of Chartered Accountants-

- 1 The Firm must have a minimum of 2 (two) Partners holding full time Certificate of Practice and with at least 2 (two) full time professionally qualified paid staff proficient in dealing with Direct and Indirect Taxation matters. Valid documents to be submitted
2. The firms shall have a minimum of 10 years of experience in dealing with Direct and Indirect Taxation matters. Valid documents to be submitted.
3. Turnover of the Firm should be at least rupees one crore for each of the last three financial years. Valid documents to be submitted

4. Currently, the firms must have the assignments in Taxation matters of at least 3 (Three) companies having turnover exceeding Rs.10.00 crore for each of such clients. Valid documents to be submitted.
5. The firm must have a valid registration number as issued by the Institute of Chartered Accountants of India.
6. The firm should have all statutory documents such as PAN, GST, Partnership Agreements etc.

In absence of any one of the above, the offer will be treated as non-responsive and will be summarily rejected.

SECTION – C

INSTRUCTION TO APPLICANTS

Interested Chartered Accountant Firms are required to submit their technical and commercial proposal in two separate envelopes as per instructions given below :

The Firm shall seal and mark various parts of the proposal as follows :

- A)** Technical Bid in one envelope super-scribed with words :

“Technical Bid for appointment of Tax Consultant of Webel Technology Limited” along with Demand Draft of Rs.2000/-

- B)** Financial Bid in one envelope super-scribed with words :

“Financial Bid for appointment of Direct & Indirect Tax Consultant of Webel Technology Limited”

- C)** All the envelopes shall be sealed in a covering envelope super-scribed with the words

“Technical Bid and Financial Bid for appointment of Tax consultant of Webel Technology Limited”

The sealed envelope as mentioned in “C” above should be addressed to the **Chief Executive Officer, Webel Technology Limited, Plot -5, Block-BP, Sector-V, Salt Lake, Kolkata-700 091** through speed post / courier or be dropped personally within the stipulated date and time. Late submission of Bid will not be accepted.

TECHNICAL BID

The Technical Bid should consist of the following documents:

1. Proposals submission cover letter on the letterhead of the firm clearly indexing the enclosures.
2. Detailed profile of the Firm and Registration No. of the firm as provided by ICAI.
3. Details of Experience of the firm in Taxation matters. Proof of assignments as Tax Consultant to be submitted
4. Details of the Partners viz. name, qualification, membership no. and experience in dealing with taxation matters (i.e. name of organization served, capacities in which worked, nature of job done, No. of years served in each capacity, experience as practicing Tax Consultant etc.)
5. Detailed qualification and experience of full time paid qualified and non-qualified staff being in continuous employment of the Firm
6. Audited Balance Sheet and Profit & Loss Statement for the last three financial years (2016-17, 2017-18 & 2018-19) to be submitted.
7. Copy of PAN Card, GST Registration ID, Professional Tax Certificate and Firm's Registration Certificate. The Firm should operate in the same name and style at least for the last three financial years.
8. Demand Draft of Rs.2,000/- (Rupees two thousand) in favour of Webel Technology Limited payable at Kolkata
9. WTL reserves the right to accept or reject any or all the applications without assigning any reason thereof.

FINANCIAL PROPOSAL

Financial Bid to be submitted in a separate sealed envelope as mentioned in "B" above in the prescribed format as per Annexure-1. Selection of the Firm will be done **on the basis of line item wise L-1 price** among technically qualified bidders. The job may be awarded to a single Firm or two different Firms based on line item wise L-1 price for Direct and Indirect Taxation.

SECTION-D

TERMS AND CONDITIONS

(i) Schedule of the application

The application document shall be submitted on or before 29.11.2019, at 16.00 Hrs. to The Chief Executive Officer, Webel Technology Limited, Plot-5, Block-BP, sector-V, Salt Lake, Kolkata-700 091.

(ii) Clarification regarding application document

A prospective Bidder requiring any clarification about the application document and scope of work may contact Mr. Rupak Roy, Manager (Finance), Mobile No. 9007881238, e-Mail : rupak.roy@wtl.co.in

(iii) Awarding of Contract

Short listed Firms fulfilling the eligibility criteria and on successful completion of the Techno Commercial Bidding evaluation will be required to make a Presentation on their credentials before the Selection Committee of the Company.

The Selection Committee thereafter will decide upon the Firms whose Financial Bids will be opened. The Firm offering the lowest Bid among such shortlisted Firms will be selected for appointment.

(iv) Proposal Currency

Prices shall be quoted in **Indian Rupees as in the Financial Bid.**

(v) Period of Validity of Proposals

The price offers as in the Financial Bid shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of **180 Days** from the date of opening of the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder. The price validity will remain unaltered irrespective of any reason.

Variation in statutory rates of taxes and duties as levied by the Government on professional services will however be reflected for both reduction and escalation.

(vii) Late Proposals

Any proposal received by Webel Technology Limited after the deadline for submission of proposals, as referred above **shall not be accepted.**

(vii) Payment terms

Payment will be made on monthly basis on submission of bills in duplicate

(viii) Deduction of Tax at Source.

Deduction of all statutory and necessary Tax from each bill will be made as per Government Rules prevailing at the time of payment. The Company will issue necessary tax deduction certificate in due course of time.

(ix) Delivery

Quarterly report to be submitted to the Chief Executive Officer with regard to the fulfillment of statutory compliances on Direct & Indirect Taxation matters of the company.

(x) Price

A) Price should be quoted in Indian rupees as per format of Annexure-1

- B) Price quoted should be firm.
- C) Percentage / specified amount of taxes & duties should be clearly mentioned otherwise Webel Technology Limited reserves the right to reject such offer.
- E) The total cost of the entire job should be inclusive of all prices as mentioned in the enclosed Price Bid format.
- F) No extra cost, other than that mentioned in Price Bid would be taken into account

(xi) Disputes and Arbitrations

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Chief Executive Officer of Webel Technology Ltd. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. The arbitration shall be held in Kolkata only.

ANNEXURE-1

FINANCIAL BID (Bidders have to submit the price bid strictly in this format , otherwise the bid will be rejected)

Ref . No.

Date :

Proposal for Appointment of an Audit Firm -----
----- Ref. No. -----Dated ----- .

To,
 The Chief Executive Officer ,
 Webel Technology Limited
 Plot-5, Block-BP, sector-V, Salt Lake,
 Kolkata-700 091

Dear Sir,
 In response to the above , we offer our price as below :-

Sl. No	Job Description with HSN / SAC Code	Amt Per month (Rs)	CGST (%)	CGST Amt. (Rs)	SGST (%)	SGST Amt. (Rs)	IGST (%)	IGST Amt (Rs)	Total Amt (Rs)

GRAND TOTAL –

(GRAND TOTAL IN WORDS)

(Signature and Seal of Authorised Signatory)

