

CORRIGENDUM

PARADIP PORT TRUST

INVITATION OF BIDS FOR “ASSIGNMENT OF INCOMETAX AUDIT AND INCOME TAX RELATED WORKS” FROM THE INDIAN CHARTERED ACCOUNTANTS.

1. INTRODUCTION

Paradip Port Trust was established on 03.01.1962 by the 1st Prime Minister of India Late Pandit Jawaharlal Nehru. It is the only Major Port in Odisha. The cargo handled during 2018-19 registered at 109.27MMT.

The total income during the year 2018-19 was Rs.1,580.83 Crore and the Net Surplus was Rs.605.46 Crore.

Paradip Port Trust intends to engage Chartered Accountants to take up the “Income Tax Audit and Income Tax related works.”

2. SCOPE OF WORK

- a) Calculation of Advance Income Tax
- b) Calculation of Final Income Tax
- c) Submission of Income Tax Audit report.
- d) Filing of Income Tax return within due date
- e) Follow up action for obtaining Assessment Order
- f) Compliance to notices issued by Income Tax Department
- g) Compliance to all other Income Tax formalities
- h) Maintenance of record as per Income Tax Act.

3. EVALUATION OF ELIGIBILITY

	Criteria	Marks	Maximum Marks
a)	Proprietary/Partnership firm in existence 1. Minimum 5 years	15	-
b)	No. of employees in the firm 1. Professional Employees of the firm having CA/ICWA/MBA (Finance)/ Partners (5 marks each) 2. Employees of firm having B.Com /Graduate with computer knowledge (3 marks each)	15 -	- 9
c)	No. of statutory/internal audit of Public/ Private Limited companies during last 5 years ending 31.03.2019. 1. 05 nos. 2. For each additional audit 2 marks each	20 -	- 8
d)	Empanelled with C&AG/ RBI for audit of PSUs/ Banks or Audit of Pvt. Company with more than Rs.100 Crore turnover 1. For 5 years 2. For each additional year 2 marks each.	10 -	- 8
e)	Annual turnover during the last 3 years i.e. 2016-17, 2017-18 & 2018-19. 1. Rs.20 lakhs and above	10	-
f)	Assignment of Income Tax Audit and Income Tax related works in any Major ports of India during last 3 years ending 31.03.2019.	5	-
	Total	75	25

Documentary evidences for the purpose of pre-qualification evaluation have to be submitted along with the bid.

4. ELEGIBILITY CRITERIA

- The Chartered Accountant firm must be a proprietorship/partnership firm and
- The firm has to secure minimum 60 marks.

Only on fulfilling the above a & b criteria the Price bid will be opened

5. MINIMUM FEES

As per ICAI's notification dated 13.12.2017, the minimum fees for this assignment is fixed at Rs.3,98,000/- (Rupees three lakhs ninety eight thousand) only per annum inclusive of local TA/DA and all taxes and duties other than GST. Any new taxes levied by Govt. during the assignment will be paid extra.

The firm has to quote over and above the Minimum fees as fixed, failing which the bid will be non-responsive and subject to rejection. The quoted price should be in Rupee only without any paisa.

The eligible firm with lowest quoted price will be awarded the work. In case, two or more firms quote the same price, the firm securing highest mark as per evaluation criteria will be awarded the work.

6. DURATION OF ASSIGNMENT

The firm is expected to provide professional service initially for period of two years i.e. AY 2021-22 & AY 2022-23. The port reserves the right to extend the period by one more year based on the satisfactory performance. No escalation is acceptable.

7. PAYMENT TERMS:

The payment will be made as per the scope of work as below;

- a. 30% after calculation of Advance Income Tax
- b. 30% after submission of Income Tax Audit Report.
- c. 30% after filing of Income Tax return.
- d. Balance after obtaining Assessment Order.

In case any assignment is given beyond the scope of work, the same will be paid extra as per the minimum fee prescribed by the Institute of Chartered Accountants of India.

8. TERMINATION OF THE ASSIGNMENT

Either party can terminate the assignment by giving one month's notice in advance. The fees shall be payable upto the period of service rendered and no compensation under any circumstances is payable on account of termination of the assignment.

9. OFFER SUBMISSION

The offer has to be submitted in one stage two cover system.

Cover (1) contains pre-qualification details as per the format at **Annexure-I** enclosing all documentary evidences.

Cover (2) contains the price bid as per format at **Annexure-II**.

9. PLACE OF OFFICE

The firm against whom the work will be awarded has to open branch at Paradip within 30 days of award of work in case, they do not have an office at Paradip.

10. PLACE AND DATE OF SUBMISSION OF THE BID

The place of submission of bid document is in the office of FA & CAO, Paradip Port Trust, Administrative Building, Paradip, Jagatsinghpur-754142.

The last date of submission of the bid at **05:00PM of 21.04.2020**

11. OPENING OF THE BIDS

Cover (1) will be opened at **10:30AM of 22.04.2020**

Cover (2) will be opened as per the intimation to the bidders after evaluation of pre-qualification bids.

12. CONTACT PERSON

Sri Oscar Dung Dung, AO, Paradip Port Trust. Mobile No.8018342688.

No.FA/COMP/710/02/2020/248

Date.25.03.2020

Annexure-I

Cover (1)

CONTENTS OF THE PRE-QUALIFICATION BID

EVALUATION OF ELIGIBILITY CRITERIA

		Documents submitted	
		Yes	No
	Criteria		
a)	Proprietary/Partnership firm in existence 1. Minimum 5 years		
b)	No. of employees in the firm 1. Professional Employees of the firm having CA/ICWA/MBA (Finance)/ Partners 2. Employees of firm having B.Com /Graduate with computer knowledge		
c)	No. of statutory/internal audit of Public/ Private Limited companies during last 5 years ending 31.03.2019. 1. 05 nos. 2. For each additional audit.		
d)	Empanelled with C&AG/ RBI for audit of PSUs/ Banks or Audit of Pvt. Company with more than Rs.100 Crore turnover 1. For 5 years 2. For each additional year.		
e)	Annual turnover during the last 3 years i.e. 2016-17, 2017-18 & 2018-19. Rs.20 lakhs and above.		
f)	Assignment of Income Tax Audit and Income Tax related works in any Major Ports of India during last 3 years ending 31.03.2019.		

Signature of the Bidder

Cover (2)

PRICE BID

Description	Amount (in Rs.)
Professional Fees for Income Tax Audit and Income Tax related works as per scope of works.	
Amount in figure	(Rupees_____)

Note: Rate quoted shall be inclusive of all local travelling, conveyance, printing, stationery and all taxes excluding GST. Any new taxes levied by Govt. during the assignment will be paid extra.

Signature of the Bidder

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10. PLACE AND DATE OF SUBMISSION OF THE BID

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The last date of submission of the bid at 05:00PM of 26.03.2020

11. OPENING OF THE BIDS

Cover (1) will be opened at 10:30AM of 27.03.2020

Cover (2) will be opened as per the intimation to the bidders after evaluation of pre-qualification bids.

12. CONTACT PERSON

Sri Oscar Dung Dung, AO, Paradip Port Trust. Mobile No.8018342688.

No.FA/COMP/710/02/2020/248

Date.04.03.2020

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