

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	25-06-2025 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	25-06-2025 14:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Delhi
विभाग का नाम/Department Name	Urban Development Department Delhi
संगठन का नाम/Organisation Name	Municipal Corporation Of Delhi (mcd)
कार्यालय का नाम/Office Name	Horticulture Department
क्रेता ईमेल/Buyer Email	ddh-sdmc@mcd.nic.in
वस्तु श्रेणी /Item Category	Financial Advisory Services - Onsite; Tax Advisory
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	6 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	1980000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	20000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	2.53
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	18

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

COMMISSIONER

Office of CA-cum-FA, 23rd Floor, Dr. S.P Mukherjee Civic Centre, JLN Marg, New Delhi-110002
(Commissioner, Mcd)

विभाजन/Splitting**विभाजन/Splitting**

विभाजन/Splitting Applied	Yes
बोलीदाताओं की अधिकतम संख्या, जिनके बीच ऑर्डर विभाजित किया जा सकता है। / Maximum No. Of Bidders Amongst Which Order May Be Split	15
विभाजन मानदंड इस बात पर आधारित है कि कौन सी क्वांटिटी को वितरित किया जाएगा / Split Criteria based on which quantity will be distributed	50:50

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No
---	----

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or

2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or

3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

FINANCIAL BID PERFORMA - [1749206363.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:THE DETAILED EXPERIENCE IS MENTIONED IN THE RFP DOCUMENT.

Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:ATLEAST 1, HOWEVER THE MARKS WILL BE AWARDED ON THE BASIS OF MAXIMUM NUMBER OF QUALIFIED PROFESSIONAL I.E. CHARTERED ACCOUNTANT.

Scope of work to be uploaded by buyer:[1749206741.pdf](#)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
FILING OF TDS, INCOME TAX, GST AND EPF RELATED WORK	100	65	View file	Yes

Total Minimum Passing Technical Marks: 65

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
18-06-2025 14:00:00	Office of CA-cum-FA, 23rd Floor, Dr. S.P Mukherjee Civic Centre, JLN Marg, New Delhi-110002

Financial Advisory Services - Onsite; Tax Advisory (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , FILING OF TDS INCOME TAX, GST AND EPF RELATED SERVICES
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant , Financial Consultant , Tax expert , GST expert
Qualification of Professional/Resources required	CA , Knowledge Expertise

विवरण/ Specification	मूल्य/ Values
Certification of Professional/Resources required	MEMBER OF ICAI
Total Experience of Professionals / Resources (In years)	5 - 7 Years
एडऑन /Addon(s)	
Post Financial Advisory Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Pijush Kumar Banerjee	110002,HORTICULTURE DEPARTMENT , 3RD FLOOR, E-1 BLOCK, S.P.M. CIVIC CENTRE, J.L.NEHRU MARG, NEW DELHI	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

IN ALL ZONAL OFFICES AND HEADQUARTER OF MCD.
IN ALL ZONAL OFFICES AND HEADQUARTER OF MCD.
IN ALL ZONAL OFFICES AND HEADQUARTER OF MCD.
IN ALL ZONAL OFFICES AND HEADQUARTER OF MCD.
IN ALL ZONAL OFFICES AND HEADQUARTER OF MCD.

3. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

COMMISSIONER, MCD
payable at
NEW DELHI

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. **Forms of EMD and PBG**

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

COMMISSIONER, MCD

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

5. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

6. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

7. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

8. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

COMMISSIONER, MCD

payable at

NEW DELHI

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

9. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

COMMISSIONER, MCD

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in

accordance with the laws.

---धन्यवाद/Thank You---

**Request for Proposal (RFP) for
“Empanelment of Income Tax/GST/EPF- Consultants” for Municipal Corporation of Delhi**

Municipal Corporation of Delhi

Headquarters: Office of CA-cum-FA, 23rd Floor,
Dr. S.P Mukherjee Civic Centre, JLN Marg, New Delhi-110002
Tel: 01123226313, Email: fngsdmc@gmail.com

**RFP FOR EMPANELMENT OF INCOME TAX/GST/EPF fCONSULTANTS IN THE
MUNICIPAL CORPORATION OF DELHI**

Index

Sl. No.	Particulars	Page No.
1	Notice Inviting RFP	3
2	An Introduction to RFP	3
3	Salient Features of RFP Document	4-11
4	Scope of work of Income Tax Consultants	12-13
5	Eligibility Criteria	14-16
6	Selection Process	17-18
7	Financial Bid, EMD & Performance Security	18
8	Making and submission of Proposal	18-19
9	Opening of the RFP Proposal	19
11	Evaluation of Proposal	19-20
12	Final Evaluation & Selection	20
13	Award of Assignment	20
14	Legal Jurisdiction	20
15	Confidentiality	20
16	Period of Assignment	21
17	Terms of Payment	21
18	Penalty/Termination of Engagement	21-22
19	Proposal Forms (From — A to I)	23-33

1. Notice Inviting RFP:

Online RFP (Documents) are invited from the reputed Tax/GST Consultants/EPF Compliance Service Consultant Firm for the empanelment of filing of TDS return/return of Income Tax/GST/EPF for various department/HQ/Zonal Offices of Municipal Corporation of Delhi. Initial engagement shall be for a period of 01 (One) year i.e. 2025-26 and it can be extended for further period of 01 (one) year by the MCD Management as per the requirement and on the basis of performance of the firm during the immediate preceding year. The Financial bid will be submitted by the Consultants with respect to scheduled rate annexed as Form-I.

2. Submission of Proposals:

The proposal shall be submitted by the applicants on <https://etenders.gov.in/eprocure/app> and <https://mcdonline.nic.in> in the following manner:-

- (i) Online submission as “Technical bid” along with EMD as per Annexure – I, II, III & IV
- (ii) The bid should invariably be accompanied by Earnest Money Deposit (EMD) to be submitted online. EMD shall form part of the Technical Bid.
- (iii) Online submission as “Financial bid” as per Annexure – I.
- (iv) The Proposals should submit within time frame as stipulated in the RFP document by online mode only.
- (v) Proposals received later than the prescribed timeline shall be liable to be rejected.
- (vi) Prospective bidder may plan the bid submission well in advance and at a later stage no plea for server down or internet failure/slow will be entertained.

3. About the Municipal Corporation of Delhi (MCD):

Municipal Corporation of Delhi is one of the largest urban local body in India which provides civic services to approximately 20 million citizens of Delhi. Its geographical area is 1397.30 Sq. Kms. Which is subdivided into one HQ and 12 zones i.e. Central, South, West, Najafgarh, Rohini, Civil Line, Karol Bagh, City-S.P Zone, Keshavpuram, Narela, Shahdara North & Shahdara South. There are about 1.20 lakhs employees approximately currently serving in MCD. There are about 35 different departments which are further subdivided into different divisions and sub-divisions.

Salient Features of RFP Document:

3.1. Applicant Firms Data Sheet:

1	Name of the Assignment	Selection of Firms for extending services as Income Tax/GST/EPF Consultants in Municipal Corporation of Delhi, Delhi
2	Availability of RFP Document	MCD Website: https://mcdonline.nic.in & www.eprocure.gov.in
3	Language of documentation	English
4	Method of Selection	As indicated in selection procedure (under clause No.6)
5	Address for submission of EOI	DCA (F&G)-I, 23 rd Floor, Finance Department, Dr. S.P Mukherjee Civic Centre, New Delhi - 110001
6	Contact person	Sri K. K. Chitkara, DCA/F&G, MCD Mob: 8800696504
7	Date of Issue of RFP	10/06/2025
8	Mode of Submission	Online on https://etenders.gov.in/eprocure/app and https://mcdonline.nic.in .(name of website)
9	Last date and time for submission of RFP	25/06/2025 upto 01:00 P.M The RFPs received beyond the stipulated date and time will be liable for rejection
10	Date and time for opening of proposal	25/06/2025 at 01:30 PM

PREPARATION OF RFP/ TENDER DOCUMENT

3.2 (1) LANGUAGE OF BID

The TENDER prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the Bidder and MCD shall be written in the English. The Proposal and all related correspondence and documents shall be written in English language. The currency for the purpose of the proposal shall be the Indian National Rupee.

(2) BID PRICE

The Bidder shall indicate prices on the appropriate financial bid schedule at online portal of www.eprocure.gov.in only.

(3) DUTIES AND TAXES

The price quoted should be exclusive of all taxes and duties, GST. if any. All taxes payable as per Government rules will be paid extra and the same is payable to the Bidder. TDS will be deducted from the due payment of the Bidder as per the prevalent laws and rules of Government of India and Government of NCT of Delhi in this regard. The amount of taxes subject to TDS shall be shown clearly by the firm in the bills.

(4) BID SECURITY (Earnest Money)

- (i) The bidder shall furnish, as part of its bid, bid security (earnest Money) for Rs.20,000/- online.
- (ii) Any bid without earnest money or if not in accordance with RFP will be rejected by the MCD as nonresponsive.
- (iii) No Interest shall be payable on the amount of earnest money deposit. The earnest money of successful tenders /Bidder may be converted into Performance Security subject to payment of additional performance security not covered by the EMD and shall be released after the expiry of the agreement. If the performance security is deposited separately by bidder the EMD deposited online with Technical Bids may be released to the contractor.

(5) **The TENDER Bid Security (earnest money) may be forfeited:**

- i) If a Bidder withdraws its TENDER/ BID during the period of validity.
- ii) If the bidder fails to deposit the performance security within specified time.
- iii) If the successful Bidder fails to sign the contract within stipulated period.
- iv) If the Bidder fails to execute the work as per the agreement.
- v) If the bidder transfers to others/ impairs/ tampers with the bid in any respect.
- vi) In case the bidder after accepting the counter offer of MCD and then back outs from further process and work.

(6) PERFORMANCE SECURITY

- (i) The successful Bidders shall have to deposit a performance security amount equivalent to Rs. 50000/-with in **07 (seven) days** from the date of issue of Letter of Intent/Acceptance, failing which the Earnest Money Deposited with the Tender/TD may be forfeited and his bid will be held void. In case of Non deposit of Performance Security by the bidder he/she/they may also be blacklisted/ debarred in MCD for further business.
- (ii) The performance security deposit may be deposited in the form of Bank Guarantee/Bank draft/Pay order/F.D.R. of a Nationalized /Scheduled Indian Bank, having a branch in New Delhi and should be issued in favor of Commissioner, MCD payable at New Delhi.
- (iii) After satisfactory completion of all the work the, Performance Security received before Award of Contract, may be released to the contractor/bidder after two months from the completion of work.

- (iv) To ensure due performance of contract which should remain valid for 60 days beyond the date of completion of all contractual obligations / defect liability obligations.
- (v) If the performance security is deposited in the form of Bank Guarantee/F.D.R. it should be valid for a minimum period of twenty six months (26 months).
- (vi) In case of non execution of any terms and conditions of RFP by the empanelled firm, the Performance security will liable to be forfeited.

(7) PERIOD OF VALIDITY OF TENDER

- (i) Validity of the offer should be minimum 180 days from the date of opening of bid of the tenders. Without this validity the tenders will be rejected.
- (ii) In exceptional circumstances; the MCD will solicit the Bidder's consent to an extension of the period of validity. The request and the response there of shall be made in writing.

(8) FORMAT AND SIGNING OF TENDER

- (i) The Technical bid must contain the name, residence and places of business of the persons making the tender. All the documents submitted along-with RFP/TENDER must be signed and sealed by the Bidder with his usual signature. The name and designations of all persons signing should be typed or printed or stamped below the signature.
- (ii) RFP/TENDER by corporation/ company must be signed with the legal name of the corporation/ company be the President or Managing director or by the 'Secretary' or Agent' or other designation. Without disclosing his Principal the RFP/TENDER may be rejected.
- (iii) The original copy of the RFP/TENDER shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized to bid and bidder to the contract. The letter of authorization shall be submitted along with power-of-attorney, if any. All the pages of the bid shall be initialed by the person or persons signing the tender.
- (iv) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder in which case such corrections shall be initialed by the person or persons signing the tender.

(9) REFUND OF EARNEST MONEY / BID SECURITY

- 9.1 MCD shall return Earnest Money received from the bidders who are not qualified in stage-I of the evaluation immediately, within the time limit of CPP Portal after opening of the Technical bid.
- 9.2 Bid security/Earnest Money in respect of successful bidder(s) may be refunded after successfully depositing the performance security amount without payment of any interest OR The earnest money of successful tenders/ contract Holder may be converted into Performance Security on the request of bidder and shall be released after the expiry of the agreement / Defect Liability period of work, which-ever is later.
- 9.3 Further, the bidder who does not accept the counter offer made by MCD, his EMD will be refunded and will not be considered for further empanelment thereafter.

3.2 General Instructions to the Applicant Firms:

This enquiry is in the nature of Request for Proposal intended for engagement of Tax Consultants TDS/GST/EPF Compliance Service Consultant Firm having minimum One Chartered Accountant associated with it as Income Tax Consultants of MUNICIPAL CORPORATION OF DELHI, for under taking various Income Tax assignments of the Corporation. For the engagement of EPF consultant the requirement of one Chartered Accountant is not mandatory. Person having 5 years experience in the relevant field will be considered.

1. The Firm shall be required to undertake the assignments as mentioned in the Scope of Work of this RFP at clause 4.
2. The firms who had expertise only in TDS/GST & EPF or solely as EPF or solely for TDS/GST Compliance Service can apply for the empanelment as Tax Consultant as TDS/GST & EPF or EPF Service Consultant or Tax Consultant as TDS/GST as the case may be. Firms having experience in dealing with both TDS/GST and EPF will apply as a single entity for the work as a whole. However, the quantum of work will be such as mentioned in 3.10 (xiii) or as decided by the competent authority of MCD.
3. Please note that costs of preparing the proposal, presenting the same, if any and negotiating the contract, if any, including visits to the client etc. are not reimbursable.
4. The Firm shall be deemed to have full knowledge of the role and responsibilities of the work.
5. The Applicant firm is expected to carefully examine all the instructions, guidelines, terms and conditions and formats in the RFP. Failure to furnish all the necessary information as required by the RFP or submission of a proposal not substantially responsive to all the requirements of the RFP shall be at the applicant firms own risk and is liable for rejection.
6. The proposal and all the associated correspondence shall be written in English only and shall confirm to the prescribed formats.
7. The proposal shall be neatly typed and shall be signed by the applicant firm or its duly authorized persons to bind the applicant firm to the contract. The letter of authorization shall be indicated by written power of attorney and shall accompany the proposal.
8. Proposals received by facsimile shall be treated as defective, invalid and liable for rejection.
9. No applicant firm is allowed to modify, substitute or withdraw the proposal after its submission.
10. The work is divided in to two group. Group A consist of work for filing of TDS return of GST and Income Tax and its related work. Group B consist work related to filing of return of EPF and its associated work.
11. A bidder can bid for either of group or both the group.

3.3 Disqualification:

- I. MCD may at its sole discretion and at any time during the evaluation of the Proposal Disqualify any Applicant Firm in the following cases:
 - i. The firm has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
 - ii. Exhibited a record of abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures in any of the three preceding years by the concerned applicant firm.
 - iii. The firm is black listed/ declared as ineligible by GOI/State Govt./UT for corrupt or fraudulent practices.
 - iv. The firm or any of its partner(s) is engaged in corrupt, fraudulent or unfair trade practices.
 - v. The firm proposes any alteration in the works specified or any conditions stipulated in this RFP.
 - vi. Any alteration made in the RFP is unauthenticated or any page or pages is/are removed or replaced.
 - vii. Incomplete PROPOSAL document.
 - viii. Validity period of the PROPOSAL is less than the required validity period as stated in the RFP.
 - ix. The PROPOSAL is conditional.
 - x. Does not submit the signed RFP with enclosure documents online on or before the stipulated time and date.
 - xi. Does not attach the required documents along with the PROPOSAL.
 - xii. Canvassing in any manner to influence the Authority will be liable for rejection.
- II. Withdrawal of the PROPOSAL submitted by the applicant firm after the submission due dates shall lead to black listing and debarring the applicant firm in all the future assignments.

3.4 Conflict of Interest:

The Firms at all times shall hold the Corporation's interests paramount important and shall avoid conflicts with its other assignments.

3.5 Right to Accept or Reject Proposals:

MCD reserves the right to annul the RFP process, or to accept or reject any proposal, in whole or part without assigning reasons and without any obligation to inform and without incurring any liability to any of the applicant firms.

3.6 Validity of RFP:

The proposal submitted by the applicant firms shall remain valid for a period of **180 days** from the date of opening of the bid.

3.7 Amendments and Clarification to RFP:

MCD reserves the right to modify/amend the contents of the RFP before the last date of submission of PROPOSAL by issuing a corrigendum. The interested Firms are requested to visit the MCD website (<https://etenders.gov.in/eprocure/app> and <https://mcdonline.nic.in>.) regularly for any update(s) on the RFP. In order to provide the prospective applicant firms reasonable time to take the amendments into account in preparing their proposals, MCD may, at its discretion extend the last date for submission of proposal.

3.8. General instructions for the applicant firms for the submission of proposal:

- i. The applicant firm is expected to examine the RFP Document, including all instructions, forms, terms and specifications in the RFP Document. Failure to furnish all information required as per the RFP may result in the rejection of the proposal.
- ii. The proposal should be complete in all respects and must contain all the required information and documents. Incomplete proposals are liable for rejection.
- iii. Applicant firm shall, as part of their proposal, submit a written Authorization Letter in the given format in RFP from the Managing Partner of Applicant Firm if the signatory is other than the Managing Partner/Proprietor.
- iv. Clarifications, if any, in respect of this RFP can be obtained from DCA/F&G, through official e-mail: fngsdmc@gmail.com. The responses to applicant firm's queries/clarifications raised will be furnished as expeditiously as possible. Any modification of the RFP Document, which may become necessary as a result of the applicant firms query, shall be uploaded in the Corporation's website (<https://mcdonline.nic.in>), (<https://etenders.gov.in/eprocure/app> and <https://mcdonline.nic.in>.) through the issue of an Addendum/ Amendment.

3.9. Pre-bid Queries:

Applicant firms are requested to forward their queries by e-mail to fngsdmc@gmail.com on or before 18/06/2025. The MCD will clarify all the queries. The suggestion given by the prospective bidder will be examined, however final decision in this regard will be taken by MCD which shall be binding on all the bidders. The clarification issued in the RFP shall become the part of the agreement.

3.10. GENERAL TERMS & CONDITIONS

- i. Submission of a proposal by an applicant firm shall mean that they have read this notice and RFP documents and is aware of the scope of work and terms and conditions of the work to be done that may be required by the firm in carrying out the work, laws and by laws of the Government, MCD and other factors bearing influence on the execution of the services proposed.
- ii. Applicant firm shall ensure that, there should not be any conflict of interest for their carrying out this assignment.
- iii. Applicant firm shall not be under liquidation, court receivership or similar proceedings.
- iv. RFP documents shall at all times remain the exclusive property of MCD.
- v. The Proposal should be complete in all respect and must be accompanied with required documents, failing which proposal shall be considered as non-responsive and may be liable for rejection
- vi. MCD shall not be responsible for any expense incurred by applicant firms in connection with the preparation and delivery of their proposals, site visit, participating in the discussion and other expenses incurred during the RFP process.
- vii. MCD reserves the right to accept or reject any proposal and to annul the RFP process and reject all proposals at any time prior to or award of assignment without assigning any reason whatsoever, without there by incurring any liability to the

affected applicant firm or applicant firms or without any obligation to inform the affected applicant firm or applicant firms of the grounds or the reasons for the said action.

- viii. Canvassing in any form by the applicant firm or by any other agency on their behalf may lead to disqualification of their proposal.
- ix. In case any applicant firm is found to be involved in any cartel formation, its proposal will not be considered for evaluation/placement of order. Such applicant firm will be debarred from participation in future.
- x. The applicant firm shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.
- xi. The proposal(s) received after proposal submission due date and time shall not be considered and out rightly liable for rejection.
- xii. MCD reserves the right to cancel/alter the RFP requirement without assigning any reasons thereof.
- xiii. Each empanelled firm will be awarded minimum of 01 and maximum 02 zones for the assigned work After allotment of work the work can be increased or decreased during the contract period on the basis of performance of the consultant. The decision of MCD in this regard will be final.
- xiv. In the allotment of work, the preference will be given to those consultant whose office will be near to the zonal office/HQ/DDO/Zones but the over all allotment of work amongst the empanelled consultant is the sole discretion of MCD.
- xv. After allotment of work, the liaison with respective DDOs will be the responsibility of respective consultant.
- xvi. No hardware or Software cost will be reimbursed to the selected firms for compliances of this contract.
- xvii. Competent Authority reserves the right to open or not to open any or all proposal documents without assigning any reason thereof.

4. SCOPE OF WORK OF TAX CONSULTANTS:

The applicant firms should have clear understanding of the current work culture and work flow of MCD with respect to Accounting and Taxation.

Scope of work includes the following, but not limited:

TDS/TCS Related Work

Preparing and Filing TDS Returns both for Salary & Professionals, Contractors 24Q & 26Q on Quarterly basis. (At present there are about 9000 regular & contractual staff and contractors in each Zonal office and about 4500 in Head Quarters. This figure is for indicative purpose only. The number of employee/contractor/consultant may be varied in each zone). The number of regular staff, contractual staff and contractors may increase/decrease during the period of contract and this is tentative figure for future assignment and the rates accepted will not be changed with change number of Regular staff, contractual staff and contractors. The payment of TDS and its necessary challan along with details of staff & contractor will be provided by the concerned department. An online meeting with DDO concerned after every three months to address the various pending issues and issues requires immediate attention may be done by the empanelled firm.

TDS/TCS Related Other Work

1. Informing in writing on correctness of tax deduction and getting the same rectified from MCD accounts.
2. Verification of PAN.
3. Revision of TDS Return as and when required including revision of previous year returns.
4. Informing in writing on changed related to TDS Provision from time to time.
5. Follow up with Income Tax authorities on matter related to TDS.
6. Issue of Form 16 for concerned staff and Form 16A for contractors through Traces.

GST Return

1. Preparing and Filing of GSTR 1/Monthly basis (Delhi) and revision of return

including previous year & other GST Return applicable for local bodies.

The payment of GST and its necessary challan will be deposited by the concerned department. The necessary record will be provided by the concerned DDO to respective consultant.

GST Related Other Work

1. Giving guidance on GST provisions and new up-dation in GST Rules/Provisions
2. Giving opinion in writing on clarification sought by MCD.
3. Guidance/assisting on GST Input reconciliation in tally with GST Portal
4. Guidance/assisting on GST output reconciliation in tally with GST Portal
5. Guidance/assistance in filing TDS return under GST
6. An online meeting with DDO concerned monthly to address the various pending issues and issues requires immediate attention may be done by the empanelled firm.

EPF Related Work

1. Preparing of Challan/Word file of EPF(TRAN File) on the basis of record provided by the concerned department of MCD and uploading on EPF website before 15th day of the subsequent month. A report of the same may be furnished to the concerned DDO immediately for making the EPF payment so as to enable him to deposit the payment of EPF within the scheduled time.
2. Appearance before the EPF authority in case of any proceedings initiated against the MCD under the relevant provisions of EPF or in respect of any other matter incident thereto.

Any other related incidental assignment which are not indicated herein this clause may also be covered at later stage with mutual discussions.

5. Eligibility Criteria:

The applicant firm must possess the following eligibility criteria and to this effect must produce supportive documents for the following along with the other documents/information as specified below:

Sl. No.	Eligibility Criteria	Documents to be furnished Along with the pre-qualification proposal
1.	The applicant firm must be dealing with all types of Income Tax & GST/EPF related matters including Tax Audit/GST Audit and other compliance work of Income Tax and GST having minimum 01 Chartered Accountant associated with its as an Partner or employee for a period not less than three years. In case of EPF consultant, firm having minimum five years experience in this field will be considered.	Self-attested copy of membership of CA with ICAI/Registration certificate of Firm and Constitution Certificate of the firm if any. Firms applying for EPF Consultant only may enclosed the registration certificate of firm. The association of Chartered Account is not mandatory if the firm is applying for EPF group work only.
2.	The applicant firm should have its head office(HO) in Delhi,	Copy of Registered Certificate indicating the HO/Branch Office's location and address issued by respective authority.
3.	The applicant firm should have minimum 7 years' & 05 years experience respectively in case of TDS, GST & EPF related work & EPF related work in Govt. of India, PSU/State Govt./autonomous bodies of government in the field of Income Tax/GST Consultancy Services/EPF related work. The revenue for the similar work from Govt. of India, PSU/State Govt./autonomous	In support of minimum 07 or 05 years' experience in Income Tax/GST/EPF matters, the applicant firm is required to furnish the experience certificate from the government clients to whom such services had been provided.

<p>bodies of government shall be as under:-</p> <p>(i) The bidder should have executed One (01) work order of cost of 80% of the estimated cost of the work (estimated cost of 02 Zones) of Rs. 15,79,000/- (out of which TDS & GST work should not be less than Rs.12,89,000 & EPF work should not be less than Rs. 2,90,000, if the bidder is applying for both groups). Rs. 12,88000/- (If applying for TDS & GST work only) Rs. 2,90,000, (If applying for EPF related work only) in Govt. of India, PSU/StateGovt./autonomous bodies of government.</p> <p style="text-align: center;">OR</p> <p>The bidder should have executed Two (02) work order of cost of 50% of the estimated cost of the work (estimated cost of 02 Zones) or Rs. 9,87,000/- (Out of which TDS & GST work should not be less than Rs.8,05,000 & for EPF work should not be less than Rs. 1,82,000, if the bidder is applying for both groups), Rs. 8,05,000/- (Applying for TDS & GST work only), Rs. 1,82,000 (Applying for EPF related work only) in Govt. of India, PSU/StateGovt./autonomous bodies of government.</p> <p style="text-align: center;">OR</p> <p>The bidder should have executed</p>	<p>Support of 07/05 years' experience as per Criteria-1&2 of FORM-E.</p> <p>Details to be furnished in FORM-E with copies of concerned work orders/certificate so performance from the government clients.</p>
--	--

	<p>Three (03) work order of cost of 40% of the estimated cost of the work (estimated cost of 02 Zones) or Rs. 7,90,000/- (Out of which TDS & GST work should not be less than Rs.6,45,000 & for EPF work should not be less than Rs. 1,45,000, if the bidder is applying for both groups), Rs. 6,45,000/-(Applying for TDS & GST work only), Rs. 1,45,000 (Applying for EPF related work only) in Govt. of India, PSU/StateGovt./autonomous bodies of government.</p> <p>The definition of work constitutes the all types of Income Tax/GST/EPF related work including Tax Audit/GST Audit and other compliance work of Income Tax & GST. Filing of TDS/GST Return, issue of form 16, filing of rectified TDS/GST return, preparation of reply and appearance before the tax authorities for settling the tax related matters. Creation and filing of EPF challan, settling of notices received from EPFO</p>	
4.	<p>The average annual turnover of last three financial years of the applicant firm i.e. 2021-22, 2022-23 and 2023-24 should not be less than Rs. 5,90,000/- (in case of TDS/GST/EPF work), Rs. 4,80,000/- (in case of TDS/GST work only), Rs. 1,10,000 (In case of EPF work).</p>	<p>Details to be furnished in ANNEXURE - III with copies of Balance Sheet/Profit Loss Statement for the given periods.</p>

In addition to the above the applicant firms have to furnish the following documents along with the RFP:

- Covering letter (FORM-A)
- Anti-collusion Certificate (FORM-B)

6. Selection Process:

Technical proposal of eligible applicant firms shall be evaluated. The scoring pattern for technical proposals shall be as follows:

6.1 The various parameters for Technical evaluation shall be as per the following:

Sl. No.	Criteria	Maximum Marks	Supporting documents required to be furnished along with this form
1	No. of years of experience of the applicant firm as Income Tax / GST consultancy/EPF. For 7 years & above experience -45 marks, For every additional 01 year 02 Marks subject to maximum of 10 marks.	55	Copies of experience certificate issued by the client as per criteria 1 in Form E.
2	Average Turnover of the Firm in last three Financial Years 2021-22, 2022-23 and 2023-24.: Turnover of Rs. 10 lakh-10 marks and for every additional turnover of Rs. 2 lakh- 01 mark subject to maximum of 05 marks.	15	Copies of Income Tax Return along with Balance Sheets and P&L Accounts for the financial year 2021-22, 2022-23 and 2023-24.
3	No. of C.A Associated @ 10 Marks subject to maximum of 30 marks for applying for TDS Income Tax/GST work. In case of EPF, for one consultant having	30	-----

	07 years experience , 10 marks and maximum of 30 marks.		
	Total	100	

The firm securing minimum benchmark of marks in Technical bid will be invited for presentation / interface to present their profile, experience and other achievements for assessment of the committee members. A total of 65 number is required for any firm to qualify technical bid. However, the condition of atleast 01 C.A associated with the firm applying for TDS/GST work is mandatory.

Note:

- 1.The experience of the Individual Partner will not be considered. Only the experience of the Applicant Firm shall be considered.
- 2.In case of merger, the experience of the old firms whose majority partners are also partners in the new firm shall only be considered along with the experience of the new firm.
- 3.The period 1stApril to 31stMarch shall be considered as one completed year.

7. Financial Bid:-

The bidders shall submit their financial bids in the Performa I. The rates quoted by all the technically qualified bidders shall be examined each component wise. After deriving the L1 rate of all components, the counter offer will be given to all bidder for acceptance. If the rates offered by MCD is accepted by the bidders then they will be considered for empanelment. After accepting the rate , if the bidder back out, then his EMD is liable to be forfeited.

8. EMD & Performance Security:-

Necessary EMD of Rs. 20,000 shall be deposited online along with Technical Bid. The performance security of Rs. 50,000/- in the shape of DD or Bank Guarantee from the Nationalized/Commercial Bank shall be submitted by the empanelled firm within 07 days of the award of empanelment failing which the necessary EMD will be forfeited without any further correspondence.

9. Making and submission of Proposal:

All documents of the proposal shall be signed by the Partner / Authorized Person having valid authorization letter at the time of proposal submission. Any consequences resulting due to such signing shall be binding on the applicant firm. The applicant firm shall submit proposal as per details below:

- a. The proposal documents shall be submitted by **online mode on CPPP Portal** within the stipulated time and date and place specified in the data sheet of the RFP.
- b. Proposal documents received after stipulated time line specified in the data sheet of the RFP shall not be considered and out rightly liable for rejection.
- c. The Proposal documents containing the following must be bound, indexed, completely page numbered and arranged in the order:
 - i. Covering letter of proposal on Applicant firm's letter head as per **Form-A** of the RFP. The bidder may clearly mentioned in Covering letter for submission of offer (Form A) the services for which it is applying as Consultant i.e. TDS/GST & EPF, TDS/GST only or EPF only. Firms having experience in dealing with both TDS/GST and EPF will apply as a single entity for the work as a whole.
 - ii. Anti-Collusion Certificate in **Form-B** of the RFP.
 - iii. Applicant firm General Information as per **Form - C** of the RFP. In case Applicant firm is a partnership firm, certified copy of the partnership deed and Registration Certificate to be provided.
 - iv. Documents / information relating to relevant qualification and experience of eligible partners, employees, staffs, etc. to be submitted as per **Form-D** of the RFP.
 - v. Documents/information relating to experience of applicant firm to be submitted as per **Form-E** of the RFP.
 - vi. Applicant firm's Bank Account details as per **Form-F** of the RFP.
 - vii. Undertaking for compliance to RFP requirement as per **Form-G** of the RFP.
 - viii. Letter of Authorization, wherever applicable, in favor of signatory(ies) of the proposal as per **Form-H** of the RFP.
 - ix. Average annual turnover of last three financial years of the applicant firm i.e. 2021-22, 2022-23 and 2023-24 in **ANNEXURE - III** of the RFP.
 - x. The RFP document and subsequent Amendments / Addendums to the RFP document duly signed and stamped by the applicant firm in token of having received and read all parts of the RFP document and having accepted and considered the same in preparing and submitting the proposal.

- xi. Any other information required in the RFP Documents or considered relevant by the applicant firm.
- xii. All documents furnished by the applicant firm as per the requirement of Technical Proposal Evaluation Criteria shall be duly signed and stamped by the applicant firm or authorized signatory of applicant firm.

10. Opening of the RFP Proposal:

MCD will open the proposals to the RFP in the presence of applicant firms' designated representatives at date and time as stipulated in the Data Sheet, but their absence shall not debar the opening of the proposal. The applicant firm's representatives who are present shall sign Proposal-opening statement evidencing their attendance. Applicant firm's names and any other such details as MCD may consider appropriate will be announced by MCD.

11. Evaluation of Proposals to RFP:

- a. No stipulation, deviation, counter terms and conditions, presumptions, basis etc. shall be stipulated in the proposal. Any conditions, if stipulated, shall be treated as null and void and may render the proposal liable for rejection.
- b. MCD, if necessary, will obtain clarifications on the RFP by requesting for such information/clarifications from any or all applicant firms, either in writing or through personal contact. All responses shall be in writing only.
- c. MCD reserve the right to assess applicant firm's capability and capacity to execute the work using in-house information including taking into account other aspects such as concurrent commitments, past performance , inquiries etc.

12. Final Evaluation & Selection:

- a. After completion of technical evaluation, final marks will be awarded to the firms.
- b. A final selection will be made as mentioned in Clause 6 'Selection Process'.

13. Award of Assignment:

MCD will notify the successful applicant firm in writing for finalizing the empanelment and assignment conditions and communicate the same through e-mail as per details given by Applicant firm. The successful applicant firms will be requested to accept the appointment letter if any, in writing and communicate the same to MCD within 7 days of the intimation. After acceptance of the assignment, no variation or modification of the terms of the engagement shall be made except by written amendment signed by the parties. The selected applicant firms have to start the work within 7 days or within such time as intimated by MCD from the date of award of the contract.

14. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of civil court of Delhi only.

15. Confidentiality:

Undue use of any confidential information related to the process by any of the applicant firm may result in rejection of the proposal. Confidential Information shall mean and include any and all 'confidential' or 'proprietary' information furnished in whatever form or medium or disclosed verbally or otherwise by the MCD to the applicant firm and not limited to, financial data, personal statistics, and plans whether or not marked as confidential or proprietary. Further the empanelled firm will maintain the secrecy of Login-Ids and password of the various departments of MCD and the same will be provided to the DDOs concerned also. All the data uploaded on the respective portals of Income Tax, GST and EPF will be provided to the concerned department/DDO regularly. The consultants will also provide the necessary OTP to DDOs/department if required for verification of the returns prepared by the empanelled firms.

16. Period of Assignment:

Initially the period of assignment will be for a period of One year, but the Management of MCD reserves the right to extend the assignment for further period of one year on the basis of the performance of the firm.

17. Terms of Payment:

- i. Payment shall be released against submission of Tax Invoice.
- ii. The payment towards fees will be made on quarterly basis in case of TDS Return (including Form 16) and monthly in case of filing of GST Return basis on receipt of Tax Invoice, after successful rendering of service during the respective quarter/month as per the awarded rates.

(iii) In case of revised/rectification return, no additional fee will be paid. Only filing fee/prescribed fee to the regulator/authority will be reimbursed.
- iii. Applicable TDS under Income Tax Act / GST Act shall be deducted and necessary Certificates will be issued to the Firm as per the applicable Act.
- iv. Only actual fees paid while uploading TDS/GST Return, if any along with Consultancy fees will be reimbursed to the respective consultant.

18. Penalty

All the returns to be filed in the time frame as prescribed in the relevant rules. If there is any delay attributable on the part of consultant, the late fee/penalty imposed on DDO, if any, will be deducted from the payable consultancy fee.

19. Termination of Engagement.

A. Termination for Default: MCD may, without prejudice, to any other remedy for breach of agreement, by serving 30 days prior written notice of default sent to the Firm, terminate the work in whole without assigning any reason if:

- i. The qualified firm fails to deliver any or all of the obligations within the time period(s) specified in the scope of work, or any extension thereof granted by MCD in this behalf.
- ii. The qualified firm fails to perform any other obligation(s) under the assignment.
- iii. If the firm is in material breach of the representations and warranties contained in this assignment.
- iv. Termination for Insolvency, Dissolution etc. The MCD or any other authority

authorised by him may at any time terminate the assignment in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or affect any right of action or remedy.

- v. If the selected firm fails to start the work within 10 days or within the time stipulated by MCD from date of allotment of the work / assignment without intimating the reason of delay of work to the client, then the contract may be cancelled and the said work will be allotted to the other subsequent merit hold firm.
- vi. Upon termination of this assignment, MCD shall have the right to allocate this work to other empanelled firm/Consultant.

20. Jurisdiction:-

In case of any legal dispute arises, then the jurisdiction of courts of New Delhi shall apply.

21. Proposal Forms:

As per Enclosures

Form-A

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

Covering letter for submission of offer

TO

DCA (F&G)

MCD, Delhi

Our Ref: _____ Dated _____

SUBJECT: Engagement of Income Tax-GST/EPF Consultants in MCD (Please mention as applicable)

Dear Sir,

Please find herewith our offer in line with requirement of MCD RFP document. We confirm that:

- 1 Offer is incomplete compliance with requirements of RFP Document and there is no deviation in the proposal.
- 2 We understand that any deviation in the proposal shall render our offer liable for rejection.
- 3 Our offer shall remain valid for a period of 180 days from the date of opening of proposal.

We declare that the statement made and the information provided in our offer is true and correct in all respects. In case, it is found that the information/ documents provided by us are incorrect / false, our application shall be rejected by MCD without any reference to us.

Thanking you,

Yours sincerely,

(Signature of Authorised person)

Full Name:

Designation:

Applicant firm's official Seal

FORM –B

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

Anti-Collusion Certificate

We certify that, this proposal is made in good faith and that we have not fixed or adjusted the proposal by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not taken, and we will also not take any activities as state below:

1. Enter into any agreement or arrangement with any person / Firms that they shall restrain from Participation, that they shall withdraw the proposal once offered or amend the contents of any proposal to be submitted.
2. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other proposal or proposed proposal or the work.

(Signature of Authorised person)

Full Name:

Designation:

Applicant firm's official Seal

Form-C
(Technical Bid)
Annexure -I

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

Applicant firm's general information

1 Applicant firm's Name:

2 Type of Organization: Individual/Partnership/Incorporated (Please tick)

3 Date of registration/incorporation (If any): _____

4 Address of registered office:

5 Telephone No. _____

6 E-mail address _____

7 Website _____

8 Firm registration number (If any) _____

9 GST registration no (Optional). _____

10 Permanent Account Number PAN _____

11 Details of EMD

Amount:

(Signature of

Proprietor/Partner/)

Authorised Person)

Full Name:

Designation:

Applicant firm's official Seal

Note: The self-attested copies of documents at Sl. No. 4,8,9,10 and 11 to be attached

FORM - D
Annexure –II

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

Details of Members & C.A associated

Sl. No.	Name & Designation	DOB &Age (as on 31.12.2024)	Qualification	Membership no. & Date of Registration As FCA/ACA (In case of C.A member only)	Relevant Experience In Income Tax matters
1.					
2.					

Details of Constitution of Firm (In case of EPF Consultancy)

Sl. No.	Name & Designation	DOB &Age (as on 31.12.2024)	Qualification	Registration of Firm (If any)	Relevant Experience In EPF matters
1.					
2.					

(Signature of Partner)

Full Name:

Designation:

Applicant firm's official Seal

Note:

1. Applicant firms are required to furnish the complete and correct information for evaluation of their proposals. If any information furnished is found to be false/misleading/incomplete, the same shall be considered as adequate ground for rejection of the proposals.

2. Applicant firms are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. MCD reserves the right to seek additional information or ask for supporting documents from applicant firms for verifying/ evaluating their credentials whenever required.
3. Proper proof MUST be provided to support minimum 7 years of experience of eligible Partners / Qualified Professionals dealing with income tax/GST matter as per Clause 5 'Eligibility Criteria' of RFP document.

Financial Turnover of the applicant firm during last three Financial Years

Sl. No.	Financial Year	Turnover in INR	Revenue from Govt. of India, PSU/State-Govt./Autonomous Bodies
1	2021-22		
2	2022-23		
3	2023-24		
Average Annual Turnover For the last three Financial Years (INR)			

Authorized Signatory

[In full initials and Seal]:

Name of the Firms:

(Please provide the copies of the IT Return, Balance Sheet and Profit Loss Statement for the corresponding period along with the proposal).

FORM - E
Annexure -IV

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)
Relevant experience of the Consultant in Income Tax-GST/ EPF for the purpose of evaluation

Criteria 1:

Sl. No.	Name of Govt./PSU/State Govt./autonomous bodies with Turnover	Address & Contact details	Scope of Work	Period of Service rendered.	Assignment letter for the Year ended 31/03/2024

(Signature of
Proprietor/Partner)

Full Name:

Designation:

Applicant firm's official Seal

Form-F
E-Payment Form
Bank account particulars

1. Applicant firm's name
2. Address of applicant firm
3. Particulars of bank account
4. Name of the bank
5. Branch code
6. Address of the bank branch
7. Type of account (SB, Current, Credit)
8. Account number
9. Bank's IFSC code for RTGS/NEFT

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and MCD will not be held responsible for non-payment / delay due to above change in bank details and also due to technical reasons beyond its control.

(_____)
Signature of the authorized signatory(ies)
& Designation

Place:

Date:

Official seal of the applicant firm

BANK CERTIFICATION

Certified that the particulars furnished above are correct as per our records

Bank's Stamp

Place:

Date:

Stamp & Signature of the authorized official of the bank

Form-G
Undertaking

We hereby confirmed that all the documents submitted in this proposal are authentic, genuine copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s)/information is false, forged or fabricated.

We hereby confirm that our proposal complies with the total requirements/ terms and conditions of the RFP Document and subsequent addendum/corrigendum (if any), issued by MCD, without any deviation/ exception/ comments/ assumptions.

We here by confirm that, we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

We here by confirm that, any Partner/Director of the entity have not been convicted in any disciplinary proceedings/criminal case by regulatory authority(ies)/ court in connection with professional work.

We further confirm that, we have not been in negative list/black listed by any Public Sector Undertaking / Government Organization / MCD .

We also confirm that the contents of this proposal have not been modified or altered by us. We agree that if any such acts, noticed in future, our proposal may be rejected / terminated.

We hereby confirm that we have gone through and understood the RFP Document and that, our proposal has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting Master Index of RFP Document as part of our proposal duly signed and stamped on each page in token of our acceptance and as a part of the Contract in the event of award of Contract to us.

Stamp and signature of applicant firm: _____

Name of applicant firm:_____

NOTE: To be stamped and signed by the authorized signatory on letter head of applicant firm.

Form-H

Letter of Authorization

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

To

MCD Limited

SUBJECT: Engagement of Income Tax-GST Consultants/ EPF Consultant in MCD

Dear Sir,

We_____hereby authorize following representative(s) to sign all Proposal/Proposal documents / attend Proposal opening against your RFP Document No. _____

Name & Designation _____

Signature _____

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

(Applicant firm)

NOTES:

- a) This letter of authority should be on the letterhead of the applicant firm and should be signed by a person competent and having the power of attorney to bind the applicant firm.
- b) Not more than one person is permitted to attend proposal opening.
- c) Applicant firm's authorized executive is required to carry this authority letter while attending the RFP proposal opening and submit the same to MCD. Representatives should carry their id proof.

Form I
Financial Bid Performa:-
Financial Bid/Quotation of Rates
(The Rates be Quoted Online Only at MCD E-Tender Website)

Sl. No	Particulars of work	Fees to be Quoted by the Consultant
Part A- TDS Return & GST		
1	Filing of Quarterly TDS Return (incl. Corrections) for each TAN	-----
2	Filing of TCS Return (Incl. Corrections & Form 16A)	-----
3	Issue of Printed Form 16 for each employee	-----
4.	Filing of GSTN Return-7 including GSTR PMT-9 as applicable for Govt. Organization including revisions of current & previous years, if any	-----
5	Registration of GST for each department	-----
6	Registration of TAN for each department	
7.	Drafting of Reply for settling the notice received under Income Tax, GST Act on behalf of MCD/DDO.	
8.	Appearance (If Required) for settling the notice received under Income Tax, GST Act on Behalf of MCD/DDO	
9.	Seeking any specific opinion from tax consultant with respect to any matter related to TDS & GST	
Part B- EPF		
1.	Creating EPF Challan and uploading for each DDO including generation of UAN, correction in UAN, filing of joint declaration etc.	-----
2.	Drafting of Reply for settling the notice received under EPF on behalf of MCD/DDO.	-----
3.	Appearance (If required) for settling the notice received under EPF on behalf of MCD/DDO	-----

All applicable taxes will be paid extra.

Authorized Signatory

[In full initials and Seal]:

Name of the Firms:

SCOPE OF WORK OF TAX CONSULTANTS:

The applicant firms should have clear understanding of the current work culture and work flow of MCD with respect to Accounting and Taxation.

Scope of work includes the following, but not limited:

TDS/TCS Related Work

Preparing and Filing TDS Returns both for Salary & Professionals, Contractors 24Q & 26Q on Quarterly basis. (At present there are about 9000 regular & contractual staff and contractors in each Zonal office and about 4500 in Head Quarters. This figure is for indicative purpose only. The number of employee/contractor/consultant may be varied in each zone). The number of regular staff, contractual staff and contractors may increase/decrease during the period of contract and this is tentative figure for future assignment and the rates accepted will not be changed with change number of Regular staff, contractual staff and contractors. The payment of TDS and its necessary challan along with details of staff & contractor will be provided by the concerned department. An online meeting with DDO concerned after every three months to address the various pending issues and issues requires immediate attention may be done by the empanelled firm.

TDS/TCS Related Other Work

1. Informing in writing on correctness of tax deduction and getting the same rectified from MCD accounts.
2. Verification of PAN.
3. Revision of TDS Return as and when required including revision of previous year returns.
4. Informing in writing on changed related to TDS Provision from time to time.
5. Follow up with Income Tax authorities on matter related to TDS.
6. Issue of Form 16 for concerned staff and Form 16A for contractors through Traces.

GST Return

1. Preparing and Filing of GSTR 1/Monthly basis (Delhi) and revision of return including

previous year & other GST Return applicable for local bodies.

The payment of GST and its necessary challan will be deposited by the concerned department. The necessary record will be provided by the concerned DDO to respective consultant.

GST Related Other Work

1. Giving guidance on GST provisions and new up-dation in GST Rules/Provisions
2. Giving opinion in writing on clarification sought by MCD.
3. Guidance/assisting on GST Input reconciliation in tally with GST Portal
4. Guidance/assisting on GST output reconciliation in tally with GST Portal
5. Guidance/assistance in filing TDS return under GST
6. An online meeting with DDO concerned monthly to address the various pending issues and issues requires immediate attention may be done by the empanelled firm.

EPF Related Work

1. Preparing of Challan/Word file of EPF(TRAN File) on the basis of record provided by the concerned department of MCD and uploading on EPF website before 15th day of the subsequent month. A report of the same may be furnished to the concerned DDO immediately for making the EPF payment so as to enable him to deposit the payment of EPF within the scheduled time.
2. Appearance before the EPF authority in case of any proceedings initiated against the MCD under the relevant provisions of EPF or in respect of any other matter incident thereto.

Any other related incidental assignment which are not indicated herein this clause may also be covered at later stage with mutual discussions.