



DMIC INTEGRATED INDUSTRIAL TOWNSHIP GREATER NOIDA LIMITED

Registered Office: 11th Floor, Tower-01, Plot No. 01, Knowledge Park-IV, Greater Noida – 201308, UP

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Ref No: DMICIITGNL/2019-20/005

Date: 17/02/2020

REQUEST FOR PROPOSAL (RFP) for Appointment of Technical Consultant of DMIC Integrated Industrial Township Greater Noida Limited (DMIC IITGNL)

1. INTRODUCTION :

DMIC IITGNL invites RFP from Practicing Firms of Chartered Accountants for appointment of *Technical Consultant* on Retainership basis.

The selection of the Technical Consultant shall be based on qualifying criteria given in RFP document. Interested firms having requisite experience may send their application in prescribed format in sealed envelope latest by 6 P.M of 27/02/2020.

2. SCOPE OF WORK:

- a. To provide opinion on various technical issues involved in Direct and Indirect Taxation matters of the Company.
- b. To ensure compliances of all notices / letters from various Direct and Indirect Tax authorities and other Government authorities including Income Tax, Goods & Service Tax (GST) and Labour Departments.
- c. To prepare and present before Direct and Indirect Tax authorities for assessment and or appeal proceedings. Also, to make liaison with these Tax Authorities as and when required, for and on behalf of the Company.

- d. To ensure proper calculations and timely payment of Income Tax, TDS, Labour Cess, GST etc. on a monthly basis (or quarterly basis wherever applicable) as per the provisions of various tax laws.
- e. To ensure all the periodical compliances of Direct and Indirect Taxation, for and on behalf of the Company including preparation and filing of all the various statutory returns like Income Tax, TDS, GST, Labour cess etc.
- f. To ensure preparation and issuance of various documents like Tax Invoice, Receipt Voucher, Payment Voucher, Bill of Supply, CN/DN etc. to the clients/vendors as and when required.
- g. To attend Income Tax and GST Audits and compliance of Audit queries.
- h. To review and advise the Company on any proposed changes (if any) to be made in approved accounting policy of the Company keeping in view the amendments in various tax laws.
- i. To opine and guide on any Direct and Indirect Tax issue, which may arise and to arrange compliance of the same. Consultant will have to attend all ongoing as well as future matters with Direct & Indirect Tax Authorities.
- j. DMIC IITGNL reserves the right to modify/ include/ exclude any items in the Scope of work anytime during the tenure of service at its sole discretion and as per applicable laws of the India as amended from time to time.

3. CONSULTANCY FEE :

- a. Technical Consultancy Firm is required to provide the Financial Quotation for providing the above services on Monthly Retainership basis.
- b. Statutory Taxes/levies & duties shall be paid extra, as applicable.

4. QUALIFYING REQUIREMENTS/ ELIGIBILITY CRITERIA :

- a. The Practicing CA Firm should be registered with the Institutes of Chartered Accountants of India and should have minimum 10 years of continuous experience in full time practice. The Firm should have minimum three partners. At least one partner of the firm should have held certificate of practice for continuous five years. The cut-off date for ascertaining experience will be 01/01/2020.
- b. The CA Firm should have conducted at least 10 direct and indirect taxation consultancy assignments of various reputed companies/entities.
- c. Head Office of the CA Firm should be based at Delhi NCR.
- d. The Applicant should have not been banned/ black listed/ de-barred from business by any PSU/ Govt. Department during last three (03) years. (Self-declaration in this regard is to be submitted).
- e. The Applicant CA Firm should not have been disqualified / penalized by the ICAI/MCA/ROC or any other Government Authority in any Disciplinary Proceedings during last 5 years. (Self-declaration in this regard is to be submitted.)
- f. The CA Firm or partner(s) of the Firm should not be relative of any Director or officer of the Company and should not have any interest in the business of the Company.

5. SELECTION CRITERIA :

The CA Firm quoting the least professional fee & fulfilling all the eligibility criteria shall be selected for appointment as Technical Consultant.

6. TERMS & CONDITIONS :

- a. The tenure of appointment shall be at the sole discretion of the Company. The appointment for all assignments shall be initially for ONE year which may be extended further based on the satisfactory performance. However, the Company reserves the right to terminate the services of the Consulting CA Firm any time at its sole discretion without assigning any reason.
- b. The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefore.
- c. Documentary evidences of all the information as stated facts related to eligibility criteria are to be furnished along with the EOI.
- d. All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal.
- e. Overwriting/correction/erase and/or use of white ink should be avoided in the offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant firm.
- f. Information related to CA Firms and selection criteria shall be submitted in the Annexure-I.
- g. Declaration that CA Firm has not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years and has not

been disqualified /penalized by the ICAI/MCA/ROC or any other Government Authority in any Disciplinary Proceedings during last 5 years shall be submitted in Annexure-II.

- h. Quotation for Professional Fee should be given in the format prescribed in Annexure – III.
- i. Payments shall only be made through Electronic Mode, hence Bank Details as per Annexure – IV need to be submitted at the time of acceptance of the appointment.
- j. Company shall deduct TDS/any other tax/levy as per prevailing rules/rates.
- k. The Company may seek any clarification on the information provided in the EOI.
- l. The CA Firm will be debarred from getting, in future any assignment of The Company:
 - I. If the Firm obtains the appointment on the basis of false information/misstatement.
 - II. If the Firm does not take up audit in terms of appointment letter.
 - III. If the Firm fails to maintain/honor confidentiality and secrecy of the Company's information.

The Expression of Interest should be submitted strictly as per terms and conditions laid down in the document to the following address:

Chief Financial Officer
DMIC Integrated Industrial Township Greater Noida Limited
11th Floor, Tower-1, Plot No.1, Knowledge Park-IV,
Gautam Budh Nagar, Uttar Pradesh- 201310

The Envelope must be sealed and super scribed mentioning “Expression of Interest for Appointment of Technical Consultant”. The name and address of the firm must be indicated on the body of the envelope.

For DMIC Integrated Industrial Township Greater Noida Limited

Sd/-
(Chief Financial Officer)

Annexure – I

Information	Description
Name of Practicing CA Firm	
Type of Firm/Constitution	
Office Address	
Correspondence Address	
Phone Number	
Email Id	
website (if any)	
Year of Establishment	
Firm Registration No.	
Proprietor's Membership No.(in case of Proprietorship)	
GST Registration No.	
Permanent Account No. (PAN) of Firm	
Firm's experience in practice (From date of registration with the ICAI)	
Names, membership number and Certificate of Practice Number of Partners of the Firm (In case of Partnership Firm)	
No. of Consultancy assignments completed in Companies / Other entities.	

Information regarding eligibility criteria

Declaration

I, _____ Partner of the Firm _____, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the appointment of Technical Consultant.

Signature and seal of the firm

Annexure – II

Declaration (By the CA Firm)

(On the letterhead of the Firm)

I/ We, M/s (name of Firm) hereby affirm and declare that I/we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.

I/ We, M/s (name of Firm) further declare that I/we have been disqualified / penalized by the ICAI/MCA/ROC or any other Government Authority in any Disciplinary Proceedings during last 5 years.

(Signature and seal of the firm)

Annexure -III

Format of Acceptance of Professional Fee (on letterhead of the CA Firm)

I/ We, M/s (Name of CA Firm) hereby submit my/our Quotation for professional fee for providing services as Technical Consultant of the company as detailed below :

Particulars	Amount (In INR)
Professional Fee per month. (Excluding Goods & Services tax, if applicable)	
Goods & Services Tax (GST) @%	
Total Amount Payable per month	

Annexure – IV

Bank Details (To be submitted at the time of acceptance of appointment)
(On the letterhead of the firm)

I/ We, M/s (Name of CA Firm) hereby submit our following bank details for disbursement of professional fee and other out-of-pocket expenses by the Company:

- a. Bank Name:
- b. Branch Name & Address:
- c. IFSC Code:
- d. Account Type (Saving/Current):
- e. Account Number:

(Signature and Seal of the Firm)

Eligibility/Selection Criteria Sheet

Name of Firm	Firm Experience as on 1.1.2020	No. of Partners	No. of FCA Partner	No. of Consultancy Assignments executed by the Firm	Head office of the firm (Attach certificate of constitution of ICAI)	Fee quoted p.m (excluding taxes)