

BISWA BANGLA MARKETING CORPORATION LIMITED
Karigari Bhawan, Room No 009, Ground Floor, Plot No B/7, Action Area – III,
New Town, Rajarhat, Kolkata -700160 Phone – (033) 2324 7230/31/32,
Email – info@biswabangla.in; CIN – U52100WB2014SGC204751

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BBMC/ADMIN/2021-2022/CON-IT/007

Date: 5 January 2023

NOTICE NO. BBMCL/ADN/CONS - S&M/2022-23/EOI07(e)

Tender ID: 2022_BBMCL_440028_1

**Notice Inviting Expressions of Interest/ bids for Engagement of Tax Consultant
Firms as Income Tax Consultant**

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CHAPTER 1
NOTICE INVITING TENDER

Biswa Bangla Marketing Corporation Limited, having its registered office at Karigari Bhawan, Room No 009, Ground Floor, Plot No B/7, Action Area III, New Town, Kolkata 700160 wishes to engage Consultant for Sales and Marketing activities to improve retail operations and enhance footprint/ outreach economically of the parastatals under the control of Department of MSME & Textiles, Government of West Bengal

On line bids in two bid system are invited from the reputed and experienced eligible bidders who fulfil the eligibility criteria mentioned elsewhere in the tender document for undertaking the contract for **Engagement of Tax Consultant Firms as Income Tax Consultant** for a total contract 1 year, with effect from the date of issuance of our Letter of Intent (LOI)/Work Order (WO).

Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://wbtenders.gov.in> and <https://wbmsmetgov.in>. The tender has to be submitted online.

The scanned copies of other required documents in support of their credentials are to be uploaded along with the tender documents through the appropriate link.

S. No	Description	Details
1	Name of Work	<i>Engagement of Tax Consultant Firms as Income Tax Consultant</i>
2	Tender No	BBMCL/ADN/CONS - S&M/2022-23/EOI07(e)
3	Validity of Offer	120 days from the last date of submission of bid
4	Contract Period	For 1 year
5	Downloading / Submission of Tender:	
	a. Starts on	05.01.2023 at 10 AM
	b. Closes on	11.01.2023 at 10 AM
6	Opening of Technical Bid	11.01.2023 at 11 AM
7	Opening of Financial Bid	To be notified subsequently
8	Pre-Bid Meeting	09.01.2023 at 3 PM
9	Link for Pre-Bid Meeting	meet.google.com/gqu-gkjm-hcg

1. LIST OF DOCUMENTS TO BE UPLOADED

The scanned copies of following documents should also be uploaded at appropriate link in our e tendering system as part of the technical/commercial bid submission:

- a. Power of Attorney authorizing the person who has signed the tender to act and sign on behalf of the company or firm for bidders other than sole proprietor and professional/s applying in individual capacity
- b. Certificate of registration/incorporation in the case of Pvt Ltd/Public Ltd companies/certified copy of partnership deed in the case of LPP/Partnership firm/ any document under the relevant rules/laws if the firm is a proprietorship firm. Aadhaar Card in case of professional/s applying in individual capacity
- c. Brief profile of the Tax Consultant Firms as per Annexure-I.
- d. Valid document in support of Registered/ Branch office nearby location in Kolkata etc.
- e. Annual turnover (minimum Rs.50 Lakh for previous three financial years of the Agency duly certified, Audited Balance Sheet (Last 3 Financial Year i.e. 2021-22, 2020-21 & 2019-20) by a Chartered Accountant.
- f. List of 3 major clients from Government/Public Sector Undertaking/Autonomous Body etc. (as per Annexure- II).
- g. Details of experience in dealing with Govt./ PSU/ Higher Education Institution/ Autonomous Bodies, etc. Copy of letter of engagement along with satisfactory completion certificates from at least two Govt. Depts./ PSUs/Autonomous Bodies/ reputed commercial organizations towards providing similar services during last 5 years from the last date of submission of bid.
- h. Duly signed and stamped of the entire tender document along with its addendum/ corrigendum, if any.
- i. Income Tax PAN certificate copy
- j. GST Registration certificate copy if applicable

2. VERIFICATION OF DOCUMENTS

- a. Tenderer should be in a position to produce all the original documents and/or any other information on dates as intimated or as and when required.
- b. Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of MSME & Textiles in this respect will be final.
- c. Any party submitting the false or forged documents may be Black Listed, EMD could be forfeited, work could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- d. Department of MSME & Textiles, Government of West Bengal reserves the right to reject any or all tenders without assigning any reasons whatsoever.

3. Important information date and time schedule:

Sl. No.	Particulars	Date and Time
1.	Publication of e-NIT (Bidding Documents)	05.01.2023 at 10 AM
2.	Pre-Bid Meeting	09.01.2023 at 3 PM
3.	Uploading of minutes of pre-bid meeting and incorporating necessary changes in eNIT (if any)	To be notified subsequently
4.	Start date and time of uploading Bids	05.01.2023 at 10 AM
5.	Last date and time of uploading Bids	11.01.2023 at 10 AM
6.	Date and time of opening of Technical Bids	11.01.2023 at 11 AM
7.	Start of Technical Bid Assessment	11.01.2023 at 11 AM
8.	Uploading list of responsive/non-responsive Bidders.	To be notified subsequently
9.	Financial Bid Opening	To be notified subsequently
10.	Link for pre-bid meeting	meet.google.com/gqu-gkjm-hcg

CHAPTER 2

PRE-QUALIFICATION

A.	The Firm should have Chartered Accountants/ Cost Accountants engaged in providing services under Direct and Indirect tax laws. The firm having minimum 10 years' experience in the field of providing income tax consultancy including appearance/ representing the cases for corporate assesses before income tax authorities up to the level of CIT(A).	Self-Certification
B.	Having office in Kolkata	Self-Certification
C.	Bidder shall have experience in the tax consultancy services for at-least 10 years or more	Self-Certification
D.	Bidder shall have similar experience of rendering tax consultancy services in any of the last 5 (Five) years' in Government/Public Sector Undertaking/Autonomous Body etc. having Annual Revenue/ Turnover of more than Rs.10 crore.	Experience letter from minimum 3 clients need to be provided
E.	The bidder should have not been debarred/black listed/should have not been terminated /ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, etc. during past five years from the last date of submission of bids.	Self-Certification

CHAPTER 3

SCOPE OF WORK

The Tax Consultancy Firms having experience in handling various Direct Taxation including International Taxation, Indirect Taxation, issues arising from time to time regarding Indian Taxation. The Consultants shall provide consultancy services as per the scope of the work indicated below (the list is indicative and not exhaustive):

- A. To advise/ give written opinion relating to Income Tax. To keep aware and compute advance tax/self-assessment tax/any other tax liability. To arrange for any Income Tax Clearance/ Exemption Certificate, as and when required
- B. To prepare replies/submissions for assessment proceedings, appellate proceedings and any other income tax related proceedings/notices/letters/summons etc.
- C. Appearing before the appropriate Authority in connection with all assessment proceedings initiated by appropriate authorities even prior to the Financial Year 2022-23 including drafting /filing of replies and submissions, representation before the tax authorities for assessment proceedings, drafting/ filing of submissions with tax authorities regarding rectification applications including any penalty proceedings as applicable, drafting/ filing the submissions for stay of any demand, review of orders etc.
- D. Advising BBMC for further course of action consequent to assessment/ reassessment/rectification orders issued by the Income Tax Authorities, filing of appeals before CIT (Appeals) including drafting of Grounds of Appeal and Statement of Facts, filing of written submissions/ paper book and representation in all existing/new appeal proceedings before CIT (Appeals), representing REC in various Statutory Authorities and representing BBMC in pending ITAT cases.
- E. To provide consultancy services in any other work related to Income Tax.

CHAPTER 4

General Instructions to Tenderers for E-Tendering

1. Any Bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the State Government e-procurement system, on <https://wbtenders.gov.in> Digital Signature Certificate (DSC).
2. Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC). Details are available on the website <https://wbtenders.gov.in>. DSC is given as a USB e-token. The Bidder can search and download the e-NIT and Tender Documents electronically once it logs on to the website mentioned in Sl. No. 1 of the e-NIT. This is the only mode of collection of Bidding Documents.
3. The Bidders are also advised to upload relevant documents such as certificates and other required details etc. well in advance under the “My Documents” Tab at <https://wbtenders.gov.in> so that those can later be selected and attached during bid submission. This is likely to ensure hassle free upload of bid documents. There is no upper limit on the size of the file to be uploaded. However, the speed of upload is dependent on the memory available in the client’s system as well as the network bandwidth used. In order to reduce the file size, Bidders are advised to scan the documents in 75-100 DPI so that the optimal clarity is maintained.
4. **Bidder shall have to furnish the following documents:**
 - (a) Copy of Certificate of Incorporation and Memorandum of Articles of Association in case of Private / Public Ltd. Company or copy of partnership deed in case of Partnership firm or copy of Certificate of Incorporation and partnership deed in case of LLP/copy of proof of Proprietorship Firm. Copy of SSI registration certificate/MSME Registration/Udyog Aadhar in case of small manufacturing entities.
 - (b) Copy of PAN Card.
 - (c) Copy of GST Registration Certificate.
 - (d) Copy of Trade License
 - (e) Copy of Income Tax Returns for the last 3 (three) financial years (2019-20, 2020-21, 2021-22).
 - (f) Copy of GST Return for last 3 (three) financial years (2019-20, 2020-21, 2021-22).
 - (g) Audited Balance Sheet for the last 3 (three) financial years (2019-20, 2020-21, 2021-22).
 - (h) Experience letter from minimum 3 numbers of clients/ Self Declaration or Undertaking by Authorised Person on organisation’s letterhead stating such previous experience of engagement as Tax Consultant Firms for Income Tax.

- (i) Notarized Power of Attorney in favour of signatory of bid and accompanying documents.
- (j) Declaration by way of affidavit duly notarized that the Bidder has not been barred by the Government of India (GOI) or Govt. of West Bengal for participation and the same subsists on the day of submission of the bid.

5. Points regarding Specifications

I. The Bidders are cautioned to read the specifications carefully, as there may be special requirements. The technical specifications presented herein may not be construed as defining a particular manufacturer's product.

II. The Bidder is expected to note and comply with all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

6. Submission of Bid

I. Bids are to be submitted online in two folders at a time, one being the Technical Bid and the other being the Financial Bid before the prescribed date and time with Digital Signature Certificate (DSC). The documents are to be uploaded, scanned for viruses, and duly signed digitally so that the documents will get encrypted (transformed into non readable formats).

II. Complete Bids (including Technical and Financial) must be uploaded in the e-tender website i.e. <https://wbtenders.gov.in> not later than the date as mentioned in the-NIT notice.

7. Bid Opening

I. The Technical Bid will be opened online by the authority. The authority receiving tenders, or its authorized representative shall decrypt all Technical Bids submitted by the Bidders. The date and time for online opening of Financial Bid will be as specified in e-NIT. The manner of online opening of Financial Bid will be same as Technical Bid opening.

II. At the end of the evaluation of the Technical Bids, Department of MSME & Textiles, Government of West Bengal will upload on the website <https://wbtenders.gov.in> in the name of the Bidders who have submitted substantially responsive Technical Bids and who have been determined as being technically qualified for opening of price bid, for further evaluation.

III. Department of MSME & Textiles, Government of India shall there after conduct the opening of the Financial Bid of all Bidders who have submitted substantially responsive Technical Bids and who have been determined as being qualified. All folders containing Financial Bids shall be opened one at a time and the follow in recorded:

- a. The name of the Bidder;
- b. The Financial Bid
- c. Any other details as may be considered appropriate.

8. Confidentiality

Information relating to the examination, evaluation, comparison, and post qualification of Bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on award of contract is communicated to all Bidders.

Any attempt by a Bidder to influence the Corporation in the evaluation of the Bids or contract award decisions may result in the rejection of its bid.

9. Notification of Award

The Selected Bidders whose bid has been accepted will be notified of the award prior to expiry of the bid validity period by uploading such information, by e- mail or facsimile confirmed by registered letter.

CHAPTER 5

Technical Eligibility Criteria

1. The bids of any Tenderer may be rejected if a conflict of interest between the bidder and the Company is detected at any stage".
2. Technical Eligibility Criteria for the Bidder
 - a) The Firm should have Chartered Accountants/ Cost Accountants engaged in providing services under Direct and Indirect tax laws. The firm having minimum 10 years' experience in the field of providing income tax consultancy including appearance/ representing the cases for corporate assesses before income tax authorities upto the level of CIT(A).
 - b) The Firm should have an office in Kolkata.
 - c) Bidder shall have experience in the tax consultancy services for at-least 10 years or more.
 - d) Bidder shall have similar experience of rendering tax consultancy services in any of the last 5 (Five) years in Government/Public Sector Undertaking/Autonomous Body, etc. having Annual Revenue/ Turnover of more than Rs.10 crore.
 - e) Major clients served by the bidder organisation in the past along with the present assignments enlisting the nature of work may be given.
 - f) Annual average turnover of the applicant should be a minimum Rs.50 Lakhs per annum during the last three financial years.
 - g) The bidder should have not been debarred/black listed/should have not been terminated /ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, etc. during past five years from the last date of submission of bids.
 - h) The engagement firms should have adequate infrastructure for timely completion of assignments and tasks.

BID OPENING & EVALUATION:

The Technical bid will be first opened and evaluated. In the primary screening, technical bid of only those who satisfy the eligibility criteria will be evaluated.

The Financial bid of only those bidders whose technical bid is found to be technically responsive by the Committee will be opened. The Financial bids of ineligible bidders will not be opened.

Selection of successful bidder: Both the technical and financial bids will be opened on date/time as per the schedule given above. After evaluation of bids, the bidder who is technically qualified as well as quotes with the lowest quoted shall be declared as the successful bidder.

Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.

AWARD OF CONTRACT:

Period of Engagement: The engagement will be initially for a period of One (01) year which may be extended further one (01) year with mutual consent, subject to satisfactory performance. The Successful Bidder should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.

PAYMENT TERMS:

- a) The payment towards fees will be made on quarterly basis after receipt of the invoice, duly supported by all the relevant papers (in original) after rendering the service during the respective quarter. Bill to be drawn in the favour of "Managing Director, Biswa Bangla Marketing Corporation Limited".
- b) No advance payment shall be made to the empanel agency under any circumstances.
- c) TDS/ Income Tax etc. are to be deducted at source from the bills of service provider as per rule.

DISPUTES AND JURISDICTION:

Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within Kolkata, West Bengal.

TERMINATION

BBMC may, at its sole discretion and at any time terminate the Contract by giving a month's notice, and inform the Consultants of the decision by written instruction to that effect. In the event of the Contract being so terminated, the firm shall take such steps as are necessary to bring the Services to an end, (including terminating any sub-contracts placed by the firm) in a cost effective, timely and orderly manner.

PARTICULARS OF THE TENDERER'S ORGANISATION

Sl. No.	Particulars	Remarks
1.	Name of the school bag manufacturing unit	
2.	Complete address of the school bag manufacturing unit	
3.	Date of Incorporation	
4.	PAN	Attach self-attested copy
5.	GST Registration No. (if applicable)	Attach self-attested copy
6.	Trade License Registration No.	Attach self-attested copy
7.	Profession Tax Registration No.	Attach self-attested copy
8.	Production Capacity per month	Attach a self-declaration
9.	Turnover of the last 5 financial years or from the date of establishment, whichever is later	Attach a self-declaration
10.	Name, Address, and contact number of the Owner	
11.	Name, address and contact number of the partners, if any	

I undertake that the above stated information is true to the best of my/our knowledge and in case of any false information I/we are liable to legal consequence and the order shall be cancelled.

Date:

Name & Full Signature and stamp of the

Applicant(s)

if the form is not complete in all respect, it shall be liable to be rejected.

Annexure II

COMMERCIAL PRICE BID FORMAT

Price Bid for Tax Consultant for Income Tax matters

	Rate/units	Amount in INR per month
Retainership Fees Per Month	Per Month	
Retainership Fees Per Month (without taxes) in words: (Rupees _____ only)		

Statutory taxes/GST as applicable, if any, shall be paid extra. Bidder shall raise Tax-Invoice for retainership fees on quarterly basis specifying retainership fees and applicable GST and shall ensure deposit of GST with appropriate authorities within prescribed time limits and shall file due returns and provide BL evidence of such deposit.

PAST EXPERIENCE (LIST OF GOVT. ORGANIZATION/DEPARTMENT)

List of Government Organizations for whom the Bidder has undertaken such work during last three years (must be supported with supply orders)

Name of the organization	Name of Contact Person/ User with Designation	Year when the professional service was provided	Contact No.

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:

**DECLARATION REGARDING DISCIPLINARY ACTION/ CLEAN TRACK/NO LEGAL ACTION
(to be provided on letter head of the firm)**

I/ We hereby certify that the above firm namely _____ is neither blacklisted by any Central/ State Government/ Public Undertaking/ nor any criminal case registered / pending against the firm or its owner / partners anywhere in India (or) against any of its branches (or) partners abroad.

I/ We hereby declare that none of the partners/ employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.

I/ We hereby declare that no appeal/ unresolved dispute/ suit case/ application have been pending at any court in India regarding the existence of business/right to carry on practice.

In case the above information found false, I/We are fully aware that the tender/contract will be Rejected / cancelled by the BBMC.

In addition to the above, BBMC will not be responsible to pay the bills for any completed /partially completed work.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:

ELIGIBILITY CRITERIA AND TECHNICAL EVALUATION

Sl. No.	Requirements	Compliance	Details
1	Should be a firm, inter alia, engaged in providing services under direct and indirect tax laws.	Yes/ No	
2	Should be based in Kolkata	Yes/ No	
3	Should possess a minimum of 10 years' experience in the taxation field	Yes/ No	
4	Should have experience of handling direct and indirect tax-related matters relating to Scheduled PSU/ Government Organization/ etc. in the last 5 years prior to the date of making application.	Yes/ No	
5	Should have gross receipt of more than Rs.50 lakh (without GST) for each of the last 3 financial years prior to the date of making applications.	Yes/ No	

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name:

Annexure VI

CHECK LIST

Sl. No.	Particulars	Details/ Compliance (Y/N)	If Submitted, Mentioned Page No.	Remarks
1	Brief profile of the Agency/Firm and experience in similar field (At least 5 years of experience) As per Annexure- I			
2	Copy of Permanent Account Number (PAN)			
3	Copy of GST Registration Certificate			
4	Valid document in support of Registered/ Branch office at Kolkata			
5	Bidder's Annual Turnover Specifically in Advertisement Services (Min. Turnover Rs.50 lakh per annum) for last three Financial years. (Copies of P&L Account and Balance Sheet certified by a Chartered accountant to be attached) FY 2021-22: Rs FY 2020-21: Rs FY 2019-20: Rs (Audited /Unaudited)			
6	Self-Declaration About Non Black-Listing			
7	List of 3 major clients from Govt. / PSU/ (as per Annexure- III) Letter of engagement along with satisfactory completion certificate from at least two Govt. Dept/ PSUs/ Autonomous Bodies/ reputed commercial organizations towards providing similar services during last 5 years from the last date of submission of bid.			
8	Duly signed and stamped of the entire tender document along with its addendum/corrigendum, if any			

(Signature of the Authorized Person with Organization Seal)

Designation with Contact No:

Company Name: