

No. HUDCO/ Bro/2022/
Dated:

Sub: Notice inviting Quotation/Bid/Tender for Appointment of Tax Consultant for the Financial Year 2022-23 onwards

Dear Sir,

Housing & Urban Development Corporation Limited (HUDCO) is a Government of India Enterprise under the administrative control of Ministry of Urban Employment & Poverty Alleviation.

Bengaluru Regional Office, HUDCO would like to appoint Tax Consultant as per specifications and criteria described/detailed at point No-4 below. In case, you are interested, please submit your quotation/offer for the services listed below by **18/05/2022 by 03:30 PM**. You may please also note the following general terms and conditions applicable in regard to submission of quotation/offer for award of contract / empanelment by HUDCO: -

Scope of Work

- A. Review of Monthly Account Books /Trial Balance and Verify all the vouchers in regard to applicability of TDS/GST and correctness of head of accounts as well as facilitating & filing of various returns related to:-

- I) Income Tax -Detailed Scope of Work as per Annexure-I
- II) Goods & Service Tax (GST) - Detailed Scope of Work as per Annexure-II
- III) TDS on Public Deposit Scheme- Detailed Scope of Work as per Annexure-III

The Tax Consultant is expected to undertake the review for each month's transactions in the first week of succeeding month and submit a report in the prescribed format duly addressed to respective ED/GM (General Accounts Section) at HO by 10th of every month.

- B. Conducting GST Audit (If required) for HUDCO Bengaluru Regional Office and Goa Development Office from financial year 2022-2023 onwards till the Tenure of appointment. The GST Audit of the Financial year for which Tax Consultancy has been rendered is also to be performed by the firm even after the culmination of Tax Consultancy assignment.

The Tax consultant shall be required to depute at least one paid assistant (qualified/semi qualified) with thorough knowledge of Income Tax & GST for providing necessary assistance /guidance and support in maintaining various documents/reports as well as facilitating in preparation and filing of all returns (TDS and GST) as per applicable norms on requirement basis.

Selection Procedure:

The appointment of Tax Consultant shall be done in two phases:-

- 1. Firms shall be short listed on the basis of Technical Bid
- 2. After short listing of firms on the basis of technical bid, financial bid shall be considered from the short listed firms.

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Terms and Conditions

1. The services would be provided to Bengaluru Regional Office, Housing & Urban Development Corporation Limited, (HUDCO), 703-704, North Block, 47, Dickenson Road, Bengaluru - 560042 as well as any other location/office falling within the jurisdiction of that particular regional office.
2. Bid must accompany proof of EMD of Rs.2,000/- (Rupees Two Thousand only) may be deposited through RTGS/NEFT and confirmation copy/UTR number of the same may be enclosed along with Annexure-I. The bank details are given below :

Name of Beneficiary	HUDCO Ltd.
Bank Name & Branch	Canara Bank, Trinity Circle, Bengaluru
A/c Type & A/c No.	Current Account No.0792201002101
IFSC Code	CNRB0000792

3. EMD of unsuccessful bidder shall be refunded. No interest will be paid on EMD amount. Quotations without EMD shall be considered unresponsive and rejected.
4. Quotation can be sent by post or deposited in tender box available at Reception in HUDCO office.
5. Vendors who are registered with MSME can also participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises, Government of India. No EMD shall be payable by these vendors and other relaxation as announced by the Government from time to time shall be applicable to them subject to full compliance of other terms and conditions of the tender and contract.
6. Quotation should be sent in 3 sealed envelopes separately placed together in one sealed envelope, as per the details given below:-
 - i) First envelope should contain details of EMD Submitted or MSME Exemption documents, if claimed.
 - ii) The Second envelope super scribing on top "**Expression of Interest for Appointment of Tax Consultant -Technical Bid**" which must display clearly our reference number, closing date and time to be mentioned on the envelope with name of firm, telephone number and full address. The technical Bid should highlight the firm's detailed profile including the firm's name, address, date of establishment, detailed profile of partners and brief details of paid CAs/associates/support staff, clientele (PSUs, Banks, other companies) experience in handling work of PSUs. The technical bid should be submitted along-with requisite details and supporting documents in the prescribed performa **at Annexure-B**.
 - iii) The third envelope super scribing on top "**Expression of Interest for Appointment of Tax Consultant -Financial Bid**" should contain minimum rates for the activities to be covered as per the scope of work indicated above. GST/tax if applicable should be clearly indicated separately. Financial bid should be given as per the Performa enclosed as **Annexure- C**.
7. The Minimum **Eligibility Criteria** required for consideration for appointment are as under:-

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- i. Tax Consultant should be a Chartered Accountant Firm having at least 5 years experience in providing service in regard to Direct Tax and Indirect Tax. (Copy of work orders for minimum 5 distinct financial years as a proof of handling tax consultancy work to be enclosed).
 - ii. Consultant firm should have at least two years' experience out of last five years in handling TDS/ GST related work including filing of TDS/Service Tax/GST return in respect of Public Sector Undertakings. (Copy of work order for minimum 2 distinct financial years out of last five financial -years towards TDS/ GST related work including filing of TDS/GST return to be enclosed.)
 - iii. Consultant should be presently handling GST related work in at least one Public Sector Undertaking. (Copy of work order from any one PSU client regarding ongoing GST related work assignment including filing of GST return.)
 - iv. Consultant should have minimum three numbers of partners, minimum five numbers of paid assistants (semi qualified/qualified) and other employed staff. (Details of partners/their profile, paid CAs, assistants and other employed staff and firm's clientele, particularly Public Sector Companies' clientele to be enclosed).
 - v. Consultant should have its Head Office (not Local Office) in Bengaluru (Name of the city where Regional office is located) having minimum five working staff (including one partner) out of the total staff strength as mentioned at point no. 'D' above. (Copy of latest certificate of firm's registration and name/list of partner(s) and working staff in Annexure "B" to be enclosed).
8. The upper ceiling prescribed by Hudco for tax consultancy as per the Scope of work indicated above is Rupees Fifteen Thousand per month excluding GST. **The rates quoted should be in accordance to the estimated fee prescribed in the NIT based upon scope & volume of work. The fees quoted will remain unchanged throughout the entire tenure of the assignment and will not be revised during the consultancy tenure. Any Financial bids with escalation clause will be outrightly rejected.**
9. The period of validity of quotations for acceptance should be for one year from the date of order/empanelment. Hudco shall not entertain requests for escalation in cost/ price on account of any reasons during the period of validity of quotation.
10. Any modification in offer after the opening date will not be considered.
11. Bidder, before submitting quotations, should clearly understand Hudco's requirement and, in case, any information/ clarification is required, he/she may visit Hudco Regional Office during the working days (Monday to Friday between 10 a.m. to 6 p.m. It may be noted that no clarification/ information after closure of the last date of receipt of quotation, would be entertained.
12. Quotation, received late, will not be considered. HUDCO will not be responsible for any postal delay.
13. Quotation will be opened on 20/05/2022, Bengaluru Regional office (at the address given in Point no.1) **at 11:00 a.m.** Evaluation of technical bids shall be done based on consultant's ability to perform the assignment work and inspection of their office, as per the discretion of the tender committee, so as to establish the fact that the Consultant has proper local office. The Financial Bid of short-listed firms on the basis of Technical Bid shall be opened on 27/05/2021 **at 03:00 p.m.** Financial Bid shall be opened and considered only from those parties who fulfill the Hudco's criteria as specified in the Technical Bid and have adequate experience /staff strength and

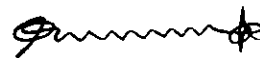
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reputation in handling tax consultancy of its clients especially Public Sector Undertakings).

14. HUDCO reserves the right to accept or reject any or all quotations without assigning any reason.
15. The engagement of Tax Consultant shall be generally for a period of three years. However, the appointment shall be renewed on yearly basis based on the satisfactory performance in the previous year with the approval of Hudco's Head Office. Further, Hudco has the right to replace a consultant if it is found that the reporting/verification/tax return filing work is not satisfactory.
16. The quarterly payment shall be made @80% of the fees due and balance 20% shall be released after audit of annual accounts by Statutory Auditors and Issuance of Tax Audit Report. The payment shall be released to the firm based on support provided as per the scope of work.

Thanking You,

Yours faithfully
For & on behalf of HUDCO


AGM (Finance)

SCOPE OF WORK

Annexure-I

A. INCOME TAX

1. Verification of all Income Heads to ensure booking of income on gross basis and booking of TDS on income to appropriate head of accounts.
2. Appropriateness of deduction of TDS from salary in reference to Savings & Investments, Income from House Properties submitted by employees and also from third party payments in compliance of the provisions of the Income Tax Act. Verify timely payment of TDS amount to appropriate authorities. Review the correctness of the TDS returns before these are filed with the appropriate authorities. Verify from Income Tax site that the tax payments has been properly accounted for with Income Tax Authorities.
3. To certify individual tax calculation sheets for TDS calculation for Salary at the year end.
4. To advise and to assist in the preparation of Form 16 and 12 BA in regard to salaries and Form 16 A in regard to other party payments.
5. To advise and to assist in all TDS related issues.
6. To verify the segregation of all the expense heads in regard to deductibility/non-deductibility of TDS.
7. To verify that TDS has been deducted and deposited specifically in regard to Medical Bill payments to non-exempted hospital under Income Tax Act.
8. To verify that necessary accounting entries and payments to Income Tax Authorities have been made in time.
9. Facilitation in downloading of all TDS certificates from NSDL within the prescribed time and verifying the same.
10. To attend to all communications, notices of the Tax Authorities and to appear on all hearings before Tax Authorities.
11. Facilitation in preparation of quarterly TDS returns and uploading of the same with the NSDL. Also ensuring that TDS deducted and deposited under appropriate section.
12. Filing of correctness statement/Rectification of TDS Returns already filed, if required.
13. Other Tax related issues consequent to amendments in Income Tax Act, 1961.
14. Verify that all the provisions of Income Tax Act and related circulars issued by Head Office are complied with.
15. Compilation of information and preparation of Form 3CD in the prescribed format at the yearend along with all the annexure required by Head Office/Tax Authorities at the time of compilation of Tax Audit Report at Head Office.
16. Facilitation in settlement of Audit Queries, if any raised by Internal Auditors/Statutory Auditors.

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B. GOODS AND SERVICE TAX (GST)

1. Verify the statement /Ledgers in regard to GST paid by RO on input services, GST collected on output services, GST payable under Reverse Charge , adjustment of GST on input service as per eligibility and GST payable on output services . Also verify its booking under appropriate GL A/c.
2. Verify that invoices have been raised as per applicable provision under GST in r/o output services/services covered under RCM.
3. Verify that Regional Officers are taking Input Tax Credit as per applicable provision of GST Act/Rules at the time of making monthly payments with the appropriate authorities.
4. To verify that necessary accounting entries to GST ledger heads have been made in time.
5. To facilitate in preparation, checking, timely filing of monthly as well as annual GST return/s or any other return as applicable with the concerned authorities and verification of reconciliation of GST return(s) with the financial data available in Hudco account books & GSTN.
6. To provide guidance in regard to correction in regard to the data already incorporated in earlier GST return.
7. Facilitation in amendment of GST Registration required, if any.
8. To provide guidance In regard to show cause notice /order if any received from the Service Tax/GST authorities.
9. Confirmation in respect of the compliance of various circulars/instructions issued by various authorities/ Head Office in regard to GST from time to time.
10. To conform that all the applicable provisions of GST Act are complied with and bills are raised within the prescribed time as per GST Act and the same are accounted for in books of accounts properly.
11. Facilitation in settlement of Audit Queries , if any raised by Internal Auditors/Statutory Auditors.
12. Any other work/verification related to GST to be dealt with by Hudco in compliance with the provisions of GST Act.

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C. TDS ON PUBLIC DEPOSIT SCHEME

Review/Verification of TDS matters as follows:-

1. Form No. 15H/15G received from depositors are deposited with Income Tax department by 7th of succeeding month and the same is included in TDS Return.
2. Tax deducted at source against interest on deposits and brokerage paid on deposits is deposited with Income Tax department by 7th of succeeding month .
3. TDS on interest and brokerage is deducted at appropriate rates as applicable for that financial year.
4. The section under which TDS is deducted against interest on deposits i.e. Section 194-A and the Section under which TDS is deducted against brokerage paid on deposits i.e. Section 194-H is correctly filled up in the TDS challans deposited with the I.T. Department.
5. The details of Assessment Year are correctly filled up in Challans deposited with I.T. Department.
6. Facilitations in preparation of quarterly TDS Returns and uploading of the same with the NSDL for every quarter by 15th of the month succeeding the quarter incorporating the details of total taxable interest viz. details of Form 15 H/15-G and exemption certificates submitted by the depositors.
7. To advise and assist in all TDS related issues pertaining to Public Deposit Scheme.
8. To verify the segregation of all the expenses heads in regard to deductibility/non-deductibility of TDS.
9. Facilitation in downloading of all TDS certificates from NSDL and verifying the same.
10. To attend to all communications, notices of the Tax Authorities and to appear on all hearings before Tax Authorities.
11. Filing of correction statement/Rectification of TDS Returns already filed ,if required.
12. Other Tax related issues consequent to amendments in Income Tax Act.
13. Facilitation in settlement of Audit Queries , if any raised by Internal Auditors/Statutory Auditors.

General Provisions :

1. To keep the Hudco Regional Office up-to-date with regular updates regarding latest amendments in Direct & Indirect Taxation Rules & Regulations which could affect Hudco operations and specifically verify compliance of such amendments during routine verification of records.
2. Provide formal reply/clarification on firm's official letterhead wherever required/requested by Hudco Regional Office.

ANNEXURE – A

EMD Remittance Details & Bank Details

(To be submitted in separate sealed envelope)

Part – A : EMD Remittance Details :

EMD for an amount of Rs 2000/- (Rupees Two Thousand Only) in favour of HUDCO Ltd should be remitted through the Bidders Bank Account to HUDCO's Bank Account as per the details given below :-

Name of Beneficiary	HUDCO Ltd.
Bank Name & Branch	Canara Bank, Trinity Circle, Bengaluru
A/c Type & A/c No.	Current Account No.0792201002101
IFSC Code	CNRB0000792

It is entirely the responsibility of the Bidder to ensure the receipt of EMD amount in HUDCO's Bank Account as per the Schedule published for Tender opening. Any reasons for delay, non-receipt, return, etc. of EMD amount at HUDCO's Bank account in time, shall not be accepted and Bids without EMD amount, shall be liable for rejection, summarily.

Date of EMD Remittance	Bidder's Bank through which EMD is remitted	Branch Name, Branch Code, Branch IFSC	EMD Amount (Rs.)

Part-B : Bidder's Bank Details :

Bank Name:	
Bank A/c Number	
A/C type (SB / CA / OD / Others)	
Branch Name	
Bank Code	
IFSC Code No	
Branch Address	
Branch Telephone No.	

Before submitting this bid, I/We hereby accept all the terms and conditions mentioned in the NIT and it is certified that I/We have read and understood the terms and conditions.

Date:**Signature:****Name of Authorized Person:****Name of Agency:**

Offer for appointment of Tax Consultant in HUDCO Regional Office, Bengaluru
Technical Bid

1.	a) Name and address of the Firm & its Main proprietors/partners b) Address of Firm's Head Office at _____.	:		
2.	Year of establishment	:		
3.	Registration No. (enclose copy of Registration)	:		
4.	Names & Detailed Profile of Partners	:		
5.	GST registration no. (enclose copy of GSTIN Regn. Certificate)	:		
6.	PAN No.(enclosed copy of PAN card)	:		
7.	Performance certificate (enclose copies)	:		
8.	List of clients (Attach Separate Sheet)	:	Nature	Period
	a) No. of Partners (Minimum three)	:		
	b) No. of Paid Assistants {qualified (CA/CMA)/ semi qualified(CA/CMA-inter)}-(minimum five)	:		
	c) No. of other supporting /employed Staff.	:		
10.	Name/list of Partner and working staff available at Local Office (at _____)-(minimum one partner and 5 working staff)	:		
11.	Experience in providing service in regard to Direct Tax and Indirect Tax (minimum five years).Kindly enclose list/copies of work order for minimum five distinct financial years)	:	Year	Name of Client
12.	Experience in handling TDS/ Service Tax/GST related work including filing of TDS/Service Tax/GST Return in respect of Public Sector Undertakings. (at least two years out of last five years). Kindly enclose list/copies of work order for PSU clients for minimum two distinct financial years	:	Year	Name of PSU Client
13.	CA Firm should be presently handling GST related work in at least one Public Sector Undertaking. Kindly enclose copy of work order .	:	Name of PSU Client	

No. of enclosures :

Date :

Signature :
Name of Authorized Person :
Name of CA Firm :
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Annexure-C**Financial Bid for Appointment of Tax Consultant for Hudco , Bengaluru Regional Office**

Activities	Professional Charges Charges(Rs.)	GST as applicable	Total Annual Fee (Inclusive of GST)
Income Tax , Goods & Service Tax , TDS on Public Deposit Scheme as per Scope of Work at Annexure -I, II & III indicated in the NIT			

- Note :
1. The Certification Fee should not exceed the upper limit as prescribed at Point 5 of the tender document and should be in accordance to the estimated tender value of NIT.
 2. The fees quoted should be both in figures and words.

