

**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**SELECTION OF TAX CONSULTANT FOR INCOME TAX, VAT**  
**AND GST UNDER DIRECT AND INDIRECT TAX FOR THE**  
**PERIOD OF ONE YEAR FROM THE DATE OF ITS**  
**APPOINTMENT**



**OMNIBUS INDUSTRIAL DEVELOPMENT CORPORATION OF DAMAN & DIU AND**  
**DADRA & NAGAR HAVELI LTD**

**(A Government Undertaking)**

**Plot No. 35, OI DC Corporate Office, Somnath, Daman -396210**

**Tel/Fax: 0260-2241108 Website: [www.daman.nic.in](http://www.daman.nic.in)**

**CIN:U65923DD1992SGC001221**

Omnibus Industrial Development Corporation of  
Daman & Diu and Dadra & Nagar Haveli Limited  
(A Govt. Undertaking)  
Corporate Office: Plot No.35, Somnath, Nani Daman - 396 210.  
Tel: (0260) 2241120, 2241112, Fax: (0260) 2241108.  
Email ID: oidcdaman@gmail.com

## **DISCLAIMER**

The information contained in this Request for Proposal (the "RFP") document or subsequently provided to the Bidders, whether in documentary or any other form by or on behalf of the Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli Ltd., (henceforth referred to as "OIDC" in this document), Daman or any of their employees or advisors, is provided to Bidders, on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the OIDC to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their bid pursuant to this RFP (the "Bid"). This RFP includes statements, which reflect various assumptions and assessments arrived at by the OIDC in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the OIDC, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The OIDC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The OIDC, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any

loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Bidding Process.

The O IDC also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Bidder upon the statements contained in this RFP. The O IDC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that O IDC is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the Project and O IDC reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by O IDC or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and O IDC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

## **(A) BRIEF INTRODUCTION**


The Dadra & Nagar Haveli and Daman & Diu are tourists' centered places known for its Forts, Beaches, Gardens and Churches etc. The traditional culture of the Portuguese still exists. Dadra & Nagar Haveli and Daman & Diu are also industrial places as they are connected to Mumbai and Gujarat.

OIDC is a Government Company (unlisted) engaged in diversified activities like Housing Construction, Liquor, having Industrial Estates. As per the Income Tax Act, 1961 and as per Section 49 of VAT Act applicable for Dadra Nagar Haveli and Daman & Diu respectively. our Company is required to have Chartered Accountant Firm for conducting Audit of the Corporation. OIDC invites bids on single stage two bid system for **Selection of Tax Consultant for Income Tax, VAT and GST under Direct and Indirect Tax for OIDC.**

The authorized and paid-up share capital of the Company is Rs. 50 Crore and Rs. 20.07 Crore respectively. Presently the entire share capital is held by the Government of India.

OIDC registered office is located at Secretariate, Fort Area, Moti Daman – 396 220 and its Corporate office situated at Plot No. 35, Somnath, Nani Daman – 396 210 and division office located at Silvassa and Diu.

## Notice Inviting Tender (NIT)

	<p>Omnibus Industrial Development Corporation of Daman &amp; Diu and Dadra &amp; Nagar Haveli Ltd. (OIDC Ltd.)</p> <p>Notice Inviting RFP for “Selection of Tax Consultant for Income Tax, VAT and GST under Direct and Indirect Tax for the period of one year from date of its appointment”.</p>
<p>Bid for “Selection of Tax Consultant for Income Tax, VAT and GST under Direct and Indirect Tax for the period of one year from date of its appointment” is invited from the bidder meeting the basic eligibility criteria as stated in the bid document.</p>	
RFP documents available	<a href="http://www.daman.nic.in">www.daman.nic.in</a>
Bid Security/EMD	EMD of Rs. 5000/- (Rupees Five Thousand Only) shall be either in form of Demand Draft or Bank Guarantee of any Nationalized / Scheduled Bank.
Date of issue of RFP	07.07.2021 ( <a href="http://www.daman.nic.in">www.daman.nic.in</a> )
Pre Bid meeting date & time.	14.07.2021 at 11.00 hrs
Last date for submission of Technical and financial bid	21.07.2021 at 18.00 hrs
Technical Bid opening date	22.07.2021 at 16.30 hrs
Financial Bid opening date	26.07.2021 at 11.00 hrs
Address :	Office of the General Manager, OIDC, Corporate Office, Plot No. 35, Somnath, Nani Daman – 396210. Email: <a href="mailto:oidcdaman@gmail.com">oidcdaman@gmail.com</a>
<p>The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.</p> <p style="text-align: right;">General Manager OIDC Ltd. Daman.</p>	

## **(B) SCOPE OF WORK**

1. Income Tax Consultancy of
  - a. Filing of Income Tax Return as per Income Tax Act, 1961 (Including Assessment Proceeding before Income Tax Authorities such as ACIT, CIT(A) proceeding, other Miscellaneous Tax Notices Compliances etc.
  - b. Income Tax Consultancy, opinion, Tax planning and Transactions planning etc.
2. VAT Consultancy of
  - a. VAT Consultancy for Daman & Diu
  - b. VAT Consultancy for Silvassa (DNH)
  - c. VAT Consultancy for VAT Assessment, Appeal and Notices compliances etc.
3. GST / Service Tax Consultancy of
  - a. GST Consultancy for Daman & Diu
  - b. GST Consultancy for Silvassa(DNH)
  - c. Including Consultancy of filing GSTR and 9C.
  - d. GST consultancy for GST department Audit, Appeals, Notice Compliances and Return filing etc.
4. Consultancy for any other Direct and Indirect Tax matter as required by OI DC.

## **C) SCHEDULE FOR COMPLETION**

The firm will have provided service as stated in Scope of Work within the due date under the respective Acts.

## **D) TIME PERIOD FOR ENGAGEMENT-**

CA Firm will be appointed for the one year from date of its appointment. The selected CA firm may be re-appointed up to a maximum period of three years on annual basis depending upon their satisfactory performance of the firm in the previous year.

## 1. PRE-QUALIFICATION CRITERIA OF THE CA FIRM

The bids of only those CA firms will be considered, which satisfy the following eligibility criteria:

- i) The Chartered Accountant Firm is required to have Income Tax Permanent Account Number (PAN) and GST Registration Number.
- ii) The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per **Sub-Annexure-A-1**.
- iii) The CA firm should submit their turnover for the last 3 (three) financial years in the format attached at **Sub-Annexure-A-2**.
- iv) The CA Firm should have been in operation for minimum 5 years.

## 2. PAYMENT TERMS

- i) The professional fee quoted by the firm shall be valid for the entire contract period. Payment shall be made on completion of the contract period.
- ii) Invoice should be raised in duplicate in favor of "OIDC Ltd".
- iii) Statutory Taxes will be paid at prescribed rate during the contract period.
- iv) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payment made by OIDC.

## 3. OTHER GENERAL TERMS

- i) Complete Bid (Technical Bid & Price Bid to be submitted) with the prescribed bid forms should be submitted at the designated place **at Office of the General Manager, OIDC, Corporate Office, Plot No. 35, Somnath, Nani Daman – 396210** on or before the time and date fixed for submission of bid ("Bid Due Date"). Bid submitted after Bid Due Date and time will be rejected.
- ii) Format of Application must be completely filled in. Incomplete applications will be rejected outright.
- iii) Please ensure that date of establishment of registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.
- iv) All submitted documents should be signed by a Managing Partner with his name and under the seal of the firm.
- v) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.

- vi) Not more than one bid shall be submitted by one tenderer /bidder having business relationship.
- vii) The Bid shall be deemed to have been submitted after careful study and examination of this RFP document.
- viii) The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP document.
- ix) Failure to furnish all information or submission of a bid not responsive to this RFP will be at the Bidders' risk and may result in rejection of the bid.
- x) OI DC invites bids from Daman and nearby area of Daman i.e. Maharashtra or Gujarat.
- xi) Due to negligent act of the Bidder, if OI DC suffers losses, and incurs damages, the quantification of which may be difficult, the total amount of liquidated damages under this engagement shall not exceed 5% of the total value of the work order and the Bidder shall agree to pay such liquidated damages as defined.
- xii) The Bidder shall indemnify OI DC and keep indemnified for any loss or damage, cost or consequences that OI DC may sustain, suffer or incur on account of violation/noncompliance of any statutory requirement in conducting the assignment. The Bidder shall always remain liable to OI DC for any losses suffered by OI DC due to any negligence or fault on the part of the bidder, and the bidder also shall indemnify OI DC for the same Bidder is responsible and accountable for managing the activities of its personnel. Bidder shall be vicariously liable for any acts, deeds or things done by their employees which is outside the scope of work or authority vested or instructions issued by OI DC.
- xiii) The Bidders acknowledge that in the course of performing the obligations under this tender, each party shall be exposed to or acquire information of the other party, which such party shall treat as confidential. Neither party shall disclose the Confidential Information to a third part.

#### **4. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION**

- i) Registration certificate of the firm issued by the Institute of Chartered Accountants of India (ICAI).
- ii) Copy of Membership Card of the Partners issued by ICAI.
- iii) Copy of PAN card of the CA Firm.
- iv) Copy of GST Registration of the Firm.
- v) Copies of Balance sheet and Profit & Loss Account of last three years (2018-19, 2019-20 and 2020-21).



vi) Certificate of No Blacklisting as per *Sub-Annexure-A-1*.

5. General Manager, Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli Ltd., (OIDC) reserves the right to accept or reject any or all the offers received or cancel bidding process prior to award of any contract, without assigning any reason whatsoever.

6. Selection of firm will be done only after detailed scrutiny of the credentials of the firm.

## **7. SUBMISSION AND EVALUATION OF THE RFP**

Interested firms meeting all the pre-qualification criteria as mentioned in point-1 above may submit their offer in the prescribed Annexure /sub-Annexure of the RFP.

- i) ***Annexure-II*** duly filled pre-qualification-cum-technical Bid along with all supporting documents duly signed with Seal of the authorized partner should be submitted in physical format.
- ii) ***Annexure-III*** duly filled Financial Bid for OIDC should be submitted in physical format.

**PRE- QUALIFICATION-CUM-TECHNICAL BID**  
(To BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)

Sl.No.	Particulars	
1	Chartered Accountant Firm	Name & address of the firm
		Name & Address of authorized partners
		Telephone Number with STD code
		Mobile No.(s) of Partners
		e-mail ID
		(Submit copy of supporting document regarding address of the firm)
2.	Pre-qualification Criteria	PAN number of the CA Firm (Submit Copy)
a)	The CA Firm is required to have Income Tax Permanent Account Number (PAN) and GST Registration.	GST Registration No. (Submit Copy)
b)	The average gross professional fee received/earned by the firm in last three financial years (2018-19, 2019-20 and 2020-21) as Centre-wise mentioned in the RFP document.	Details to be provided as per <i>SUB-ANNEXURE A-2</i>
c)	The CA Firm should have at least 5years experience in Audit of Annual Accounts of Central Autonomous bodies/ other organization particularly in education field / Public Sector Undertakings and Filing of Returns of Income Tax. Refer RFP Document	Details to be provided as per <i>SUB-ANNEXURE A-3</i> . (Submit copy of establishment of the Firm) (Attach copy of work orders as evidence)
d)	Numbers of Article Clerk/ Staff and other staff on payroll of firm	No. of Articles and other performing audit /accounting work (in figures and words)
e)	The firm or any partner of the firm should not be black listed.	Submit self declaration Certificate as per Sub-Annexure-A-1

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time. OI DC is at liberty to reject the proposal/work awarded to this CA Firm.

Date:

OFFICE SEAL

Signature:

Name:

Designation:

**ANNEXURE-III**

FINANCIAL BID  
(To be filled by bidder)

Name & address of the firm:-

(Figures in Rupees)

**FINANCIAL PROPOSAL FORMAT**

**“ON THE LETTER OF CA FIRM ”**

Date:

We \_\_\_\_\_ (name of the firm) having address at \_\_\_\_\_ do hereby apply in pursuance of RFP dated \_\_\_\_\_ to your Company for providing following professional service in your Company. Please find our financial quote as follows:

<b>Sr. No.</b>	<b>Type of Professional Services</b>	<b>Unit</b>	<b>Total amount in Rs. (Inclusive of all taxes / charges)</b>
4	Consolidated fees for Consultancy work as stated in Scope of Work. (Income Tax, VAT, GST and other miscellaneous services for OI IDC)	Yearly	

The above fees is inclusive of all taxes and of travelling expenses like lodging and boarding expenses, out of pocket expenses, etc. We assure your good office that the charges quoted above are full and final and no other additional charges will be applicable for providing any or all of the professional services mentioned above.

Thanking You

Yours Faithfully

For Name of Firm

Name of Chartered Accountant making application

Mem No.

FRN No.

Place :

Date :

**SUB-ANNEXURE: A-1**

Self – Declaration – No Blacklisting

(On the letter head of the Firm)

To,  
The General Manager  
OIDC, Corporate Office, Plot no. 35,  
Somnath, Nani Daman – 396 210.

In response to the Request For Proposal (RFP) for selecting Tax Consultant for Income Tax, VAT and GST under Direct and Indirect Tax for OIDC. I/ We hereby declare that presently our Chartered Accountant (CA).....is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures \_\_\_\_\_

Name \_\_\_\_\_

Seal of the CA Firm \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

**SUB-ANNEXURE: A-2**

Details of CA Firm's professional income  
(Gross professional Fees received/earned)

*(Rupees in lakhs)*

Particulars	Financial Year 2018-2019	Financial Year 2019-2020	Financial Year 2020-2021
Gross Professional fees received/ Earned			

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Date:

OFFICE SEAL

Signature:

Name:

Designation: