



GURU NANAK DEV UNIVERSITY, AMRITSAR

EXPRESSION OF INTEREST (EOI) NOTICE

Advertisement No. 13/2020

Expression of interest (EOI) from reputed tax consultancy firms are invited for engagement as Tax consultants (Direct/Indirect tax matters) to Guru Nanak Dev University, Amritsar. For more details, kindly visit the University website www.gndu.ac.in. The last date for receiving the hard copy of the EOI proposal along with the relevant documents is 16/12/2020 at 1500 hrs.

Amritsar
23.11.2020

Registrar

Advertisement No. 13/2020

Expression of Interest (EOI)

For Engaging Professional Tax Consultancy Services

For



GURU NANAK DEV UNIVERSITY, AMRITSAR (PUNJAB)-143005
(A State Government University)
G.T Road, Amritsar-143005 (Punjab) Tele 0183-2258802-09, 2450601-14
E-mail: reg_gndu@yahoo.com www.gndu.ac.in



GURU NANAK DEV UNIVERSITY
(A State Government University)
G.T Road, Amritsar-143005 (Punjab)
Tele 0183-2258802-09, 2450601-14
E-mail: reg_gndu@yahoo.com www.gndu.ac.in

No. GNDU/TAX CONSULTANT/2020-21

Date : 23-11-2020

REQUEST FOR EXPRESSION OF INTEREST

To

Sub: EOI for Appointment of Tax Consultant for Taxation matters.

Guru Nanak Dev University (GNDU), Amritsar is inviting Expression of Interest for engaging a professional Tax Consultant firm for Direct / Indirect Tax Matters. EOI has been invited from reputed tax consultancy firms having offices in Amritsar.

Last date and time for submission of EOI : 16.12.2020 at 1500 Hrs

Due date and time for opening of Technical bid : 16.12.2020 at 1600 Hrs

Place of receipt of EOI:

**Guru Nanak Dev University,
G.T Road, Amritsar-143005
Tel: 0183-2258802-09, 2450601-14
Email: reg_gndu@yahoo.com**

EMD/Bid Security Details:

Not Applicable

Please go through the attached EOI document along with Bid Evaluation Criteria (BEC). EOI complete in all respects should reach the office of **Registrar, Guru Nanak Dev University, Amritsar – 143005** on or before the due date & time. EOI received after the due date and time is liable to be rejected.

EOI should be valid for 3 months from the date of opening of bid.

EOI received through Fax/E-mail will not be acceptable.

GNDU reserves the right to accept or reject any or all EOI proposals received at its absolute discretion without assigning any reason whatsoever.

Yours sincerely

Sd/-
(Dr. K.S Kahlon)
Registrar



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(A State Government University)
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E-mail: reg_gndu@yahoo.com www.gndu.ac.in

NO. GNDU/TAX CONSULTANT/2020-21

DATE: 23-11-2020

TO

All Selected Bidders

INVITATION OF EOI

Dear Sirs,

Sealed EOI under "TWO BID SYSTEM" are invited for selection of Tax Consultants for Direct / Indirect Tax matters for a period of three years as per Scope of Work in the prescribed Bid format attached to this Bid document. The details of the EOI are given below:-

1. EOI No. : NO. GNDU/TAX CONSULTANT/2020-21/1
2. Description of services : **Engagement of Tax Consultant for Tax matters**
3. Closing date & time for submission of EOI : **16.12.2020 at 1500 Hrs**
4. Date & time of opening of Bid:
 - a) Technical bid : **16.12.2020 at 1600Hrs**
 - b) Financial bid : After evaluation of Technical Bid
5. EOI validity upto : 3 months from the date of opening of Bid.
6. Correspondence Address : Registrar, Guru Nanak Dev University, Amritsar-143005

This Request for EOI document for engagement of Tax Consultant for Indian Tax matters consists of the following:

- i. Chapter 1 Introduction and Scope of work
- ii. Chapter 2 Instructions to Bidders
- iii. Chapter 3 Format of Bid
- iv. Chapter 4 Bid Evaluation Criteria
- v. Chapter 5 Major Terms & Conditions of Engagement

"TWO BIDS SYSTEM" shall be followed for this tender. Bidder should take due care to submit EOI in accordance with requirement in sealed covers. Bid Evaluation Criteria, shall be the basis for evaluation of EOI. GNDU wants to finalize this EOI within a limited time schedule. GNDU will not entertain any modification subsequent to opening of bids and bids not conforming to EOI conditions shall liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of EOI document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

In case of any clarification required relating to this tender, the same can be sought from the following officers of the University:

1. Deputy Registrar Finance
GND University, Amritsar-143005
Email Id: fdo@gndu.ac.in
Phone: 0183-2258802-09
Mobile No. 9780519238
2. Assistant Registrar Accounts
Email Id: ar2@gndu.ac.in
Mobile No. 7340781607

Yours faithfully,

Sd/-
(Dr. K.S Kahlon)
Registrar

CHAPTER 1 - INTRODUCTION AND SCOPE OF WORK

1.1 THE UNIVERSITY

Guru Nanak Dev University was established at Amritsar on November 24, 1969 to mark the 500th birth anniversary of Sri Guru Nanak Dev Ji. It is both a residential and an affiliating university. In conceiving the future course of the University, the objectives enshrined in the Guru Nanak Dev University Act 1969, emphasized that the new University would make provision for imparting education and promoting research in the humanities, learned professions, sciences, especially of applied nature and technology. The University is located at Amritsar (Punjab) and its three Regional Campuses and thirteen Constituent Colleges located at different Districts {Amritsar, Tarn Taran, Gurdaspur, Shaheed Bhagat Singh Nagar, Jalandhar & Kapurthala} of Punjab.

1.2 Scope of Work:

GNDU intends to engage a tax consultant firm having vast experience in handling various Govt. / Educational University's direct / indirect taxation issues arising from time to time regarding Indian taxation for a period of three years. The Consultant shall provide consultancy services as per the scope of work indicated below:

1.2.A Regular Tax Advisory services

- Advice & Assist the Deputy Registrar, {Finance & Development} in all matters relating to the taxation (Income Tax, GST, Property Tax etc.) applicable to University.
- Be responsible for the applicability & implementation of provisions of Income Tax and GST Act and any other direct or indirect tax etc. to the University.
- Implement in time, the agreed rules and regulations and generally accepted law of land in respect to direct and indirect tax applicable to the university.
- Responsible for timely deposit of various applicable direct & indirect taxes into Govt. account.
- Filing of quarterly & annually statutory TDS, GST returns with departments within stipulated time.
- Responsible for timely audit (quarterly & yearly) of GST and Income tax accounts and suggest remedial action in its reports.
- Responsible for filing annual financial return of University with Income Tax department & GST returns with in stipulated time.
- Preparing Internal Control Matters and variance Analysis report in respect to taxation at the end of each quarter.
- Responsible for getting various exemptions under Income Tax Act such as 12AA / 10(23)C (vi), 80G, Deduction of TDS on lower rate u/s 197 etc. and other legitimate exemptions under Income Tax Act and GST Act which are in favors of University.
- Guide the University of its Statutory Liabilities as per law & guidelines issued from time to time by the Govt.
- Ensure fulfilment of all requirement in case of foreign remittances / payments like honorarium, remuneration etc.
- Responsible for establishment of appropriate records and practices necessary for the Internal and Statutory Tax Audit or any other purpose.
- Will supply timely management reports as follows :
 - ❖ Checking & verification of all vouchers in respect to taxation.
 - ❖ Reconciliation of the tax deposit, tax received and tax due at the end of each month.
 - ❖ Reporting for the outstanding tax not discharged off timely and reason thereof.

- Ensure the preparation, calculation and correctness of deduction of GST & Income tax in all matters.
- Be responsible for timely conduct of the Internal and Statutory Audit of the GST & TDS under Income Tax Act & GST Act.
- Monitor progress and prepare the compliance report on the tax audit objections raised by the Govt. Auditors / departments.
- Ensure that the taxation policies of University are in accordance with the relevant legislations / act pertaining to State / Central Govt. and requirements of any other statutory body and are being complied with.
- Ensure that all statutory liabilities are paid on or before schedule time and all necessary returns are filled by the due date.
- Maintain close liaison with Income Tax / GST and local statutory authorities with a view to ensure smooth functioning of the University.
- Guide & Supervise the work of all the staff in the taxation department and be accountable for their actions.

In addition to these, the following regular advisory services shall be given by the tax Consultant:-

- I. Assistance to GNDU in connection with all assessment proceedings initiated by appropriate authorities of Income Tax and GST 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.
- II. Advising GNDU for further course of action consequent to assessment/ reassessment/ rectification orders issued by the Income Tax Authorities and GST, 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 GNDU in various Statutory Authorities and representing GNDU in pending cases in respect to Income and GST cases.
- III. Assisting GNDU in tax planning, assessing its tax positions and advising on various economically efficient options available as and when required including advance tax planning.
- IV. Pursuing, assisting and coordinating with Income Tax Authorities for timely getting the refunds due to GNDU.
- V. Rendering expert opinion as and when required by GNDU including its Regional Campuses and Constituent Colleges for all the taxation issues including indirect taxation matters, direct tax, GST etc. Updating GNDU on all day to day changes in relevant taxation laws and suggesting measures for effective adaptation of changes in GNDU, wherever required.
- VI. Review/ vetting of Annual Income Tax Return & GST Annual Return of GNDU for each financial year, including review of computation of tax, admissibility of exemptions/ deductions available to GNDU and all other matters related to direct & indirect Tax.

1.2.B Specialized services on Call out basis

Further to above Scope of Work, GNDU wants to avail the special services of Tax Consultant for representing it in ITAT/AAR and GST authorities whenever there is a requirement to pursue the case in ITAT/AAR. This will be a separate work assigned to the Tax Consultant as and when required. The scope of work for this activity shall include the following:

1. Preparation and filing of appeal/application before ITAT/AAR including Drafting of Grounds of Appeal and Statement of Facts, preparation and filing of written submissions/paper book.
2. Representing GNDU in hearings by a senior counsel having experience in dealing with ITAT cases as specified in Minimum evaluation criteria.

CHAPTER 2 - INSTRUCTIONS TO BIDDERS

Two Bid System is to be followed for submission of EOI. The first inner sealed envelope (Envelope no.1) superscribed "Technical Proposal" will contain all the details including the details required under chapter 3 except the Financial proposal sought in Item B of Chapter 3 which shall be left blank. The second inner sealed envelope (Envelope no. 2) superscribed with "Financial Proposal" will contain only the Financial Proposal as sought in item (B) of Chapter 3. Both sealed envelopes (i.e. Envelope no. 1 & 2) must be put in a separate envelope which is also required to be sealed and superscribed with

" 'EOI FOR SELECTION OF TAX CONSULTANT FOR TAX MATTERS'

EOI No. GNDU/TAX CONSULTANT/2020-21

Date of opening: 16.12.2020

Do not Open before: 16.12.2020 at 1600 Hrs

Name & Address of the bidder: -----

_____ "

The sealed envelope containing sealed Envelope no. 1 & 2 must reach us on or before EOI submission date and time at the address of Registrar, Guru Nanak Dev University, Amritsar - 143005.

1. The bidder shall be responsible for all costs associated with the preparation of this proposal, if any regardless of the conduct or outcome of the bidding process.
2. In case of any dispute, whatsoever in connection with EOI, the decision of GNDU shall be final and binding.
3. Bidders should ensure that EOI is delivered before scheduled date, time and place as per instructions given at above. Late EOI shall not be considered. If the last date of submission and opening of the EOI happens to be a holiday, the EOI shall be opened on the next working day.
4. The proposal submitted by the bidder should be valid for acceptance for a period of 90 days from the opening date of EOI. In exceptional circumstances prior to expiry of original EOI validity period, GNDU may require the bidder to extend the period of validity for a specified additional period.
5. This document of EOI is not transferable. The invitations and all communications pursuant to its terms are confidential and are not to be disclosed to any person other than the addressee without prior written consent of GNDU.
6. GNDU may seek clarifications on the EOI submitted by the bidders.
7. The scope of work shall be as defined in the bidding document.
8. At any time prior to the deadline for submission of EOI, GNDU may, for any reason, whether on its own requirement or in response to a clarification requested by prospective bidders, modify the bidding document by issuing addenda.
9. A bidder shall submit only one EOI for entire scope of work. Assigning part of work/ tie up arrangement is not allowed.
10. The bidder shall quote prices only as per the format given in the Financial Proposal (Part B of Chapter 3). In the price bid, the bidder shall quote both in words and figures without any correction or overwriting. The prices quoted by the bidder shall remain firm and fixed (Taxes as applicable shall be paid extra).
11. Bidder to note that this is a Zero Deviation bidding document.

CHAPTER 3 – FORMAT OF BID

The consultancy firms are required to submit the technical proposal and financial proposal separately.

A. Technical Proposal

The technical proposal shall necessarily contain the following:

1. A brief description of the bidder's organization and an outline of the work experience, specialization and other material information about the organization.
2. Past work experience in brief along with the current assignments handled especially mentioning the major clients handled at the level of ITAT/ AAR and CIT (Appeals). Bidders are required to confirm the fulfilment of the evaluation criteria in the following areas:
 - a) Bidder shall mention their existence in the tax consultancy services for atleast 5 years or more.
 - b) Bidder shall mention similar experience of rendering tax consultancy services in any of the last five years to a University/Educational Institutions of repute / Government institution or undertakings.
3. Major clients served by the bidder organization in the past alongwith the present assignments enlisting the nature of work may be given.
4. Brief detail of qualified professionals employed by the bidder organization alongwith complete detail of team members proposed for GNDU assignment including their name, experience, profile, specialization etc. keeping in view the requirement mentioned in bid evaluation criteria are required to be furnished by the bidder.

For the execution of GNDU assignment, the bidders are required to furnish a work plan for effective execution of the assignment after clear understanding of the requirement keeping in view the activities of GNDU and the overall financial sector.

Bidder shall commit a team of qualified professionals for handling GNDU assignment keeping in view the Evaluation Criteria (Chapter 4). The details of team members proposed for GNDU assignment is to be provided as below:

S.No.	Name of team member	Level in the Bidder organization	Post qualification and other relevant experience

Resume of the proposed team members may also be attached separately.

The team members must be promptly available for the assignment as and when required. The bidder must demonstrate in their EOI to the satisfaction of GNDU that the proposed team members possess the relevant and suitable capability and experience for the assignment.

1. Bidders are required to confirm the acceptance to the entire scope of work given in 1.2 of Chapter 1 after clear understanding of GNDU's requirements.
2. Bidder organization's financials for the last three financial years including average annual fee income.
3. Confirmation that the team members identified for GNDU assignment are located in Amritsar as specified in the EOI evaluation criteria.
4. Number of "qualified tax professionals" employed on full-time basis in Amritsar.
5. Bidder's address in Amritsar including tel.no/fax no. and contact person's mobile no. and e-mail ID.

B. Financial Proposal

- 1) The bidder is required to furnish the financial proposal in a separate sealed envelope in the following format:

(i) Quote for Regular Tax Advisory services

Particulars	Annual Lump sum professional fee (Rs.)
<u>1.2.A Tax Advisory services</u> For rendering of regular tax advisory services as mentioned in 1.2.A of Chapter 1 (Scope of Work)	

(ii) Quote for specialized services on call out basis

Particulars	Basis	Amount(Rs.)
<u>1.2.B Specialized services on call out basis</u> 1. Preparation, filing and written submission for ITAT/AAR/GST authorities as mentioned in 1.2.B of Chapter 1 (scope of work)	Lump sum Per appeal	
2. Representation before ITAT/AAR /GST authorities as mentioned in 1.2.B of Chapter 1 (Scope of work)	Per effective hearing	

- 2) The quoted fee should be inclusive of all out-of-pocket expenses and any other incidental expenses.
- 3) The quoted fee should be exclusive of applicable tax. Applicable tax shall be borne by GNDU as applicable.
- 4) Bidders are required to quote financial proposal/ fee structure strictly as sought above.

CHAPTER 4 –BID EVALUATION CRITERIA

Bidders are required to comply with the following essential criteria:

- 1) EOI should be submitted strictly as per Bid Format given in Chapter 3. Bidders not submitting the EOI in this format are liable for rejection.

A. Technical Bid Evaluation

- 2) The team members must have relevant Indian tax advisory experience as below:

Sl. No.	Level of assignment	Relevant Experience of the team member
1.	Representing before ITAT	08 years or more
2.	Representing before CIT(Appeals)	08 years or more
3.	Providing opinion on income tax matters	08 years or more
4.	Attending hearing for Regular assessments and all regular activities covered under scope of work	04 years or more

Out of the assignment level mentioned at Sl No. 1, 2 and 3 above, atleast one senior member meeting the above relevant experience should be assigned for GNDU assignment on work requirement basis. For the remaining level of assignment mentioned at Sl. No. 4, atleast two team members meeting the above relevant experience should be assigned for GNDU assignment on work requirement basis.

3. Bidder must have office in Amritsar and the team members identified for GNDU assignment should be located in Amritsar. Team members identified for GNDU's assignment should be qualified tax professionals.
- 2 The Bidder organization should have a minimum strength of 05 qualified professionals on fulltime basis.
- 3 Bidder organization should have been in the field of rendering tax consultancy services for at least 5 years or more.
- 4 The bidder should have similar experience of rendering consultancy services in any of the last five years to a University/Educational Institutions of repute / Government institution or Govt. undertakings.
- 5 The bidder must confirm acceptance to the scope of work given at Para 1.2 of Chapter 1.
- 6 After evaluation of Technical Bid, only those bids which qualify all the evaluation criteria will be considered for opening of Financial Bid under intimation. During evaluation process, if found unsuitable, GNDU may reject any EOI without assigning any reason and without any clarification / correspondence.

B. Financial Bid Evaluation

- 7 The bidders are required to furnish the financial proposal in a separate sealed envelope.
- 8 The bidders are required to quote for the entire scope of work as per the format of Financial Proposal given in Part B of Chapter 3 and any bidder not agreeing to this shall be rejected.
- 9 Price evaluation and comparison of the EOI shall be done based on the following basis:

i)	Annual lumpsum professional fee (for regular tax advisory services as per (i) of Financial Proposal)	-	-----
ii)	Lumpsum professional fee for filing Of ITAT/AAR (as per item 1 of (ii) of Financial Proposal)	-	----- X 2: -----
iii)	Per appearance fee for item 2 of Financial Proposal	-	----- X 5: -----
	Total price of the bidder for evaluation		----- ----- -----

Multiplication by variable 2 for item no. ii and 5 for item no. iii above shall be done only for evaluation purpose.

CHAPTER 5 -MAJOR TERMS AND CONDITIONS OF ENGAGEMENT

1. DURATION OF CONTRACT

The duration of the Contract shall be three years from the Effective Date, unless terminated by GNDU by giving two months' notice without prejudice to the rights and obligations of the parties up to date of notice of termination by GNDU.

2. Execution of assignment

For execution of complete scope of work, the tax consultant will establish a team of qualified professionals as per the requirement of GNDU. The Tax consultant is solely and exclusively responsible for all the acts of its team members. The deputed professionals shall visit GNDU on regular intervals for completion of all the assigned work, getting clarifications/ documents and also for rendering of advisory services as and when required by GNDU.

3. Terms of payment

I.

(i) For Regular work- on quarterly basis after successful rendering of services for each quarter.

(ii) For specialized work-

a) Preparation, filing of appeal, submission of paper book and written submissions- 50% of the agreed fees after Completion of filing activity. Balance 50% of the agreed fees after successful completion of first hearing.

b) Representation before ITAT/AAR- After successful completion of hearing

II. No fees will be paid for any infructuous hearing/ adjournment.

III. In case of common/ repetitive issues filed at the same time for different assessment years, all appeals filed will be considered as single appeal.

4. CONFIDENTIALITY

Tax Consultant shall during the tenure of the Contract and at anytime thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by GNDU, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through Tax consultant or its personnel or agents.

5. Others

Tax consultant is required to certify that it will adhere to the Policy for Prevention of fraud in GNDU and not indulge or allow anybody else working in our organization to indulge in fraudulent activities and would immediately apprise GNDU of the fraud/ suspected fraud as soon as it comes to its notice.