



VISAKHAPATNAM PORT TRUST
FINANCE DEPARTMENT

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TENDER FORM

1. ORGANISATION : VISAKHAPATNAM PORT TRUST (VPT)
2. DEPARTMENT : FINANCE DEPARTMENT
3. REF NUMBER : **FA/TAX-DT/2021-22/001**
4. BRIEF DESCRIPTION OF SERVICES : **INCOME TAX CONSULTANCY SERVICES & INCOME TAX AUDIT SERVICES.**
5. ESTIMATED TENDER COST : Rs. 36,00,000/- (RUPEES IN WORDS: THIRTY SIX LAKHS ONLY) EXCL. G.S.T
6. CONTRACT PERIOD : PERIOD OF 3 (THREE) YEARS FROM THE DATE OF AWARD OF THE CONTRACT & EXTENDABLE FOR ANOTHER 2 (TWO) YEARS ON MUTUAL CONSENT ON SAME TERMS AND CONDITIONS & RATE OF THE CONTRACT.
7. LAST DATE AND TIME FOR RECEIPT OF BIDS : **15/07/2021 up to 15.00 Hours (Technical Bid will be opened on 16/07/2021)**
8. OFFICER INVITING BIDS : F.A & C.A.O
9. BID OPENING AUTHORITY : F.A & C.A.O
10. OFFICE ADDRESS : O/o F.A & C.A.O, 2ND FLOOR, ADMINISTRATIVE OFFICE BUILDING, VISAKHAPATNAM PORT TRUST, PORT AREA, VISAKHAPATNAM – 530 035 ANDHRA PRADESH, INDIA.
11. CONTACT DETAILS : Sr. Accounts Officer O/o F.A & C.A.O.
Ph.: 0891-2873227/3229
+91-8340901116
srirokkam.vpt@gov.in

F.A & C.A.O

VISAKHAPATNAM PORT TRUST

Visakhapatnam Port Trust is an Autonomous body form under Major Port Trust Act, 1963. The Port Services are subject to income Tax and other tax proposed by Government time to time. The information about the Visakhapatnam Port Trust is available in the website of the port at <https://www.vizagport.com/>

Annual Accounts & Administration Reports: The annual accounts of Visakhapatnam Port Trust for the financial years 2014-15 to 2019-20 are available at <https://www.vizagport.com/annual-accounts/> & <https://www.vizagport.com/reports/adminstrative-report/>

VPT Financials & Non-Financial Data:

The following is the VPT financials for the last 3 (Three) years as general information

(Rs. in Crores)

Sr.	Particulars	FY 2019-20	FY 2018-19	FY 2017-18
1	Operating Income	1404.18	1201.39	1063.81
2	Operating Expenditure	662.55	591.01	541.70
3	Operating Surplus (1-2)	741.63	610.38	522.11
4	Finance & Misc. Income	107.65	99.41	133.57
5	Finance & Misc. Expenditure	543.45	508.89	396.16
6	Net Surplus (3+4-5) (PBT)	305.83	200.90	259.52
7	Provision for Taxation	31.44	76.40	63.66
8	Profit After Tax (6-7) (PAT)	274.40	124.50	195.86

The following is the other relevant data for the last 3 (Three) years as general information

Particulars	FY 2019-20	FY 2018-19	FY 2017-18
Total Traffic (in Million Tonnes)	72.72	65.30	63.54
Container Traffic (TEUs)	5,03,630	4,50,460	3,88,624
Total Ships entered	2,165	2,055	2,012

Sources of Revenue:

VPT revenue is broadly categorised as Traffic, Non-Traffic and Other F&M.

Major Areas of Expenditure:

- Construction of berths, buildings, rail track and other capital expenditures.

- Procurement of plant & machinery, equipment, furniture, vehicles, store, spares, software, computers etc
- Works contracts including annual maintenance contracts.
- Security services provided by Government Agencies like CISF etc.
- Hiring of manpower, vehicles, legal services, professional services
- Salaries and wages
- Expenditure on CSR activities
- Import of Tug spares

THE VPT BOOKS OF ACCOUNTS ARE BEING MAINTAINED IN SAP (ERP) & OTHER MODULES AND THE BILLING IS BEING DONE IN POS SOFTWARE.

Income Tax pending assessments (inclusive and not exhaustive) summary may be obtained at <https://www.vizagport.com/annual-accounts/> & <https://www.vizagport.com/reports/adminstrative-report/>

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F.A & C.A.O**

GENERAL INSTRUCTIONS TO THE BIDDER

1. The technical bid and the financial bid must be sealed in separate envelopes super-scribing "Technical Bid" and "Financial Bid" and both these two envelopes must be placed in a third envelope super-scribing "TENDER – INCOME TAX CONSULTANCY SERVICES & INCOME TAX AUDIT SERVICES". This third envelope should be sealed and addressed to "The Office of F.A & C.A.O, 2nd Floor, Administrative Office Building, Visakhapatnam Port Trust, Port Area, Visakhapatnam – 530 035" and should reach the Administration Department either by hand delivery or post or courier on or before the stipulated time. Bid document without sealed condition shall not be opened. The bid received through Fax or E-mail or in any other mode will be rejected.
2. Tender Fees is waived off.
3. The firm should pay an Earnest Money Deposit (EMD) for Rs. 60,000/- (Rs. Sixty thousand only) by RTGS/NEFT/Transfer to the following Bank Account.

Particulars	Details
Name of the Beneficiary	Visakhapatnam Port Trust
Bank Account No	30387186900
Name of the Bank	State Bank of India
Name of the Branch	Port Branch
IFSC	SBIN0001740
Bank Address	Port Area, Visakhapatnam - 530035 Andhra Pradesh, India

No interest shall be paid on the EMD paid by the bidder.

The Bidder shall upload the copy of the transaction details with the details of UTR Number along with technical bid, failing which the bid will be summarily rejected & the details of the EMD transfer i.e UTR No. & Date of Transfer shall be specified in the Letter of Submission – Covering Letter (**Format – I**)

VPT shall not be liable / responsible for any connectivity / internet problem either with user side / NIC / Bank. It is in the own interest of the bidders, bidders may get it verified from Bank that the requisite money has been received by VPT for the NIT in which they are participating.

4. The bidder shall sign and seal all the documents in the Technical Bid, owning the responsibility for their correctness / authenticity otherwise, it will be rejected.
5. Bid received after the said date and time will be rejected. Hence, such bid shall be returned unopened to the bidder.
6. In the event that the specified date for the submission of bid offers is declared a holiday, then the bid will be received up to the prescribed time on the next working day.
7. Any change that will be made in the tender document by competent authority after issue of tender will be intimated in the form of corrigendum for incorporating the same in the tender document in the VPT website.
8. No alteration and addition anywhere in the tender document are permitted. If any of these are found, the tender document will be summarily rejected.
9. The tender will be valid for a period of 90 days from the date of opening of tender. The firm quote shall remain valid for 90 days from the last date of submission of the tender. Validity of price bid shall be 90 days from the date of opening of the Tender.
10. The bidder or authorized person of the bidder is allowed to take part in the opening of bid and for the same they should submit the identification card or authorization letter. Absence of bidder or representative shall not impair legality of the opening procedure.
11. After opening of technical bid, the same shall be evaluated subsequently, so as to ensure that, the bidders meet the minimum eligibility criteria as specified in the tender document.
12. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist the examination, evaluation, comparison and qualification of the bidders, the VPT may, seek clarification from the bidder. If the reply is not received within the stipulated time, the Technical Bid will not be considered.
13. Only the bidders who qualify the technical bid shall be invited in advance for financial bid opening.
14. Tender notice and the general conditions shall form the part of the contract.

15. Visakhapatnam Port Trust reserves the right to suitably increase/reduce the scope of the work put to this Bid.
16. The bidder shall quote the financial bid in the specified page only (**Format – III (BOQ)**).
17. Visakhapatnam Port Trust reserves the right to cancel the tender at any time.
18. Pre-bid Meeting: Bidder may get clarification on the tender/scope on or before 05/07/2021. Any queries may be sent before 05/07/2021 to the email id: srirokkam.vpt@gov.in. No individual replies will be given to the bidders. All the replies will be uploaded in the VPT website as pre bid queries which will form part of tender conditions.

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F.A & C.A.O

GENERAL TERMS & CONDITIONS

1. Period of Contract: The Period of engagement of consultant shall be for 3 (Three) years from the date of letter of acceptance by the consultant. If VPT feels satisfied with services provided during the period of contract, the contract may be extended for another 2 (Two) years with the approval of Competent Authority and mutual consent, with same terms and conditions and rate of the contract.
2. Payment Terms: No Advance shall be paid by VPT. The payment shall be released every month. All payment shall be subject to recoveries towards statutory deductions. The payment will be made by electronic transfer.
3. Commencement of Work: The successful bidder shall commence the work on or before 7 days from the day of receipt of the "Work Order", else the EMD amount of the successful bidder shall be forfeited and the order will be placed to the next successful bidder.
4. Security Deposit: The Successful bidder shall be required to pay the 5% of the contract value towards security deposit. SD so required can be deposited by the bidder or can be deducted by VPT from the payment to be made. The SD amount so recovered or deposited will be released after 6 months from the successful completion of the contract. No interest shall be paid on SD deposited by the party.
5. Performance Bank Guarantee: The successful tenderer will be required to submit account payee performance bank guarantee of 5% of the value of the entire contract on or before 15 days from the date of receipt of the "Work Order". The same will be receivable in the form of Bank Guarantee from a Nationalized/Scheduled Bank. Performance Bank Guarantee should remain valid for a period of 6 months beyond the date of completion of all contractual obligations.
6. Indemnity Clause: VPT shall recover damages/losses in the event of deficiency in services, certifications, opinions and non-compliances of GST Law which results in pecuniary loss to VPT. Also in the event of non-completion of the contract or inadequate performance loss, the loss will be recovered from the performance guarantee / charges payable to the consultant. In the event of non-compliance of GST rules like non filing of returns within due date, the penalty as provided in the GST Act/Rules shall be recovered from the consultants.
7. Foreclosure of the contract: Either party can foreclose the contract by giving two months' notice in advance. The fees shall be payable

up to the period of completed service and no compensation under any circumstances is payable on account of foreclosure.

8. Termination of the contract: The contract is liable for termination for any deficiency in any service by giving one month notice. No compensation is payable under any circumstances on account of such termination. The fees shall be payable only up to the date of serving the notice of termination. In case of termination, the fact will be brought to the notice of The Institute of Chartered Accountants of India. The decision of VPT in this regard is final and binding.
9. Undertaking: The successful bidder has to execute an undertaking on Rs. 100/- stamp paper for undertaking the assignment as per the scope of work specified under special terms and conditions of the tender and to comply with the general terms and conditions of the tender.
10. Declarations: A self-declaration should be provided by the bidder on the letterhead of their organisation/firm as per **Format - II** on the following points
 - a. The bidder should not have been blacklisted for supply of any services to VPT or any other Government department/agency in India.
 - b. The bidder should not be owned or controlled by any employee (or any of his/her relative) of VPT.

Note: All the documents shall be certified by the authorised signatory of the firm who is competent to make any declarations.
11. Jurisdiction: The court at VISAKHAPATNAM will alone have jurisdiction to decide any dispute arising out of or in respect of contract.
12. All the conditions appearing in Tenderer's letter head or elsewhere stands cancelled and the conditions as mentioned in this tender, pre bid queries, corrigendum's & addendums will alone be valid and supersede any or all the conditions appearing in any of the papers submitted by the tenderer.

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F.A & C.A.O**

SPECIAL TERMS & CONDITIONS
(Part 1 to Part 2)

Part 1

BROAD SCOPE OF WORK

To provide all necessary and relevant services in connection with direct taxation compliances as per extant acts and rules made there under and subsequent amendments and carry out audit as mandated under Act and rules thereto to Visakhapatnam Port Trust, Visakhapatnam Port Trust Employees' Pension Fund Trust, Visakhapatnam Port Trust Employees Gratuity Fund Trust and Visakhapatnam Port Trust Employees General Provident Fund Trust.

- A. Preparation, filing of returns (incl. TDS & TCS returns) and related activities
- B. Consultancy Service
- C. Notices/Scrutiny/Assessment
- D. Reporting & Reconciliation
- E. Tax Audit

A. Preparation & filing of returns (incl. TDS & TCS returns) and related activities:

Review of Accounting in SAP environment as per Income Tax Law and incorporating of changes in SAP as per the Act amended from time to time.

a. Income Tax Returns:

To prepare/check/scrutinize and file all requisite periodical returns within the prescribed time in the requisite format prescribed under the income tax law from time to time including preparation of necessary schedules and attachments required for filing the return but not limited to the following.

1. Compliance with latest notifications and circulars issued by CBDT in determination of Tax Liability.
2. Preparing the primary data for advance tax calculation and advance tax payment and other statutory remittances.
3. Advising on the advance tax and self-assessment tax to be paid.
4. Generating Challans for payment of Advance Tax on behalf of VPT.
5. Ensure proper records as prescribed under Income Tax Act and rules made there under are being maintained by VPT and other connected entities.

6. Ensure authenticity of data being received at the centralized platform.
7. Computation of Income Tax by duly identifying any discrepancies in accounting and maintenance of records.
8. Review of expenditure GL's in SAP and verification of invoices to comply with the Income Tax Law on daily basis.
9. Verification of 100% physical invoices of expenditure bills (other than small value imprest bills).
10. Reconciliation of TDS available in 26AS and relevant ledgers in the Books of Accounts on regular intervals.
11. Development/up gradation of standardized format for compilation Data from SAP for Income Tax Returns required to be filed under Income Tax laws.
12. Preparation of Income Tax Annual Return and necessary schedules required to file the return.
13. Filing of Annual Income Tax return as per provision of the Income Tax Act.
14. Reconciliation of revenue as per VPT Financials, GST returns with Income Tax Return to be filed.
15. Preservation of all related records incl. invoices in digital form.

b. TDS & TCS:

1. Review of bills and advising the prevailing tax structures and any changes in the taxation matter related thereto.
2. Vouching of bills for the purpose of compliance of TDS recoveries from the contractors.
3. Vouching of salary bill for the purpose of compliance of TDS recoveries from the employees
4. Verification of proof of investments submitted by the employees and pensioners for the purpose of calculation of TDS by duly maintaining the relevant records for the purpose of income tax authorities.
5. Remittance of monthly TDS/TCS to the Government Treasury as per the due dates by duly reconciling all relevant records such as pay bills, vendor bills, recovery of TDS and advising sections concerned for rectification in case of errors.
6. Preparation of monthly TDS/TCS schedule in a specified format as per the requirement of VPT and Income Tax Authorities.
7. Preparation and submission of TDS/TCS periodical returns along with filling of the same with Income Tax Department.
8. Preparing & filing correction returns in case of default notices issued by Income Tax Department.
9. Generation of Form 16/16A for salaries and non-salaries by duly bifurcating the certificates by department wise & vendor/contractor wise along with details of payments made to them in digital format.

10. Timely & accurate generation, compilation of form No. 16 (PART A & B in case of Salary, Part A in case of Non salary) in digital forms along with details of the payments made.
11. Segregating the TDS Receivable year wise in the SAP as per 26AS & availability of hard copies and narrations mentioned in the SAP.
12. Reconciling the TDS Receivable from AY 2003-04 to till date and suggestions to account the same in respective sub-ledgers in SAP.
13. Reconciliation of Form 26AS with that of TDS receivable accounted by the port.
14. Assist by providing inputs regarding accounting entries related to tax matters in the books of accounts.
15. Providing all relevant and necessary data (electronically or physical as the case may be) to VPT after filing of all the returns.

B. Consultancy Service:

To offer opinion within two working days on issues/matters as referred from time to time in relation to direct taxation issues.

To advise on issues arising out of or connected to subsumed tax laws and Income Tax Act and rules made there under including on-going litigation, assessment, etc. and on any matter relating to Income Tax considered important and significant according to the consultant or as per the requirement of VPT and other related entities and to guide/advice for developing necessary tools for review, monitoring, reporting & compliance with reports required in Income Tax regime not limiting to the following

1. Advise in r/o billing, records to be maintained under the Income Tax Law.
2. Advise on the tax planning benefits / rebates / deductions / exemptions available under Income Tax Law.
3. Opinion on matters relating to accounting of incomes, expenditures, provisions, all assets and liabilities including statutory payments.
4. Opinions / comments / clarifications on various income tax issues raised by the VPT Officials.
5. Review of various circulars to be issued internally/externally in respect of income tax and related matters.
6. Update the VPT officials regularly through email and in monthly reports about various amendments (more specifically having implications on VPT) taking place in direct tax laws, rules, regulations, circulars, directions etc. from time to time and assist in making policy for the same.
7. To examine any order / communication received from Income Tax authorities and to advise the further course of action.

8. Assist in preparing replies / submissions for various notices received from Income Tax Authorities including show cause notices.
9. Opinion on the issues raised in audit conducted by the various authorities and to assist in preparing the replies to the queries raised by Statutory Auditor and Internal Auditor in connection with Income Tax & TDS / TCS.
10. Provide general consultancy services in any other work related to Income Tax as and when required.
11. To pursue with the IT authorities for the submissions pertaining to disallowances and TDS not granted as per the Revised Return filed for earlier years due.
12. Highlight areas of potential non-compliance for immediate regulation.

C. Notices/Scrutiny/Assessment:

To represent VPT before the Income Tax Authorities in person / e-filing and to perform all the necessary work (including drafting & submission of replies, rectification, etc. to questionnaire/notices received from Income Tax Department & Others) for successful completion of scrutiny, assessments including re-assessments not limiting to the following

1. Filing of returns, revised returns, appeals, petitions, rectifications as necessary required.
2. To file the Appeal(s), Show Cause Notice(s) and attending Hearing(s)/Personal Hearings related to Income Tax matters with tax authorities up to tribunal level (Other than Judicial Authorities) (including all the pending assessments / cases)
3. Appear before the officers of the Income Tax Department (e.g. A.O. / CIT / CIT (Appeals) /.....) /ITAT (other than judicial authorities) for hearing in connection with the assessment proceedings on Income Tax and TDS Return.
4. To attend notices/dates if any received from any authority in respect of Income Tax/TDS/TCS and matters related to any financial year.
5. To attend, process and draft replies to concerned authority for any queries, notices regarding Income Tax, TDS & TCS by duly obtaining / retrieving the necessary information.
6. To monitor refunds of Income Tax from Central Board of Direct Tax along with details and Appeal Effect orders and update the refund status to VPT and preparation of letters in this respect to be submitted to the Dept.
7. To visit the Income Tax Department / ITAT for any queries called for the regular assessments or past assessments.

8. Scrutinise Assessment Orders, computation of Total Income and revised Total Income and filing applications for rectification u/s 154 of the IT Act.
9. Prepare and file appeals before the Commissioner of Income Tax (Appeals) / Appellate Tribunal / ITAT, whenever necessary, and appearing on behalf of the VPT & Other trusts for the hearing of such appeals.
10. Personal attendance before the tax authorities for finalisation of assessments and appeals.
11. Assist the senior counsel as appointed by VPT for representing the case before the Judicial Authorities which includes assisting the appointed advocate / representative in appeal matters before HC / SC.

D. Reporting:

Submission of monthly report on review conducted on Tax accounting in SAP by duly providing the guidance to resolve the areas of concern along with the opinions provided during the month, important update in the tax law, notices received during the period and its replies, pending litigation under the tax law and any other observation made during the period.

Hand-out a reconciliation procedure and guidance to track un-reconciled transactions etc.

E. Tax Audit:

Collecting the information from the sections concerned / departments concerned to finalize the Income Tax Audit

The following Financial Years Tax Audit has to be performed by the bidder along with filing of returns

1. FY 2021-22, FY 2022-23, FY 2023-24 (If contract period is 3 Years)
(To be involved in the Income Tax Audit for the FY 2020-21)
2. FY 2021-22, FY 2022-23, FY 2023-24, FY 2024-25, FY 2025-26 (If period is 3 Years and extended for further 2 Years)

Note:

Manpower requirement:

- The successful bidder has to ensure that all the key team members deployed personnel on the project matches the job profile with the scope of work.
- The partner or employee of the firm who is having an experience in SAP based environment will be required to visit at least 4 days

(minimum of 3-4 hours a day) in a week to carry out the above referred scope of work and as and when required at VPT.

- Partner to visit and attend meetings as and when required for discussion with Senior Officers of VPT.
- The bidder has to depute suitable man-power to manage the Direct Tax issues in VPT on daily basis not limited to the below
 - Minimum of 1 audit assistants who has completed their graduation in commerce with a working level knowledge in Direct Taxation, SAP & MS Office. AND
 - Minimum of 1 article student who have completed their CA/CMA Intermediate with a working level knowledge in Direct Taxation, SAP & MS Office.

Office arrangements:

- The successful bidder shall make their own arrangements for office stationery and other office equipment facilities such as laptops etc.,
- VPT shall provide one/two computers with a printer and suitable sharing office room (Non Air Conditioner) for free of cost.

Other arrangements:

- The bid awardee has to make necessary arrangement to take over the entire data (including disputed cases) hard & soft copies from the existing tax consultants.

Note: The above-mentioned "Scope of Work" is illustrative / indicative and not in exhaustive nature i.e. Scope of Work shall include providing professional assistance for all activities/matters required for the work (including past works) relating to Income Tax Act and subsequent notifications as and when issued by GOI/CBDT.

ELIGIBILITY CRITERIA

Sr.	Eligibility Criteria	Documents to be submitted
1	<p>Legal Status of the Bidder</p> <p>The bidder should be a Chartered Accountant Firm/LLP registered in India with a minimum experience of 15 (Fifteen) years and having a full-fledged functional office in Visakhapatnam headed by full time partner (hereafter bidder is also called as firm)</p>	<p>Certified copy of registration issued by Institute of Chartered Accountants of India.</p> <p>Copy of valid PAN & GST No. of the bidder/firm.</p> <p>Details to be furnished at Annexure - 1</p>
2	<p>Resources of the Bidder</p> <p>The firm should have minimum 3 (Three) full time qualified CAs as partners having minimum 10 Years of Post Qualification Experience each.</p> <p>The partner or person who will associate/deal with VPT should be named & should reside in Visakhapatnam (hereafter called as Person Designated to VPT)</p>	<p>Certified copy of registration issued by Institute of Chartered Accountants of India.</p>
3	<p>Financial Capacity of the bidder:</p> <p>The bidder should have average annual gross receipts of Rs. 1 (One) Crore during the last 3 (Three) financial years i.e. F.Y. 2017-18, 2018-19 & 2019-20.</p>	<p>Audited financial statements of the bidder.</p> <p>Details to be furnished at Annexure - 2</p>
4	<p>Income Tax Assignments Undertaken by the bidder:</p> <p>The firm located in Visakhapatnam should have performed minimum 3 (Three) No. of Income Tax Consultancy Service Assignments & Income Tax Audit Service Assignments with a Port / Central Govt. / State Govt. / Central Autonomous Body / State Autonomous Body / Central PSU / State PSU / Any Company having annual turnover of Rs. 500 (Five Hundred) Crores or more during the FY 2011-12 to FY 2020-21.</p>	<p>Proof of engagement letter / contract with a detailed scope issued by the clients.</p> <p>The engagement letter / contract should be issued / addressed to the Visakhapatnam Office address.</p> <p>Details to be furnished at Annexure - 3</p>

	Note: 1 (One) year of Income Tax Consultancy Service Assignment & Income Tax Audit Service Assignment from 1 (One) client may be treated as 1 (One) No.	
5	<p>Experience of the Bidder SAP Experience:</p> <p>The firm located in Visakhapatnam should have an exposure in SAP based accounting.</p>	Proper documentary evidence i.e. certificate from the respective company (client) who operates SAP based environment and for whom the work has been carried out by the bidder.

Note: -

1. The requisite documentary evidence needs to be submitted by the bidder for each of the eligibility criteria. Any more information want to provide by the bidder can be made available.
2. The bidder shall submit necessary documentary proof showing that they meet the eligibility criteria along with their bid. All documents submitted should be self-attested by the Authorized Signatory of the firm/bidder for each of the Evaluation criteria.
3. Self-declaration needs to be signed by authorized signatory(s) of the firm.
4. During evaluation of the bids, VPT may at its discretion ask the bidders for clarification of their bids, if required.
5. Price bids shall be opened only for technically qualified bidder. The technically qualified bidder will be informed and invited in advance for witnessing the opening of Price Bid (Cover – II)

Technical Bid (Cover – I)

The Technical bid prepared by the bidder shall comprise of the following

1. Covering letter as specified at Format I
2. Unconditional acceptance letter as specified in Format II
3. Other requisite documentary evidences to support the evaluation criteria.

All the requisite documentary evidence needs to be submitted by the bidder for each of the eligibility criteria and may provide any additional documents for evaluation purpose in addition to Annexures specified in the tender.

Note: Financial/Price Bid included in the Technical Bid will be strictly rejected.

Price Bid (Cover – II)

Price Bids shall be opened only for technically qualified bidders.

The price shall be firm exclusive of GST as applicable (No other taxes / statutory levies will be entertained separately). While quoting the price, the bidder shall consider all expenses ***including*** travelling, boarding, conveyance, stationary, other miscellaneous and out of pocket expenditure. No claim for expenditure other than the price quoted will be entertained by VPT on account of Scope of Work provided in tender.

Rate quoted shall be firm & shall not be quoted with price variation clause.

The bidder shall quote the price in Indian rupees for the entire scope of work as per Price Bid format **(Format – III (BOQ))**. If there is a discrepancy between words and figures, the figures written in words shall prevail.

The bidder has to submit the bill on monthly basis only.

**--Sd--
F.A & C.A.O**

[On the Letterhead of the Entity including full postal address, and telephone, facsimile and e-mail address]

Format - I

Letter of Submission – Covering Letter

Reference No. FA/TAX-DT/2021-22/001

Date: _____

To
The F.A. & C.A.O,
Visakhapatnam Port Trust,
Visakhapatnam - 530035

Sub: INCOME TAX CONSULTANCY SERVICES & INCOME TAX AUDIT SERVICES

Sir/Madam,

We have carefully gone through the Terms & Conditions (General Instructions, General Terms & Conditions & Special Terms & Conditions) contained in the tender document on the above stated subject. We have duly paid the EMD vide to the accounts mentioned in the tender document vide UTR No. _____. In this connection, we are submitting our bid enclosing the following, along with all other details as per the requirements of the bid document for the purpose of evaluation.

Sr.	Particulars	Page No. of documents
Eligibility Criteria No. 1 & 2		
1	Copy of duly filled Annexure - 1 along with supporting documents.	
2	Copy of the certified copy of registration issued by The Institute of Chartered Accountants of India.	
3	Copy of PAN issued by the Income Tax Department of the Firm/LLP.	
4	Copy of GST No. of the Firm/LLP.	
Eligibility Criteria No. 3		
5	Copy of duly filled Annexure - 2 along with supporting documents.	
6	Copy of audited financial statements (Balance Sheet & Profit and Loss Account)	
Eligibility Criteria No. 4		
7	Copy of duly filled Annexure - 3 along with supporting documents.	
8	Copy of engagement letter with a detailed scope.	
Eligibility Criteria No. 5		
9	Copy of certificate from the client who operates in SAP based environment to prove the experience of working in SAP.	

Other Documents	
10	Scanned copy of the Format – II
11	Scanned copy of any other document. (a) (b)

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment / Addendum to the Bidding Documents, if any, for subject Tender.

Yours truly,

Signature of the Authorized Signatory
Seal of the Entity

[On the Letterhead of the Entity including full postal address, and telephone, facsimile and e-mail address]

Annexure - 1

Details of the _____ (Name of the Bidder)

Reference No. FA/TAX-DT/2021-22/001

Date: _____

Sub: INCOME TAX CONSULTANCY SERVICES & INCOME TAX AUDIT SERVICES

Sir/Madam,

With reference to the subject tender, please find the below data

Name of the Firm	
Visakhapatnam Office Address	
Date of commencement of CA Firm	
Date of Registration of the CA firm	
Registration No. (Please attach copy):	
PAN of the firm (Please attach copy)	
GST No. of the firm (Please attach copy)	
Name of the Authorized Partner/ Associate	
Landline Nos.	
Fax No.	
Mobile No.	
Email Address.	
Web Site Address (if any)	

Declaration: We have gone through the Eligibility Criteria No. 1 & 2 carefully and provided all relevant information as required and the information stated above is correct.

Yours truly,

Signature of the Authorized Signatory
Seal of the Entity

[On the Letterhead of the Entity including full postal address, and telephone, facsimile and e-mail address]

Annexure - 2

Financial Capacity of the _____ (Name of the Bidder)

Reference No. FA/TAX-DT/2021-22/001

Date: _____

Sub: INCOME TAX CONSULTANCY SERVICES & INCOME TAX AUDIT SERVICES

Sir/Madam,

With reference to the subject tender, please find the below data

Financial Year	Annual Gross Receipts Amount in Rs.
2017-18	
2018-19	
2019-20	
Total Annual Receipts	
3 Years Average Annual Gross Receipts	

Note: Enclose the audited financial statements for the above stated financial years.

Declaration: We have gone through the Eligibility Criteria No. 3 carefully and provided all relevant information as required and the information stated above is correct.

Yours truly,

Signature of the Authorized Signatory
Seal of the Entity

[On the Letterhead of the Entity including full postal address, and telephone, facsimile and e-mail address]

Annexure - 3

**Details of Income Tax Consultancy Service experience of
_____ (Name of the Bidder)**

Reference No. FA/TAX-DT/2021-22/001

Date: _____

Sub: INCOME TAX CONSULTANCY SERVICES & INCOME TAX AUDIT SERVICES

Sir/Madam,

With reference to the subject tender, please find the details of the Income Tax Consultancy Service Assignments & Income Tax Audit Service Assignments handled by your firm located at Visakhapatnam along with relevant engagement letters with detailed scope

Sr.	Fin. Yr. (2011-12 to 2020-21)	Client Name	Type of Organisation (Port / Govt. / PSU / etc.,)	Work Order No.
1				
2				
3				
4				
5				
6				

Note: 1 (One) year of Income Tax Consultancy Service Assignment & Income Tax Audit Service Assignment from 1 (One) client may be treated as 1 (One) No.

Declaration: We have gone through the Eligibility Criteria No. 3 carefully and provided all relevant information as required and the information stated above is correct.

Yours truly,

Signature of the Authorized Signatory
Seal of the Entity

[On the Letterhead of the Entity including full postal address, and telephone, facsimile and e-mail address]

Format - II

Declaration Regarding Acceptance of Terms and Conditions of the tender and clean track record

Reference No. FA/TAX-DT/2021-22/001

Date: _____

To
The F.A. & C.A.O,
Visakhapatnam Port Trust,
Visakhapatnam - 530035

Sub: INCOME TAX CONSULTANCY SERVICES & INCOME TAX AUDIT SERVICES

Sir/Madam,

We have carefully gone through the Terms & Conditions (General Instructions, General Terms & Conditions & Special Terms & Conditions) contained in the tender document on the above stated subject. We do hereby accept all the terms and conditions of the contract as listed in the tender document.

We do hereby declare that we have not been blacklisted for supply of any services to VPT or any other Government department/agency in India & we have not be owned or controlled by any employee (or any of his/her relative) of VPT. Further, we do hereby declare that our firm has not made any payment or illegal gratification to any person/authority connected with the bid process so as to influence the bid process and have not committed any offence under the PC Act in connection with bid.

We hereby undertaken that, we will not sub-contract the work assigned to the firm. We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely. It is further certified that the signatory to this document is the authorized signatory and, therefore, competent to make this declaration.

Yours truly,

Signature of the Authorized Signatory
Seal of the Entity

FINANCIAL BID

Reference No. FA/TAX-DT/2021-22/001

Date: _____

Sub: INCOME TAX CONSULTANCY SERVICES & INCOME TAX AUDIT SERVICES

Sir/Madam,

With reference to the subject tender, please find our financial bid

Particulars	Professional Fees on Monthly Basis (excluding GST)	
	Monthly Fees in INR (In Figures)	Monthly Fees in INR (In Words)
Fees for the entire scope of work		

Notes:

- a. Only GST as applicable shall be paid extra on the above quoted fee.
- b. Statutory Deductions like TDS etc. shall be made by VPT as per statutory rate and norms wherever applicable.
- c. The price shall be firm exclusive of GST as applicable (No other taxes / statutory levies will be entertained separately). While quoting the price, the bidder shall consider all expenses **including** travelling, boarding, conveyance, stationary, other miscellaneous and out of pocket expenditure. No claim for expenditure other than the price quoted will be entertained by VPT on account of Scope of Work provided in tender. Rate quoted shall be firm & shall not be quoted with price variation clause. If there is a discrepancy between words and figures, the figures written in words shall prevail.

Yours truly,

Signature of the Authorized Signatory
Seal of the Entity