

[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

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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

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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

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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

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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