

**Expression of Interest (E o I)
for Empanelment of Chartered Accountant (CA)/
Cost Management Accountants (CMA) Firm
for Tax Related Matter and Audit**

EoI. No. : CIPET/RPR/TaxAud_EOI/05



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probe • perform • practice • Plastics

**CENTRAL INSTITUTE OF PLASTICS ENGINEERING AND TECHNOLOGY,
(Department of Chemicals & Petrochemicals)
(Ministry of Chemicals & Fertilizers, Govt. of India)
Plot No. 48, CIPET, Industrial Area Bhanpuri, Raipur - 493221, (C.G)
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EXPRESSION OF INTEREST (E o I)

1. Last date & time for issue of EOI documents : 07/09/2019 up to 12.00PM
2. Last date & time for submission of filled in EOI documents : 07/09/2019 up to 5.30PM

Sealed Eoi are invited from the reputed Chartered Accountants (C.A.)/Cost Management Accountants (C.M.A.) Firms/ LLP Firms/ Individuals, having wide experience in the field of Taxation (Direct and Indirect Tax Laws) and Audits (Statutory/Taxation).

CIPET have reserves the right to accept or reject any or all EOI either in whole or in part, without assigning any reason for doing so.

Director & Head

General Instructions and Terms & Conditions

1. Any EOI received after the scheduled date and time or incomplete in any manner will not be accepted.
2. The bidder is expected to examine all instructions, terms & Conditions, specifications in the EoI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.
3. **Amendment of Bidding Documents:**
 - (a) At any time prior to the submission of the bids, the service receiver may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments.
 - (b) The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.
4. **Signing of Bid:**

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.
5. **Submission of Bid:**

The EoI will be required to submit in “two bid system” in two separate envelopes as mentioned below:

 - (a) **Envelope No. I-** super-scribed as “**Technical Bid**” should contain an introductory letter of CA/CMA Firm along with copies of documents as evidences for the past experience. The service provider / CA/CMA Firm have to fill up Annexure “A” with his signature along with all supporting documents.
 - (b) **Envelop No. II-** super/scribed as “**Financial Bid**” and should contain the EoI form duly signed in each page by the service provider / CA/CMA Firm Partner/authorized signatory along with priced bid. The service provider / CA/CMA Firm have to fill up Annexure “C”.
 - (c) Both Envelope I & II should be placed in large envelope which should be super-scribed **As “EOI for Providing Taxation & Auditing Services at CIPET:IPT Raipur”** and addressed to Director & Head, CIPET Industrial Area, Raipur 493221
6. If the envelope is not sealed and marked, the Service Receiver will assume no responsibility for the bid’s misplacement or premature opening.
7. **Deadline for submission of Bids:**

Bids must be received by the Service Receiver at the address specified under commercial bid not later than 05.30 PM on 07/09/2019.
8. The Service Receiver may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and obligations of the Service Receiver and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

9. Contacting the Service Receiver:

No bidder shall contract the Service Receiver on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.

10. Evaluation of Bid:

(a) The large envelope (containing separate envelope I & II) will be opened first in the Presence of the bidders on 09/09/2019 at 01.00 PM.

(b) Those tenderers who have not enclosed Technical Bid documents & not submitted. In such cases their Envelope II which contains the financial bid will not be considered.

(c) The bidders will be pre-qualified in technical bid, who fulfills the following criteria:

- i. Having at least one Govt. concern as client in the taxation or audit matter.
- ii. Strength of Members/Employees in Firm.
- iii. Experience of Firm.
- iv. Turnover/ Income Tax Return.
- v. Valid FRN from ICAI.
- vi. Valid PAN.
- vii. Valid Bank Account.

(d) The contract will be awarded to the **L1** bidder in financial bid.

(e) If the price quoted by two or more supplier/ Service Provider are same then the bid will be finalized on the basis of past experience of the organization. However the decision of Director & Head will be final & binding on all the bidders.

11. The completion period should be strictly adhered filling which CIPET reserves the right to cancel the order without assigning any reasons whatsoever.

12. Payment:

100% of the Contract Price for completion of work shall be paid within 15 days of completion of work and submission of claim supported by the Acceptance Certificate issued by Service Receiver's representative.

13. CIPET reserve the right to reject any or all EoI in full or part thereof without assigning any reason.

14. CIPET reserve the right to allot all assignment to one service provider or distribute assignments partly to others.

15. The Director & Head, CIPET is the final authority and his decision will be final and binding on the supplier for any disputes.

16. All legal disputes will have the jurisdiction of Raipur City only.

CIPET- Raipur

Expression of Interest (E o I) for Providing Taxation & Auditing Services

Service Providers Details for Technical Evaluation:

Sl. No.	Particulars	Details
1	Type of the Organization (Partnership/ Proprietary /LLP/Any other)	
2	Name of the Service Provider Agency Name	
3	Service Provider Agency Address	
4	Contact Person	
5	Telephone/Fax/Mobile No.	
6	E- mail	
7	Month and year of establishment	
8	Name of Proprietor/Partner/Director	
9	Experience of last three years (Attach proof)	
10	Documents Should Attached:	
	A) FRN/Membership Number	
	B) GSTIN No.	
	C) PAN No	
	D) Bank Account Details	

Note: Attach extra sheet if required.

Place:

Signature of Proprietor/Partner/Director

Date:

Office Seal

Scope of Work for providing Taxation Auditing & Services

1. GST Return
 - a. Monthly Returns
 - b. Quarterly Returns
 - c. Annual Returns
2. GST Audit (as per the Norms)
3. Certification of Utilization Certificates
4. Staff Welfare Account Expenses Audit
5. Consultancy Fees
 - a. Requirement basis (subject related)
 - b. Monthly Basis (Regular)

FINANCIAL / PRICE BID

S No.	Item Description	Rate Per Assignment (In Rs.)
1	GST Return - Monthly Returns	
2	GST Return - Quarterly Returns	
3	GST Return - Annual Returns	
4	GST Audit (as per the Norms)	
5	Certification of Utilization Certificates	
6	Staff Welfare Account Expenses Audit	
7	Consultancy Fees - Requirement basis (subject related)	
8	Consultancy Fees - Monthly Basis (Regular)	

Terms & conditions:

1. Taxes:
2. Payment terms:
3. Completion period:

Place:

Date:

Signature of Proprietor/Partner/Director

Office Seal