



GOVERNMENT OF ASSAM

REQUEST FOR QUOTATION

DOCUMENT
FOR

Quotations for Providing Tax related
consultancy services for the year 2023-24 in
Directorate of Fisheries, Assam



**OFFICE OF THE DIRECTOR OF FISHERIES
ASSAM, GUWAHATI-16**

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Website: <https://fisheriesdirector.assam.gov.in>

GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF FISHERIES
ASSAM: GUWAHATI - 16

No. AF (E)32/2023-24/

Dated Guwahati the 6th June, 2023

REQUEST FOR QUOTATION (RFQ)

Sealed Quotations affixing Court fee stamp of Rs 8.25 are invited by Director of Fisheries, Assam from reputed Chartered Accountant Firm/Consultant having requisite experience for Providing Tax related consultancy services (filing of returns of GST /e-TDS Statement etc. and advising on all matters related to Taxation, TDS, Income Tax, Goods and Services Tax and allied activities as per Terms & Condition and Scope of work etc.) for the year 2023-24 in Directorate of Fisheries, Assam. Accordingly, interested parties are requested to quote their rates with others relevant documents as prescribed in formats mentioned in a sealed cover super-scribing the envelope **“Quotations for Providing Tax related consultancy services for the year 2023-24” in Directorate of Fisheries, Assam, Guwahati”**.

1	RFQ Number	
2	Mode of Quotation submission	Manual submission
3	Tender Cost	Nil
4	Technical bid describing scope of work, Terms of Reference, Eligibility etc.	Detailed in Schedule-I to Schedule-V of bid document
5	Financial Bid	Detailed in Schedule-V of bid document
6	Type of Tender	Single Stage Single Envelope Bid System
7	EMD Required?	No
8	Quotation submission start date and time	07.06.2023, 11 am onwards
9	Quotation submission end date and time	22.06.2023, 1.00 pm
10	Date and time of opening of quotation	22.06.2023, 1.30pm
11	Submission of quotation	Sealed quotations from the interested CA firms bearing the name and address of the firm should be submitted to the Director of Fisheries, Assam, Guwahati-16. The quotation will be opened in the presence of interested firms or their authorized representative(s) who may like to be present. In case, quotations are submitted after 22.06.2023, 1.00 PM, the quotations shall be rejected summarily.

Sd/-

Director of Fisheries,
Assam, Guwahati-16

Dtd. Guwahati the 6th June, 2023

Memo No. AF(E)32/2023-24/

Copy to: -

- 1) The Jt. Secretary to the Govt. of Assam, Fishery Deptt for favour of kind information.
- 2) The Director Information & Public Relation, Assam, Dispur, Guwahati-6 for information with a request to publish the Invitation for RFQ in two consecutive issues of at least two widely circulated News Paper [one English & one Assamese daily] on or before 9th June, 2023. Copy emailed to “janasanyogassamadvt@gmail.com”.
- 3) The Web Information Manager for information. He is requested to upload the Notice along with RFQ document in the Official website of Directorate of Fisheries, Assam. i.e., <https://fisheriesdirector.assam.gov.in/>
- 4) The Notice Board of this Directorate.

Sd/-

Director of Fisheries,
Assam, Guwahati-16

Request for Quotation (RFQ)
Schedule I

SCOPE OF WORK & TERMS AND CONDITION

Background: -

Director of Fisheries, Assam Guwahati draws and disburses salaries to a large number of officials/employees who are income tax assesses. Besides, it also draws and disburses bills against supply and work orders to various suppliers and contractors. As per the provisions of Income Tax Act, the department is required to file TDS returns electronically and generate Form 16 & 16A along with TDS Certificates online. The department is also required to file GST returns every month or as per scheduled requirement. To prepare the necessary documents for this purpose, the department intends to empanel Chartered Accountants firm for assignment of services/works related to filling of returns of GST/E-TDS/Consultancy on various matters related to above.

Scope of Work:-

1. All statutory compliances i.e. TDS salary, TDS other than salary return of 26Q, 24Q and all other statutory work as pertained to this Directorate as per rules applicable from time to time may be done all respect within the prescribed time limit in the full proof manner to safeguard the interest of this Directorate.
2. Preparation of TDS monthly statement of employees and suppliers/contractors and all requisite forms for the purpose of filing of e-TDS statements/returns.
3. Preparation/ submission/filing of e-TDS statements/returns of employees and suppliers/contractors within the due dates as prescribed by the Income Tax Act 1956 and preparation/generation of Form No. 16 /16A as applicable with one extra copy for office record.
4. Filing of TDS returns on GST within the due date as per the prevailing norms along with the allied works like attending hearing on scrutiny with department, consultancy on maintenance of accounts as per the latest provisions of GST law etc.
5. Visiting to the Office of the undersigned at least every month end or as and when required and collect the data for filling of GST return and make the details scrutiny of the accounts so as to ensure that entries in the accounts are made as requirements of GST law and no item is left out for payment of Tax which is chargeable as per GST act.
6. During the contract period, any demand and queries received, if any, the same may be replied and further, in this connection, whenever asked to present the case to the authority, same also be entertained by you for the settlement of the cases, for which, Director of Fisheries will not borne any additional expenditure.
7. After filling of each return, all return copies along with acknowledgement in hard and soft format must be submitted to Director of Fisheries.
8. Consultancy on statutory tax matters as and when required to be entertained.
9. Will have to further keep informed the Directorate as and when some changes come in the act relating to our scope of work.
10. The contract for providing the services is likely to commence from a date to be specified and would continue for a period of one year effective from the date of issue of award letter. The period of the contract may be further extended for two years on yearly basis subject to satisfactory performance and on the existing terms & condition without any financial increase in the approved rate. The Director of Fisheries, Assam, however, reserves the right to cancel the service provider after one year.
11. To give suggestion for improvement to maintain the accounts book of this office.
12. Any other works relating to accounts and finance.

Terms & Conditions: -

1. The rates should be quoted for one year including all applicable taxes (applicable taxes may be shown separately). The quotationer may split the rates on quarterly/monthly basis,

but evaluation will be done on the total amount quoted for one year. The decision of Tender Committee will be final.

2. The rate should be clearly indicated both in words and figure. Whenever there is discrepancy, the rate indicated in words shall apply.
3. The firm should submit all the necessary documents as stated.
4. Overwriting, if any, should be avoided.
5. The Bid shall remain valid for 90 days from the date of opening of quotations.
6. The undersigned reserves the right without assigning any reason to accept or reject any/ all quotation(s) in whole or in part.
7. The Successful bidder shall execute an agreement for the fulfillment of the contract on Rs. 100/- non-judicial stamp paper within 10 days from the date of acceptance of the bid. The incidental expenses of execution of agreement shall be borne by the successful bidder.
8. The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions at any stage will entail termination of the contract without prejudice to the rights of the Director of Fisheries, Assam.

Request for Quotation (RFQ)
Schedule II

Eligibility & Qualifications Criteria:-

1. The firm must be empaneled with ICAI (Institute of Chartered Accountants of India) without which the proposal of the firm would not be considered.
2. Intending firms must have Head Office in Assam, preferably in Guwahati
3. The firm should have at least 10 (Ten) years of existence.
4. The firm should have minimum 2 (Two) CA partner in full time practice on the date of application where at least one partner has been associated with the firm for the last 5 (Five) years or One FCA and a paid Assistant
5. The firm should have at least 1 (one) FCA partner in full time practice.
6. The annual turnover of the Tenderer/Quotationer shall not be less than Rs. 20 lakhs in any of the last three financial years. Supporting documents like balance sheet and ITR should be submitted in this regard.
7. The firm should have prior experience of internal audit of any Government Organization during last three years.
8. The firm having experience with the Directorate of Fisheries, Assam shall be given preference.
9. The firm should not have been blacklisted/debarred anytime from participation in a tender floated by any Govt. or Govt. Agency or Govt. funded Institutions or PSU.
10. No person of the firm / partner should be related to any employee of the Fishery Department.

Payment:

1. Payment is subjected to approval of Financial Sanction/ concurrence and issue of FOCs by the competent authority.
2. The payment will be made from time to time according to the work order issued.
3. There will not be any advance payment. No accommodation and transportation facilities etc for this assignment will be borne by the Director of Fisheries, Assam.

Settlement of Disputes:

1. The undersigned reserves the right to reduce or terminate the period of contract in the interest of the department, for any justifiable reasons, not mandatory to be communicated to the bidder
2. Decision of the undersigned will be final for any aspect of the contract and binding to all parties.
3. In case of any dispute, all legal proceedings arising between both the parties regarding a contract shall be settled by a competent court having jurisdiction over the place, where agreement has been executed and by no other court, after decision of the committee for settlement of disputes.

Evaluation Criteria and Award of Contract:

1. The contract will be awarded to the bidder who will be technically qualified and who will quote the lowest rates in the sealed quotation.
2. Acceptance of the offer will be communicated by email/ fax/ letter or any other form of communication. Formal work order of the tenders will be forwarded as soon as possible.
3. If bidder does not accept the offers, after issue of letter of award by the undersigned within 15 days, the offer made shall stand withdrawn.

Request for Quotation (RFQ)
Schedule III

Applicant's Profile

(Relevant supporting documents (duly signed by authorized signatories) to be enclosed with the quotation, wherever applicable)

SL	Particulars	To be filled/submitted by the bidder
1	Name of the Firm :	
2	Date of incorporation of the firm :	
3	Address of the Head Office :	
4	Mobile no. /Fax Number :	
5	E-mail Id :	
6	PAN Card No.:	
7	GSTIN Reg.No.:	
8	Firm Registration No. with ICAI :(copy to be submitted)	
9	Experience certificates of internal audit of any Government Organization during last three financial years.	
10	Details of Partners:	
	1) Name :	
	2) Mobile no. /Fax Number :	
	3) E-mail Id :	
	4) Date of joining the firm :	
	5) Qualification :	
	6) Experience :	

(N.B- The bidder may submit additional sheets if required.)

Date:

Signature with seal of the Firm

Place:

Request for Quotation (RFQ)
Schedule IV

CHECKLIST

1. Court fee stamp
2. Valid Registration Certificate of the firm
3. PAN Card
4. GSTIN Registration certificate
5. Audited Statements of Accounts (turnover) for the last three years
6. ITR for the last three years
7. Experience in the above scope of works to be supported by work orders issued to the firm during the last 3 (three) years.
8. Declaration that the firm has not been blacklisted.
9. An undertaking to the effect that no person of the firm / partner is related to any employee of the Fishery Department nor have any interest in their activities.
10. The quotation should be typewritten and there should not be any overwriting or cutting. The name and signature of bidder's authorized person with seal should appear on each page of the application and relevant documents. All pages of the tender document shall be numbered and submitted as a package.

Sd/-
Director of Fisheries,
Assam, Guwahati-16

Request for Quotation (RFQ)

Schedule V

FINANCIAL BID

We offer to execute the work in conformity with the terms & conditions at following rates inclusive of all the taxes, cess, duties, charges and GST etc.

Sl	Particulars	Rate (in Rs)	GST/ applicable taxes (in Rs)	Total (including GST/ applicable taxes) (in Rs.)
1	Providing Tax related consultancy services (filing of returns of GST /e-TDS Statement etc. and advising on all matters related to Taxation, TDS, Income Tax, Goods and Services Tax and allied activities as per Terms & Condition and Scope of work etc.) for the year 2023-24 in Directorate of Fisheries, Assam			
GRAND TOTAL (for 1 year)				

(Rupees

.....)

DECLARATION

I/ we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above is full and correct to the best of on/ our knowledge. I/ we understand that in case any information submitted by us in this Quotation are found to be false at any stage, our Firm/ Agency will be blacklisted/ debarred by you and will not have any dealing with your organization in future.

Date:
Place:

Signature with seal of the Firm

Name and Designation