

No.: HUDCO/ PRO/CA-GST/2024/
Dated: 11/03/24

Sub: Notice inviting Quotation/Bid/Tender for Appointment of Tax Consultant for preparing and filing Appeal and appearing before the GST Appellate Authority/Tribunal, Patna.

Dear Sir,

Housing & Urban Development Corporation Limited (HUDCO) is a Government of India Enterprise under the administrative control of Ministry of Urban Employment & Poverty Alleviation.

HUDCO Regional Office, Patna would like to appoint Tax Consultant as per specifications and criteria described/detailed at point No-4 below. In case, you are interested, please submit your quotation/offer for the services listed below by 11.30 a.m. on 18/03/24. You may please also note the following general terms and conditions applicable in regard to submission of quotation/offer for award of contract / empanelment by HUDCO: -

Scope of Work

- A. Review of various correspondence to GST Deptt. for the period July 2017 to March 2018.
- B. Review of Order issued by the Dy. Commissioner of State Tax, Patna Special Circle, Patna dtd. 27/12/23 alleging wrongful availment/ utilization of ITC during the period July 2017 to March 2018.

The Tax Consultant is expected to undertake the review for each month's GSTR for the period July 2017 to March 2018.

- C. The Tax Consultant will have to **prepare and file the Appeal by 26/03/2024** i.e., before 90 days of issuance of order of the Dy. Commissioner of State Tax, Patna Special Circle, Patna dtd. 27/12/23 and appear before the GST Appellate Authority/Tribunal, Patna till adjudication/ settlement of the case.

Selection Procedure:

- The appointment of Tax Consultant shall be done in two phases:-
1. Firms shall be short listed on the basis of Technical Bid
 2. After short listing of firms on the basis of technical bid, financial bid shall be considered from the short listed firms.

Terms and Conditions

1. The services would be provided to Patna Regional Office, Housing & Urban Development Corporation Limited, (HUDCO), 2nd Floor, Block - B/2, Mauryalok Complex, Dakbungalow Road, Patna - 800001 as well as any other location/office falling within the jurisdiction of that particular regional office.
2. Quotation can be sent by post or deposited in tender box available at Reception in HUDCO office.
3. Quotation should be sent in 2 sealed envelopes **separately placed together in one sealed envelope**, as per the details given below:-
 - i) First envelope super scribing on top **"Expression of Interest for Appointment of Tax Consultant for GST matter -Technical Bid"** which must display clearly our reference number, closing date and time to be mentioned on the envelope with name of firm, telephone number and full address. The technical Bid should highlight the firm's detailed profile including the firm's name, address, date of establishment, detailed profile of partners and brief details of paid CAs/associates/support staff, clientele (PSUs, Banks, other companies) experience in handling work of PSUs. The technical bid should be submitted along-with requisite details and supporting documents in the prescribed performa **at Annexure-A**.
 - ii) The second envelope super scribing on top **"Expression of Interest for Appointment of Tax Consultant for GST matter - Financial Bid"** should contain minimum rates for the activities to be covered as per the scope of work indicated above. GST/tax if applicable should be clearly indicated separately. Financial bid should be given as per the Performa enclosed as **Annexure- B**.
4. The Minimum **Eligibility Criteria** required for consideration for appointment are as under:-
 - A. Tax Consultant should be a Chartered Accountant Firm having **at least 5 years experience** in providing service in regard to Direct Tax and Indirect Tax. **(Copy of work orders for minimum 5 distinct financial years as a proof of handling tax consultancy work to be enclosed)**.
 - B. Consultant firm should have **at least two years' experience out of last five years** in handling **TDS/ GST related work** including filing of TDS/Service Tax/GST return in respect of Public Sector Undertakings. **(Copy of work order for minimum 2 distinct financial years out of**

- last five financial –years towards TDS/ GST related work including filing of TDS/GST return to be enclosed.)
- C. Consultant should be presently handling **GST related work in at least one Public Sector Undertaking**. (Copy of work order from any one PSU client regarding ongoing GST related work assignment including filing of GST return.)
- D. Consultant should have **minimum three** numbers of **partners**, **minimum five** numbers of paid **assistants** (semi qualified/qualified) and other employed staff. (**Details of partners/their profile, paid CAs, assistants and other employed staff and firm's clientele, particularly Public Sector Companies' clientele to be enclosed**).
- E. Consultant **should have its Head Office** (not Local Office) in Patna having **minimum five** working staff (including **one partner**) out of the total staff strength as mentioned at point no. 'D' above. (**Copy of latest certificate of firm's registration and name/list of partner(s) and working staff in Patna to be enclosed**).
5. The rates quoted should be in accordance to the estimated fee prescribed in the NIT based upon scope & volume of work. The fees quoted will remain unchanged throughout the entire tenure of the assignment and will not be revised during the consultancy tenure. Any Financial bids with escalation clause will be outrightly rejected.
6. The BID estimated value is **Rs. 30,000/-** (Rs. Thirty Thousand Only)
7. The period of validity of quotations for acceptance should be for one year from the date of order/empanelment. Hudco shall not entertain requests for escalation in cost/ price on account of any reasons during the period of validity of quotation.
8. Any modification in offer after the opening date will not be considered.
9. Bidder, before submitting quotations, should clearly understand Hudco's requirement and, in case, any information/ clarification is required, he/she may visit Hudco Regional Office during the working days (Monday to Friday between 10 a.m. to 6 p.m. It may be noted that no clarification/ information after closure of the last date of receipt of quotation, would be entertained.
10. Quotation, received late, will not be considered. HUDCO will not be responsible for any postal delay.
11. Quotation (**Technical Bid**) will be opened on **18/03/2024** at Patna Regional Office, Housing & Urban Development Corporation Limited, (HUDCO), 2nd Floor, Block – B/2, Mauryalok Complex, Dakbunglow Road, Patna - 800001 **at 11.30 a.m.** Evaluation of technical bids shall be done based on consultant's ability to perform the assignment work and inspection of their office, as per the discretion of the tender committee, so as to establish the fact that the Consultant has proper local office. The Financial Bid of short-listed firms on the basis of Technical Bid shall be opened on **18/03/2024 at 12.30 p.m.**

Financial Bid shall be opened and considered only from those parties who fulfill the Hudco's criteria as specified in the Technical Bid and have adequate experience /staff strength and reputation in handling tax consultancy of its clients especially Public Sector Undertakings).

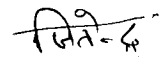
12. HUDCO reserves the right to accept or reject any or all quotations without assigning any reason.

13. The engagement of Tax Consultant shall be for this assignment only.

14. The payment shall be made stage wise on pro-rata basis. The payment shall be released to the firm based on support provided as per the scope of work.

Thanking You,

Yours faithfully
For & on behalf of HUDCO


11/03/24
(AGM-Finance)

Offer for appointment of Tax Consultant in HUDCO Regional Office, Patna
Technical Bid

1.	a) Name and address of the Firm & its Main proprietors/partners b) Address of Firm's Head Office at Patna.	:		
2.	Year of establishment	:		
3.	Registration No. (enclose copy of Registration)	:		
4.	Names & Detailed Profile of Partners	:		
5.	GST registration no. (enclose copy of GSTIN Regn. Certificate)	:		
6.	PAN No.(enclosed copy of PAN card)	:		
7.	Performance certificate (enclose copies)	:		
8.	List of clients (Attach Separate Sheet)	:	Nature	Period
	a) No. of Partners (Minimum three)	:		
	b) No. of Paid Assistants {qualified (CA/CMA)/ semi qualified(CA/CMA-inter)}-(minimum five)	:		
	c) No. of other supporting /employed Staff.	:		
10.	Name/list of Partner and working staff available at Local Office (at Patna)-(minimum one partner and 5 working staff)	:		
11.	Experience in providing service in regard to Direct Tax and Indirect Tax (minimum five years).Kindly enclose list/copies of work order for minimum five distinct financial years)	:	Year	Name of Client
12.	Experience in handling TDS/ Service Tax/GST related work including filing of TDS/Service Tax/GST Return in respect of Public Sector Undertakings. (at least two years out of last five years). Kindly enclose list/copies of work order for PSU clients for minimum two distinct financial years	:	Year	Name of PSU Client
13.	CA Firm should be presently handling GST related work in at least one Public Sector Undertaking. Kindly enclose copy of work order .	:	Name of PSU Client	

No. of enclosures :

Date :

Signature :
Name of Authorized Person :
Name of CA Firm :

Seal

Annexure-B

Financial Bid for Appointment of Tax Consultant for HUDCO GST matter

Activities	Professional Charges Lump - sum (₹)	GST as applicable (₹)	Total Fee Inclusive of GST (₹)
Goods & Service Tax matter as per Scope of Work indicated in the NIT			

Annexure-B(i)

Financial Bid for Appointment of Tax Consultant for HUDCO GST matter

Activities	Professional Charges Per day hearing basis (₹)	GST as applicable (₹)	Total Fee Inclusive of GST (₹)
Goods & Service Tax matter as per Scope of Work indicated in the NIT			

Note :

1.. The fees quoted should be both in figures and words.