

# KANPUR SMART CITY LIMITED



## REQUEST FOR PROPOSAL FOR

“Engagement of Consultant for Filing of Monthly GST Returns and Annual GST Return in compliance with Goods & Service Tax Act, 2017

along with

Quarterly TDS Returns in compliance with Income Tax Act, 1961.”

UNDER

KANPUR SMART CITY LTD., KANPUR

Employer: KANPUR SMART CITY LIMITED,

Nagar Nigam Mukhyalay, 3<sup>rd</sup> Floor, Motijheel, Kanpur

Tel. : +91 512 2541258, 2546194.

E-mail : [ksclkanpur@gmail.com](mailto:ksclkanpur@gmail.com)

Website : [www.kanpursmartcity.in](http://www.kanpursmartcity.in)

<b>TABLE OF CONTENTS</b>	
1	Overview
2	Purpose & Period of Appointment/Engagement
3	Invitation
4	Definitions
5	Eligibility Criteria
6	Earnest Money Deposit (EMD)
7	Validity period of the Proposed Bid
8	Termination for Default

**Tender Information: -**

S. No.	Particulars	Particulars
1.	Tender Inviting Authority Designation and Address	Kanpur Smart City Limited Motijheel, 3 <sup>rd</sup> Floor, Kanpur Nagar Nigam Mukhyalaya, Kanpur – 208002.
2.	Scope of Work	Engagement of Consultant for Filing of Monthly GST Returns and Annual GST Return in compliance with Goods & Service Tax Act, 2017 along with Quarterly TDS Returns in compliance with Income Tax Act, 1961
3.	Cost of Tender Document (Form Fee – Non-Refundable)	Tender Fees to be deposited at the time of filing the application is Rs.2000/- + 360/-GST @ 18%.
4.	Last date of Bid Submission	07.07.2023 Till 3.00 PM
5.	Technical Bid Opening Date	07.07.2023 Till 5.00 PM
6.	Method of Selection	Lowest Cost Basis
7.	Earnest Money by Deposit	EMD of Rs.1,00,000/- in the form of Demand Draft/Banker's Cheque in favour of the Chief Executive Officer, Kanpur Smart City Limited of 'Punjab National Bank' payable at Kanpur. <b>EMD should be enclosed with Technical Bid.</b>

**Note:- All corrigendum/addendum/clarification regarding RFP shall be posted/mailed on the [etender.up.nic.in/ksclkanpur@gmail.com](mailto:etender.up.nic.in/ksclkanpur@gmail.com) website only. No other communication or advertisement will be given.**

**1. Overview**

Kanpur Smart City Limited (KSCL) was incorporated as a Public Company, limited by shares, on 8th day of December, 2016 as per the Companies Act, 2013 and the registered office is situated at Kanpur Nagar Nigam Mukhyalaya, Motijheel, Kanpur – 208002.

**2. Purpose & Period of Appointment/Engagement**

KSCL is proposing to appoint a Consultant for Filing of Monthly GST Returns and Annual GST Return in compliance with Goods & Service Tax Act, 2017 along with Quarterly TDS Returns in compliance with Income Tax Act, 1961.

The engagement will come into effect after finalization of the bidder and the Terms of engagement for Filing of Monthly GST Returns and Annual GST Return in compliance with Goods & Service Tax Act, 2017 along with Quarterly TDS Returns in compliance with Income Tax Act, 1961 with start from F.Y. 2023-24 (A.Y. 2024-25).

**3. Invitation**

The KSCL invites Proposals (the "Proposals") for selection of a Consultant for Filing of Monthly GST Returns and Annual GST Return in compliance with Goods & Service Tax Act, 2017 along with Quarterly TDS Returns in compliance with Income Tax Act, 1961.

**4. Definitions**

- "Affiliates/Group Companies"** means membership entities working under the common brandname and engaged in similar activity of accounting advisory / financial services/Tax advisory services, registered in India.
- "Applicant/Bidder"** means an eligible consultant who is submitting its proposal for providing services to KSCL.
- "Assignment/job"** means the work to be performed by the Consultant, pursuant to the

- appointment/engagement.
- d. **“Assignment as Consultant”** means any “Filing of Monthly GST Returns and Annual GST Returns in compliance with Goods and Service Tax Act, 2017 along with Quarterly TDS Returns in compliance with Income Tax Act, 1961.
  - e. **“Contract” or “Agreement” or “Engagement Letter”** means the offer & acceptance / contract signed by the parties and all the attached documents and the appendices.
  - f. **“Day”** means calendar day, unless otherwise specified.
  - g. **“Personnel”** means professionals and support staff provided by the consultant to perform the services or any part thereof.
  - h. **“Proposal” or “Bid”** means the technical proposal and the commercial/financial proposal.
  - i. **“Terms of Reference (TOR)/Scope of Work (SOW)”** means the document included in the RFP which explains the scope of work, activities, tasks to be performed, etc.

**5. Eligibility Criteria :**

The Applicant himself/herself or a person employed under the Applicant Firm should be holding certificate/degree of either an Advocate or ICAI or ICSI or ICWA or MBA Finance. The applicant should neither be failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or a judicial pronouncement or arbitration awarded against the Applicant or its Affiliates, nor been expelled from any project or agreement nor had any agreement terminated for breach by such Applicant or its Affiliates. The Applicant should have never been barred/blacklisted for any deficiencies in services/breach of contract/fraud/corrupt practices/professional misconduct by any Scheduled Commercial Bank/ Public Sector Undertaking/State or Central Government or their agencies/ departments/Statutory Authority/Regulator, anytime during the last 3 years.

**6. Earnest Money Deposit (EMD)**

The Bidder shall submit the EMD of Rs.1,00,000/- in the form of Demand Draft/Banker's Cheque in favour of the Chief Executive Officer, Kanpur Smart City Limited, Motijheel, Kanpur of 'Punjab National Bank' payable at Kanpur.

**Exemption of EMD:** Micro & Small Enterprises (MSE) units shall be eligible for exemption in payment of EMD in terms of extract Govt. of India Guidelines. Bidders may please note to provide, along with their offer, proof of their being registered as MSE (indicating the terminal validity date of their registration) for the professional services rendered with any agency mentioned in the notification of the Ministry of Micro, Small and Medium Enterprises (Ministry of MSME). Therefore, any enterprise registered as MSME and is engaged in providing professional services to Government or Semi-Government Entity is fully exempt from the payment of EMD.

**7. Validity period of the Proposed Bid**

The proposal shall remain valid for unlimited period from the last date for submission of proposal. During this period, the Consultant shall maintain the availability of professional staff nominated in the proposal and also the commercial proposal shall remain unchanged.

**8. Termination of Default**

The KSCL may, without prejudice to any other remedy for breach of Agreement, written notice of not less than 90 (ninety) days, terminate the Agreement in whole or in part if the selected Consultant fails to deliver any or all the obligations within the timeperiod specified in the RFP/Contract or any extension thereof granted by the KSCL.

**Annexure: A**  
**PROFORMA OF AFFIDAVIT**  
(on Stamp Paper of Rs. 100.00)

The Chief Executive Officer,  
Kanpur Smart City Limited,  
3<sup>rd</sup> Floor, Nagar Nigam Mukhyalaya,  
Motijheel, Kanpur – 208002.

Dear Sir,

**SUB.: APPLICATION FOR ENGAGEMENT AS CONSULTANT**

1. We hereby declare that our firm does not have any pecuniary liability or any claim/disciplinary/legal proceeding pending against us/ our partners or any other cause which could hamper our ability to render the services as envisaged.
2. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.
3. We agree to undertake the work, as per the scope of work defined.
4. It is further certified that the contents of our Bid are factually correct. We have not sought any deviation to the terms and conditions of the RFP.
5. Till execution of a formal contract, the RFP, along with the KSCL’s notification of award by way of issuance of purchase order and our acceptance thereof, would be binding contractual obligation on the KSCL and us.
6. We hereby certify that our name does not appear in any “Caution” list of RBI / IBA or any other regulatory body for outsourcing activity.
7. We hereby certify that on the date of submission of Bid for this RFP, we do not have any past/ present litigation which adversely affects our participation in this RFP or we are not under any debarment/blacklist period for breach of contract/fraud/corrupt practices by any Scheduled Commercial Bank/ Public Sector Undertaking/ State or Central Government or their agencies/departments.
8. We, further, hereby undertake and agree to abide by all the terms and conditions stipulated by the KSCL in the RFP document.
9. We hereby declare that our firm is eligible for being appointed as Consultant.
10. We also declare that our firm has not been banned / declared ineligible for corrupt and fraudulent practices by the Govt. of India / State Governments / RBI / ICAI and does not have any disciplinary proceedings pending against it or any of the partners with ICAI/RBI.

Date:

Authorised Signatory

Place:

(Name :)

## **Annexure-B**

### **Financial Bid**

**Name of Work:- Engagement of Consultant for Filing of Monthly GST Returns and Annual GST Return in compliance with Goods & Service Tax Act, 2017 along with Quarterly TDS Returns in compliance with Income Tax Act, 1961.**

<b>Sr. No.</b>	<b>Description/Work</b>	<b>Quantity</b>	<b>Rate Without Taxes (In INR)</b>
01	Return Filled	Per Return Filed	

Note: - To be filled online not to be submitted with Bid Document.