



कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार/Ministry of Labour & Employment, Govt. Of India)

क्षेत्रीय कार्यालय/Regional Office, हैदराबाद (माधापुर)/Hyderabad (Madhapur)

भविष्य निधि भवन/Bhavishyanidhi Bhavan,

3-4-763, बरकतपुरा चमन, हैदराबाद/Barkatpura chaman, Hyderabad, Telangana-500 027.



Request for Quotations (RFQ) for hiring of CA firm for filing of returns and advising on all matters related to Taxation, TDS, Income Tax, Goods and Services Tax for Regional Office, Hyderabad(Madhapur)

1. The Employees' Provident Fund Organization, India (EPFO) is an autonomous body under the aegis of the Ministry of Labor and Employment, Government of India. The main objective of the organization is to provide old-age social security to the subscribers as per the Provisions of EPF & MP Act, 1952 and the three schemes framed there under. For further information about EPFO, one may visit the website www.epfindia.gov.in.
2. EPFO, RO, Hyderabad (Madhapur) invites sealed quotations from interested CA firms having requisite experience for filing of returns and advising on all matters related to Taxation, TDS, Income Tax, Goods and Services Tax for a period of two financial years from 2023-24 to 2024-25 as per terms and conditions detailed in Annexure-I. Accordingly, interested firms 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 services in EPFO, RO, Hyderabad (Madhapur)".

Scope of the proposed work, terms of reference, terms and conditions of the contract will be as per the following details:

Description of work, Terms of Reference and conditions of contract	Detailed in Annexure-I of bid document
Techno-financial Bid format	Detailed in Annexure-II of bid document
Submission of Quotation	Sealed quotations from the interested CA firms bearing the name and address of the firm should be submitted to The Regional PF Commissioner-I, Employees' Provident Fund Organisation, Regional Office, Hyderabad (Madhapur) Bhavishyanidhi Bhavan, 3-4-763, Barkatpura, Hyderabad-500027
Last Date to submit the Bid	On or before 20-03-2023 by 5.00 PM

1. Scope of Work:

1. Timely filing of all Income Tax Returns and TDS return as per Income Tax Rules.
2. Timely filing of Annual Income Tax Return.
3. Timely filing of Goods & Service Tax Return as per GST Rules.
4. Preparation and filling of correction/revised TDS & GST Returns wherever found necessary.
5. Preparation of replies filing appeals reporting compliance with Income Tax Department as well as GST Department with respect to Notices/ Orders, if any, received by the first party.
6. Attending the meeting with Income Tax/GST Department on behalf of RO, Hyderabad (Madhapur) personally regarding any notice issued by the Income Tax/GST Authority. Reply to these authorities as and when required.
7. Issue of all statutory forms such as Form 16,16A, 24Q, 26Q etc.
8. Any other requirement/Issue in relation to Income Tax, GST and allied matters as and when arise, would be attended/ resolved by the second party.
9. Any time when second party would change the password of e-TDS login and GST login, the same should be intimated to the first party immediately.

2. Terms of Reference:

The award of contract will be governed by the following terms and conditions:

1. The firm should quote their rate for all the services which would be provided by them during the course of contract tenure.
2. The quotation should have proper address, telephone number and E-mail address, other relevant details with relevant supporting documents duly signed by authorized signatory.
3. Copy of attested PAN/TAN No. etc. (as required) of the agency should be attached with quotation.
4. EPFO reserves the right without assigning any reason to accept or reject any/ all quotation(s) in whole or in part.

3. Extension and Termination of Contract:

1. The contract will be valid for a period of two years. The period of contract is extendable by another year subject to rendering of satisfactory services by the firm & mutual consent of both the parties on the same terms & conditions. However, it shall be with the consent / written request by the CA firm in this regard.
2. The contract may be terminated by this office at any time without assigning any reason, if the work of the firm is not found satisfactory. In this connection, the decision of the company shall be final and binding on the firm.

4. Payment Terms:

1. The rates should be quoted for the whole year (exclusive of taxes). Payment to the firm will be made in four installments at the end of each quarter subject to satisfactory services.
2. Office will pay taxes as per Government of India norms applicable from time to time.
3. No advance payment will be made by the office. The approved firm shall submit the bill at the end of each quarter.
4. TDS under Income Tax/TDS under GST as per rule shall be deducted from the bill.

5. 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 letter of acceptance and work order of the tenders will be forwarded as soon as possible, but the earlier instruction in the email/ fax / letter should be acted upon immediately.
3. If bidder does not accept the offers, after issue of letter of award by this office within 15 days, the offer made shall stand withdrawn

6. Self Declaration (to be filled by the bidder):

Interested parties may apply in the application format enclosed as **Annexure - II** along with the Undertaking in the format as below:

I..... the Managing partners of M/s..... Chartered Accountants do hereby verify, declare and undertake:

- a) That the particulars given above are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the Firm would stand disqualified from empanelment/allotment of work and might be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under.*
- b) Applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (As amended) during past five years or penalized under any of the tax law by ICAI or any other statutory body.*
- c) Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws.*
- d) Applicant firm does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.*
- e) That I and other partners are in full time practice of Chartered Accountants.*

Name & Signature of the Managing Partner of the Firm with Seal.

Qualifying Bid Format

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

<u>Sl No.</u>	<u>Particulars</u>	<u>To be filled/submitted by the bidder</u>
1	Name, Address & Contact Number of the Bidder	
2	Type of organization (company/Partnership firm/Proprietorship/other)	
3	PAN Number (Enclose Copy)	
4	GST Registration Number (Enclose Copy)	
5	Experience certificates for serving in atleast 3 Government Organizations to be enclosed (for the last three financial years)	
6	Whether the firm has any legal suit/criminal case pending against it for violation of any law of court (give details if any)	
7	Proprietorship (If applicable, necessary certificate may be enclosed)	
8	Detailed Quotation for tax related services	May be filled as a separate sheet

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge.

(Signature & Seal of authorized firm)