

Corrigendum-3

Description	As per Tender hosted	Corrigendum
<p>1).Change in Sl.No 1 of Eligibility Criteria Under PART-II</p>	<p>Legal Status of the bidder</p> <p>The bidder should be a Cost Accountant/Chartered Accountant Firm/LLP registered in India. The bidder should have a successful completed or substantially completed similar works during last seven years ending last day of month previous to the one in which applications are invited should be either of the following:-</p> <ol style="list-style-type: none"> 1. Three similar completed works costing not less than the amount equal to Rs. 18.00 lacs of the estimated cost or, 2. Two similar completed works costing not less than the amount equal to Rs. 22.50 lacs of the estimated cost or, 3. One similar completed works costing not less than the amount equal to Rs. 36.00 lacs of the estimated cost. <p>And having a Branch office in Visakhapatnam headed by full time partner (hereafter bidder is also called as firm).</p>	<p>Legal Status of the bidder</p> <p>The bidder should be a Cost Accountant/Chartered Accountant Firm/LLP registered in India. The bidder should have a successful completed or substantially completed similar works during last seven years ending last day of month previous to the one in which applications are invited should be either of the following:-</p> <ol style="list-style-type: none"> 1. Three similar completed works costing not less than the amount equal to Rs. 6.00 lacs of the estimated cost or, 2. Two similar completed works costing not less than the amount equal to Rs. 7.5 lacs of the estimated cost or, 3. One similar completed works costing not less than the amount equal to Rs. 12.00 lacs of the estimated cost. <p>And having a Branch office in Visakhapatnam headed by full time partner (hereafter bidder is also called as firm).</p> <p>Note:-In case of GST Retainership services extended along with Financial/Audit services, such case the value of GST Retainership service portion is to be mentioned explicitly in</p>

<p>2).Change in Sl.No 4 of Eligibility Criteria Under PART-II</p>	<p>Tax Assignments Undertaken by the bidder:</p> <p>The firm located in India and must have a Branch office in Visakhapatnam should have performed Indirect tax Consultancy Service Assignments i.e, Service tax/GST/Vat Consultancy Service Assignments & relevant Tax Audit Service Assignments with a Port / Central Govt. / State Govt. / Central Autonomous Body / State Autonomous Body / Central PSU / State PSU /PVT Company having annual turnover of Rs. 300 (Three Hundred) Crores or more during the FY 2020-21, 2021-22 & 2022-23.</p>	<p>the experience certificate.</p> <p>Tax Assignments Undertaken by the bidder:</p> <p>The firm located in India and must have a Branch office in Visakhapatnam should have performed Indirect tax Consultancy Service Assignments i.e, Service tax/GST/Vat Consultancy Service Assignments & relevant Tax Audit Service Assignments with a Port / Central Govt. / State Govt. / Central Autonomous Body / State Autonomous Body / Central PSU / State PSU having annual turnover of Rs. 300 (Three Hundred) Crores or more during the FY 2020-21, 2021-22 & 2022-23.</p>
<p>Ref : Tender for Invitation of Offer for outsourcing of DCIL Indirect Tax matters from Cost Accountants Firm /Chartered Accountants Firm/Co. from the Financial Year 2023-2024 for 2 years and extendable further one more year on performance basis.</p>		

Corrigendum-2

Description	As per Tender hosted	Corrigendum
1).Change PART-III format (Professional Fee Offer)	Refer Page No 17	Replaced Page No 17 with bellow format.
1).Change in Sl.No 4 of Eligibility Criteria Under PART-II	<p>Tax Assignments Undertaken by the bidder:</p> <p>The firm located in India and must have a Branch office in Visakhapatnam should have performed Indirect tax Consultancy Service Assignments i.e, Service tax/GST/Vat Consultancy Service Assignments & relevant Tax Audit Service Assignments with a Port / Central Govt. / State Govt. / Central Autonomous Body / State Autonomous Body / Central PSU / State PSU /PVT Company having annual turnover of Rs. 300 (Three Hundred) Crores or more during the FY 2020-21, 2021-22 & 2022-23.</p>	<p>Tax Assignments Undertaken by the bidder:</p> <p>The firm located in India and must have a Branch office in Visakhapatnam should have performed Indirect tax Consultancy Service Assignments i.e, Service tax/GST/Vat Consultancy Service Assignments & relevant Tax Audit Service Assignments with Central PSU Company having annual turnover of Rs. 300 (Three Hundred) Crores or more during the FY 2020-21, 2021-22 & 2022-23.</p>
<p>Ref : Tender for Invitation of Offer for outsourcing of DCIL Indirect Tax matters from Cost Accountants Firm /Chartered Accountants Firm/Co. from the Financial Year 2023-2024 for 2 years and extendable further one more year on performance basis.</p>		

DREDGING CORPORATION OF INDIA LTD.

FINANCE & ACCOUNTS DEPARTMENT

(Indirect Tax Consultant)

Appointment of Cost Accountant Firm or Chartered Accountants /Co. as Indirect Tax Consultant for Dredging Corporation of India Ltd. on contract basis for Financial Year 2023-24

- PROFESSIONAL FEES OFFER -

Name of the Firm / Company				
Address of the Firm / Co.				
Sl.no.	Type of Scope	Monthly/Yearly	% of weightage	Fee in Rs. (Excluding Taxes)
01	Preparation and filing of returns (Part 1-A) Consultancy Service (Part 1-B), Notices, Scrutiny & Assessment (Part1-C), Reporting (Part1-D)	Prorata on monthly basis	90%	
02	GST Audit- Finalizing and filing of GSTR9& 9C (Part1-E)	Yearly	10%	

Signature & Name of Partner /Authorised Person
with seal of the Firm/ Company

Date : _____

Place : _____

Corrigendum-1

Description	As per Tender hosted	Corrigendum
Time limit for Invitation of offer Invitation of Offer for outsourcing of DCIL Indirect Tax matters from Cost Accountants Firm /Chartered Accountants Firm/ Co. from the Financial Year 2023-2024 for 2 years and extendable further one more year on performance basis.	08/03/2024 at 15:30 hrs.	08/04/2024 at 15:30 hrs.

Note: A pre-bid meeting is scheduled to take place on March 20, 2024. We kindly request all professional consultant firms (CA/CMA) to participate cordially. Your attendance is greatly appreciated.



DREDGING CORPORATION OF INDIA LIMITED

(A Government of India Undertaking)

Dredge House, HB Colony

Seethammadhara, Visakhapatnam 530022

Invitation of offer is open from 09/02/2024 to 08/03/2024 (1500 hrs.)

The Part I and Part II of the offer document will be opened on 08/03/2024 at 15:30 hrs. in the tender room at ground floor of Dredging Corporation of India at the above address. Those participating parties who desire to remain present at the time of opening of the Part I and Part II of the offer document may do so at their time and cost.

Ref No. DCI/ Indirect Tax/Retender/2023-24

Date: 08/02/2024

Dear Sirs,

Sub: Invitation of Offer for outsourcing of DCIL Indirect Tax matters from Cost Accountants Firm /Chartered Accountants Firm/ Co. from the Financial Year 2023-2024 for 2 years and extendable further one more year on performance basis.

1. Brief information about the Corporation

- 1.1 Dredging Corporation of India Ltd. (hereinafter referred to as “the Corporation”) is Government of India undertaking engaged in the business of dredging with a turnover of Rs.1164 crores for 2022-23. The Corporation is involved in maintenance dredging, capital dredging, beach nourishment, land reclamation, shallow water dredging, Project Management consultancy and Marine construction. The Corporation has under its management 12 Dredgers and 5 Ancillary Crafts.
- 1.2 The Corporation has introduced ERP system i.e. Microsoft Dynamics365 in all its Offices including Project offices. The ERP system is presently operational with modules; Accounts Payable, Accounts Receivable, Bank, Project, Inventory Management, Fixed Asset Module, Shore Payroll, Floating Payroll, Human Resources etc.
- 1.3 The complete history/profile of the Corporation is available for viewing on the website at <http://www.dredge-india.com>.

2. Invitation of offer

The Dredging Corporation of India Ltd. invites offers from reputed firms/Cos. of Cost Accountants /Chartered Accountants on contract basis. The details are given below.

3. Period of Contract:

The appointment will be from FY 2023-24 for 2 Years and further extendable one more year based on performance with the existing terms and conditions.

4. Extension of contract period

The Corporation will have sole discretion to extend the period of contract for further financial years based on the performance of the service of the firm.

5. Offer documents

The offer documents can be downloaded from Corporation's website at <http://www.dredge-india.com>

6. Due Date for submission of Offer

- 6.1 Offer, in the given format, duly completed and signed on each page, should be sent by registered post/courier service/hand delivery in **SEALED ENVELOPE**; super scribed as **"Offer for appointment of Cost Accountant Firm /Chartered Accountants Firm/ Co. as Indirect Tax Consultant for DCI on contract basis"** and should be addressed to

Chief Financial Officer
Dredging Corporation of India
Ltd.
Dredge House,HB Colony,
Seethammadhara
Visakhapatnam - 530022
Andhra Pradesh.

- 6.2 Offer should reach Corporation latest by 1500 Hrs. on 08/03/2024.

Offers received after the due date and time will not be accepted and the decision of the Corporation in this regard shall be final and binding.

GENERAL INSTRUCTIONS TO THE BIDDER

1. The technical bid and the financial bid must be sealed in separate envelopes super-scribing "Technical Bid" and "Financial Bid" and both these two envelopes must be placed in a third envelope super-scribing "TENDER - INDIRECT TAX CONSULTANCY". This third envelope should be sealed and addressed to "C.F.O., Dredging Corporation of India Limited, Dredge House 3rd Floor, HB Colony, Seethamdhara, Visakhapatnam-530022 " and should reach the Accounts & Finance Department either by hand delivery or post or courier on or before the stipulated time. Bid document without sealed condition shall not be opened. The bid received through Fax or E-mail or in any other mode will be rejected.
2. Tender Fees is waived off.
3. The firm should pay an Earnest Money Deposit (EMD) for Rs. 45,000/- (Rs. Forty Five thousand only) by RTGS/NEFT/Transfer to the following Bank Account.

Particulars	Details
Name of the Beneficiary	Dredging Corporation of India Limited
Bank Account No	35833070000014
Name of the Bank	Canara Bank
Name of the Branch	DCI Branch
IFSC	CNRB0013583
Bank Address	Dredge House, HB Colony, Seethamdhara, Visakhapatnam-530022

No interest shall be paid on the EMD paid by the bidder.

The Bidder shall upload the copy of the transaction details with the details of UTR Number along with technical bid, failing which the bid will be summarily rejected & the details of the EMD transfer i.e UTR No. & Date of Transfer shall be specified in the Letter of Submission

DCIL shall not be liable / responsible for any connectivity / internet problem either with user side / NIC / Bank. It is in the own interest of the bidders, bidders may get it verified form Bank that the requisite money has been received by DCI for the NIT in which they are participating.

Tender Document

4. The bidder shall sign and seal all the documents in the Technical Bid, owning the responsibility for their correctness / authenticity otherwise, it will be rejected.
5. Bid received after the said date and time will be rejected. Hence, such bid shall be returned unopened to the bidder.
6. In the event that the specified date for the submission of bid offers is declared a holiday, then the bid will be received up to the prescribed time on the next working day.
7. Any change that will be made in the tender document by competent authority after issue of tender will be intimated in the form of corrigendum for incorporating the same in the tender document in the DCIL website.
8. No alteration and addition anywhere in the tender document are permitted. If any of these are found, the tender document will be summarily rejected.
9. The tender will be valid for a period of 90 days from the date of opening of tender. The firm quote shall remain valid for 90 days from the last date of submission of the tender. Validity of price bid shall be 90 days from the date of opening of the Tender.
10. The bidder or authorized person of the bidder is allowed to take part in the opening of bid and for the same they should submit the identification card or authorization letter. Absence of bidder or representative shall not impair legality of the opening procedure.
11. After opening of technical bid, the same shall be evaluated subsequently, so as to ensure that, the bidders meet the minimum eligibility criteria as specified in the tender document.
12. The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist the examination, evaluation, comparison and qualification of the bidders, the DCIL may, seek clarification from the bidder. If the reply is not received within the stipulated time, the Technical Bid will not be considered.
13. Only the bidders who qualify the technical bid shall be invited in advance for financial bid opening.
14. Tender notice and the general conditions shall form the part of the contract.
15. DCIL reserves the right to suitably increase/reduce the scope of the work put to this Bid.
16. The bidder shall quote the financial bid in the specified page only (PART – III)
17. DCIL reserves the right to cancel the tender at any time.

Tender Document

18. Pre-bid Meeting: Bidder may get clarification on the tender/scope on or before 23/02/2024 Any queries may be sent before 23/02/2024 to the email id: dravi@dcil.co.in No individual replies will be given to the bidders. All the replies will be uploaded in the DCIL website as pre bid queries which will form part of tender conditions.

--Sd—

C.F.O.

GENERAL TERMS & CONDITIONS

1. Period of Contract: The Period of engagement of consultant shall be for 1 (One) year from the date of letter of acceptance by the consultant. If DCI feels satisfied with services provided during the period of contract, the contract may be extended for another 2 (Two) years with the approval of Competent Authority and mutual consent, with same terms and conditions and rate of the contract. Management will conduct an annual performance review, and if the service meets our satisfaction, will proceed with its continuation for another year.
2. Payment Terms: No Advance shall be paid by DCIL. All payment shall be subject to recoveries towards statutory deductions. The payment will be made by electronic transfer within 30 days from the receipt of the Tax Invoice.
3. Commencement of Work: The successful bidder shall commence the work on or before 7 days from the day of receipt of the "Work Order", else the EMD amount of the successful bidder shall be forfeited and the order will be placed to the next successful bidder.
4. Security Deposit: The Successful bidder shall be required to pay the 5% of the contract value towards security deposit. SD so required can be deposited by way of RTGS by the bidder or can be deducted by DCIL from the payment to be made against monthly bills. The SD amount so recovered or deposited will be released after 6 months from the successful completion of the contract. No interest shall be paid on SD deposited by the party.
5. Performance Bank Guarantee (PBG): The successful tenderer will be required to submit account payee performance bank guarantee of 5% of the value of the entire contract on or before 15 days from the date of receipt of the "Work Order". The same will be receivable in the form of Bank Guarantee from a Nationalized/Scheduled Bank. Performance Bank Guarantee should remain valid for a period of 6 months beyond the date of completion of all contractual obligations. No interest shall be paid on PBG deposited by the party under any circumstances.
6. Indemnity Clause: DCIL shall recover damages/losses in the event of deficiency in services, certifications, opinions and non-compliances of GST Law which results in pecuniary loss to DCIL. Also in the event of non-completion of the contract or inadequate performance loss, the loss will be recovered from the performance guarantee / charges payable to the consultant. In the event of non-compliance of GST rules like non filing of returns within due date, the penalty as provided in the GST Act/Rules shall be recovered from the consultants.
7. Foreclosure of the contract: Either party can foreclose the contract by giving two months' notice in advance. The fees shall be payable up to the period of completed service and no compensation under any circumstances is payable on account of foreclosure.
8. Termination of the contract: The contract is liable for termination for any deficiency in any service by giving 3(Three) month notice. No compensation is payable under any circumstances on account of such termination. The fees shall be payable only up to the date of serving the notice of termination. In case of termination, the fact will be brought to the notice of The Institute of Chartered Accountants of India or to the notice of The Institute of Cost and Works

Accountants of India. The decision of DCIL in this regard is final and binding.

9. Undertaking: The successful bidder has to execute an undertaking on Rs. 100/- stamp paper for undertaking the assignment as per the scope of work specified under special terms and conditions of the tender and to comply with the general terms and conditions of the tender.
10. Declarations: A self-declaration should be provided by the bidder on the letterhead of their organization/firm as per PART - II on the following points
 - a. The bidder should not have been blacklisted for supply of any services to DCI or any other Government department/agency in India.
 - b. The bidder should neither be owned or controlled by any employee (or any of his/her relative) of DCIL nor any of its employees should be directly related to any employee of DCIL.
 - c. Strictly maintain Confidentiality of all the data/Information of related to DCIL.

Note: All the documents shall be certified by the authorized signatory of the firm who is competent to make any declarations.

11. Jurisdiction: The court at VISAKHAPATNAM will alone have jurisdiction to decide any dispute arising out of or in respect of contract.
12. All the conditions appearing in Tenderer's letter head or elsewhere stands cancelled and the conditions as mentioned in this tender, pre bid queries, corrigendum's & addendums will alone be valid and supersede any or all the conditions appearing in any of the papers submitted by the tenderer.

--Sd—

C.F.O.

SPECIAL TERMS & CONDITIONS
(Part 1 to Part 2)

Part I

BROAD SCOPE OF WORK -INDIRECT TAXATION

To provide all necessary and the relevant services in connection with indirect taxation (service tax, GST Etc.,) compliances as per extant Acts and rules made there under and subsequent amendments and carry out audit as amended under Act and rules thereto. Responsible for the correctness of the information compiled, high level of accuracy and promptness is expected to avoid penalties, interest Etc. from tax authorities.

- A. Preparation & filing of returns
- B. Consultancy services
- C. Notices/Scrutiny/Assessments
- D. Reporting
- E. Audit

A. Preparation & filing of returns:

To prepare/check. scrutinize and file all requisites periodically returns (like monthly, annual) of DCIL within the prescribed time in the requisite format prescribed under the GST regime from time to time including the preparation of necessary schedules and attachments required for filing the return but not limited to the following.

1. Review of accounting in the Microsoft Dynamics (D-365) environment as per GST Law and incorporating the changes in D-365 as per GST Act amended from time to time.
2. Ensure proper records as prescribed under GST Acts and rules made there under are being maintained by DCIL.
3. Verification of receipts, payments, bills, records to be maintained under the GST regime on daily basis.
4. Compliance with latest notifications and the circulars issued by CBIC in the determination of GST output tax liability and GST ITC.
5. Preparing the primary data for e-filing by duly ensuring the authenticity of data being received at the centralized platform.
6. Review of output liability as per GL & report extracted from D-365 and identifying for any error related to place of supply, nature of tax etc., before filing the monthly return.
7. Review of output GL's in D-365 and verification of invoices to comply with the GST law.
8. Verification of POS/ service/ any other bills soft /hard copy to identify the accounting entries mismatch and HSN codes Service codes and the rates to be levied on the services.
9. Identifying the activities not reflecting in POS/ ERP to consolidate the data to file the GST returns.
10. Computation of output tax by duly identifying wrong tax tags/ wrong accounting/ wrong GST numbers/ wrong state code entries/Non-GST transactions and the determination of GST liability for filing of GSTR-1.
11. Reconciliation of DCIL monthly revenue before arriving the GST output tax liability.

12. Reconciliation of GL's & report extracted from D-365 & analyzing the differences if any under revenue heads before filing the monthly returns.
13. Revenue reconciliation of invoices reflected in the GST portal under GSTR-1 with DCIL books of accounts.
14. Verification of 100% physical invoices of purchase bills (including imprest bills)
15. Review of GL in D-365 to ensure enable in input tax credit is claimed in the returns so filed.
16. Determination of eligibility of ITC as per GST Law.
17. Reconciliation of ITC availed in GSTR-3B vis-a-vis GSR-2A/2B.
18. Reconciliation / mismatch of input tax credit availed in the books of accounts with GTR-2A & 2B on regular intervals.
19. Generating challans for payment of GST on behalf of DCIL.
20. Monthly reconciliation of GST Electronic Cash Ledger and Electronic Credit Ledger as per GST portal with the cash and the credit ledger as per books of accounts.
21. Computation of GST TDS liability for filing of GSTR-7 by duly verifying that data for TDS and GST payment , generation of challan , filing of monthly TDS and GST return, issuance of certificate etc.,
22. Generating E-Invoicing from the portal, E-way bill and reconciling E-way bill portal with the GST ledgers
23. Any changes related to GST return (Inward and Outward) filing in GST portal need to be avail label available after necessary changes in D-365/POS building system is to be done along with the necessary SOP.
24. Preparation of GST annual return.
25. Revenue reconciliation of DCIL financials, income tax return with the GST return.
26. Compilation of information for GSTR-9 annual return and filing the same.
27. Compilation of information required for GSTR-9 reconciliation statement.
28. Preservation of all related records incl. invoices in digital form.
29. Development/ up gradation of standardized format for compilation data from D-365 for GST returns required to be filed under GST law.
30. Designing the reports that are to be generated in D-365 based on which GST returns are to be filed.
31. Provide replies, reconciliations, certifications and data required by departments relating to Service Tax/Vat cases pending before departments form FY 2005 onwards.
32. GST, Service Tax, Vat ledgers from FY 2008 in ERP to be review and reconciled.

B. Consultancy service:

To offer opinion within three working days on the issues/ matters as referred to by DCIL from time to time in relation to indirect taxation issues.

To advise DCIL on the issues raising out of or connected to subsumed tax laws and GST Acts and rules made there under including ongoing litigations , assessments etc. and on any matter relating to GST consolidated important and significant according to the consultant or as per the requirement of DCIL and to guide/advice for developing necessary tools for review , monitoring , reporting and the compliance with the reports required in GST regime not limited to the following

1. Advise in respect of billing , records to be maintained under the GST regime.
2. Advise on the tax planning benefits /rebates/deductions/ exemptions available under GST act.
3. Suggest suitable changes required under GST regime for minimizing the tax burden, effective utilization of available Input tax credits (ITC).
4. Suggest the review mechanism for availing all eligible input tax credits and utilization under GST.
5. Guidance regarding valuation, classification and the tax rate after transfer/ permanent disposal of assets, job work , goods used both for exempt and taxable services etc. to ensure availing of maximum eligible tax benefits under GST

regime.

6. Opinion on availing of CENVAT credit / Input Tax Credit of various input services utilized /goods purchased by DCIL.
7. Opinion on matters relating to accounting of GST/Service tax (including but not limited to output and input services.)
8. Opinions/ comments/clarifications on various GST/Service tax issues raised by DCIL officials.
9. Review of various circulars to be issued internally/ externally in respect of GST/Service tax and related matters.
10. Update dot DCIL officials regularly through e-mail and in monthly reports about various amendments (more specifically having implications on DCIL) taking place in indirect tax laws , rules , regulations , circulars , directions etc. from time to time and the SEC in making policy for the same.
- 11.To examine order /communication received from GST authorities and to advise the further course of action.
- 12.Preparing replies /submissions for various notices received from GST/ Service Tax Authorities including show cause notices.
- 13.Opinion on issues raised in audit conducted by various authorities and to assist in preparing the replies to the quarries raised by statutory auditor and internal auditor in connection with the GST & Service tax.
- 14.Provide general counsel consultancy services any other work related to GST / Service tax as and when required.
- 15.Highlight areas of potential non-compliance for immediate regulation.
- 16.Guide & assist in facing the periodical audited by statutory authorities

C. Notices/ Scrutiny/Assessment:

To represent DCIL and appear before GST/ Service tax officer(s) or commissioner(s) of Central Board of Indirect Tax and Customs and to perform all the necessary work (including drafting and submission of replies, rectification etc. to questionnaire/ notices received from GST/service tax department & GST intelligence) for successful completion of scrutiny , assessment including re-assessments not limited to the following

1. To file the appeal(s), showcase notice(s) and attending hearing(s)/personal hearings related to GST/service tax matters with the tax authorities (other than tribunal / judicial authorities) (including all pending cases of Service tax /GST)
2. To monitor refunds of GST or service tax from central board of indirect taxes and the customs along with the details and a appeal effect orders and update the refund status to DCIL and preparation of letters in this respect to be submitted to the department.
3. Assist the senior council he has appointed by DCIL for representing the case before the tribunal/ judicial authorities.

D. Reporting:

Submission of Monthly report on review conducted on GST accounting any D-365 by duly providing the guidance to resolve the areas of concern along with the opinions provided during the month, important update in the GST law, notices received during the period its replies, pending litigation under tax law and any other observation made during the period.

Handout a reconciliation procedure for monitoring input /output/ final monthly returns and the guidance to track un-reconciled transactions etc.

E. GST audit:

Collecting the information from the sections/departments of DCIL and finalize the GST audit by duly filing the GSTR-9 & 9C.

Note:

Manpower requirement:

- The successful bidder has to ensure that all the key team members and personnel deployed in DCI should matches the job profile with the scope of work.
- The partner or employee of the firm who is having an experience in SAP/ERP based environment will be required to visit at least 4days in a week to carry out the above referred scope of work and as and when required at DCI.
- Partner to visit and attend meetings as and when required for discussion with Senior Officers of DCI.
- The bidder has to depute suitable man-power to manage the Indirect Tax issues in DCI on daily basis not limited to the below
 - Minimum of 2 article student who have completed their CMA/CA Intermediate with a working level knowledge in Indirect Taxation, ERP & MS Office.

Office arrangements:

- The successful bidder shall make their own arrangements for office stationery and other office equipment facilities such as laptops etc.,
- DCI shall provide one or two computers with a printer and suitable sharing office room for free of cost.

Other arrangements:

- The bid awardee has to make necessary arrangement to take over the entire data (including disputed cases) hard & soft copies from the existing tax consultants.

Note: The above-mentioned "Scope of Work" is illustrative / indicative and not in exhaustive nature i.e. Scope of Work shall include providing professional assistance for all activities/matters required for the work (including past works) relating to Income Tax Act and subsequent notifications as and when issued by GOI/CBDT/GST Act. Etc.

ELIGIBILITY CRITERIA

Sr.	Eligibility Criteria	Documents to be submitted
1	<p>Legal Status of the Bidder</p> <p>The bidder should be a Cost Accountant Firm/Chartered Accountant Firm/LLP registered in India. The bidder should have a Successful completed or substantially completed similar works during last seven years ending last day of month previous to the one in which applications are invited should be either of the following</p> <ol style="list-style-type: none"> 1. Three similar completed works costing not less than the amount equal to Rs.18.00 lacs of the estimated cost or. 2. Two similar completed works costing not less than the amount equal to Rs.22.50 lacs of the estimated cost or. 3. One similar completed works costing not less than the amount equal to Rs.36.00lacs of the estimated cost. <p>And having a Branch office in Visakhapatnam headed by full time partner (hereafter bidder is also called as firm).</p>	<p>Certified copy of registration issued by Institute of Cost Accounts of India/ Institute of Chartered Accountants of India.</p> <p>Copy of valid PAN & GST No. of the bidder/firm.</p>
2	<p>Resources of the Bidder</p> <p>The firm should have minimum 2 (Two) full time qualified CMA's/CAs as partners having minimum 10 Years of Post Qualification Experience in - Assessments, Appeals & CESTAT of VAT, PT, Service Tax, Customs & Central Excise and GST</p> <p>The partner or person who will associate/deal with should be named & should reside in Visakhapatnam (hereafter called as Person Designated to DCI)</p>	<p>Certified copy of registration issued by Institute of Cost Accounts of India /Institute of Chartered Accountants of India.</p>
3	<p>Financial Capacity of the bidder:</p> <p>The bidder firm should have average annual gross receipts of Rs. 50 lakhs during the last 3 (Three) financial years i.e. F.Y. 2020-21, 2021-22 & 2022-23.</p>	<p>Audited financial statements of the bidder.</p> <p>Details to be furnished</p>

4	<p>Tax Assignments Undertaken by the bidder:</p> <p>The firm located in India and must have a Branch office in Visakhapatnam should have performed Indirect tax Consultancy Service Assignments i.e, Service tax/GST/Vat Consultancy Service Assignments & relevant Tax Audit Service Assignments with a Port / Central Govt. / State Govt. / Central Autonomous Body / State Autonomous Body / Central PSU / State PSU /PVT Company having annual turnover of Rs. 300 (Three Hundred) Crores or more during the FY 2020-21, 2021-22 & 2022-23.</p>	<p>1).Proof of engagement letter /Work Orders and contract with a detailed scope issued by the clients.</p> <p>The engagement letter / contract should be issued / addressed to the Visakhapatnam Office address.</p> <p>2). Work completion certificate / Work confirmation certificate receive from client.</p>
5	<p>Experience of the Bidder SAP/ERP Experience:</p> <p>The firm should have at least one year exposure in ERP based accounting.</p>	<p>Proper documentary evidence i.e. certificate from the respective company (client) who operates SAP/ERP based environment and for Who the work has been carried out by the bidder.</p>

Note: -

1. The requisite documentary evidence needs to be submitted by the bidder for each of the eligibility criteria. Any more information want to provide by the bidder can be made available.
2. The bidder shall submit necessary documentary proof showing that they meet the eligibility criteria along with their bid. All documents submitted should be self-attested by the Authorized Signatory of the firm/bidder for each of the Evaluation criteria.
3. Self-declaration needs to be signed by authorized signatory(s) of the firm.
4. During evaluation of the bids, DCI may at its discretion ask the bidders for clarification of their bids, if required.
5. Price bids shall be opened only for technically qualified bidder. The technically qualified bidder will be informed and invited in advance for witnessing the opening of Price Bid (Cover - II)
6. The tender may be also evaluated in accordance with the provisions outlined in the MSME Act.

Technical Bid

The Technical bid prepared by the bidder shall comprise of the following

1. covering letter as specified at PART I
2. Unconditional acceptance letter as specified in PART II
3. Other requisite documentary evidences to support the evaluation criteria.

All the requisite documentary evidence needs to be submitted by the bidder for each of the eligibility criteria and may provide any additional documents for evaluation purpose in addition to Annexures specified in the tender.

Note: Financial/Price Bid included in the Technical Bid will be strictly rejected.

Price Bid

Price Bids shall be opened only for technically qualified bidders.

The price shall be firm exclusive of GST as applicable (No other taxes / statutory levies will be entertained separately). While quoting the price, the bidder shall consider all expenses **including** travelling, boarding, conveyance, stationary, other miscellaneous and out of pocket expenditure. No claim for expenditure other than the price quoted will be entertained by DCI on account of Scope of Work provided in tender.

Rate quoted shall be firm & shall not be quoted with price variation clause.

The bidder shall quote the price in Indian rupees for the entire scope of work as per Price Bid format (PART – III). If there is a discrepancy between words and figures, the figures written in words shall prevail.

The bidder has to submit the bill on monthly basis only.

--Sd--

C.F.O.

TECHNICAL INFORMATION OF THE FIRM / CO

Sl No	Particulars	Details
1	Name of Firm / Co	
2	Address of Main office	
3	Addresses of other branchoffices	
4	Year of Establishment	
5	Registration No. & Year ofRegistration with ICMAI/ICAI	
6	No of Partners with names & experiences	
7	No of Qualified CMAs/CAs in employment with Namesand Membership nos	
8	No. of Semi Qualified Assistants (including Articles) in employment	

9	Experience in Indirect Taxation matters in India in Assesment, SCN reply, CESTAT appeal filing	Names of clients Indirect Tax Assignment (Years-wise)
10	Experience in Indirect Taxation matters with Public Limited company with annual turnover of Rs.300 crores & above	Names of Public Ltd. Co. in in Indirect Tax Assignment (Years-wise)
11	Details of other assignments held in DCI on the date of submission of offer pertaining to the period of contract (01-07- 2023 to 31-03-2024)	

Signature & Name of Partner
with seal of the Firm

Date : _____

Place: _____

Note: Please enclose the following in support of the above declaration

1. Photocopies of latest constitution / registration certificates of the Firm/Co. issued by the ICAI/ICAI.
2. Details of all the Partners with their names, qualifications, experience and copies of reg. certificates.
3. Details of no. of qualified CMAs/CAs in employment with names, and copies of reg. certificates.
4. Details of number of semi-qualified assistants (including articles) in employment with their names and, qualification.
5. Photocopies of appointment/contract letters for other assignments held in DCI on the dated submission of offer.

**DREDGING CORPORATION OF INDIA LTD.
FINANCE & ACCOUNTS DEPARTMENT
(Indirect Tax Consultant)**

Appointment of Cost Accountant Firm or Chartered Accountants /Co. as Indirect Tax Consultant for Dredging Corporation of India Ltd. on contract basis for Financial Year 2023-24

- PROFESSIONAL FEES OFFER -

Name of the Firm / Company	
Address of the Firm / Co.	
ALL INCLUSIVE Professional Fees PER MONTH for Indirect Tax Works as per the Tender/Offer Document and detailed Work Scope provided by DCI at PART-I. (the quoted fees per month is excluding applicable taxes which will be reimbursed by DCI at actual) <u>Note:</u> The monthly fees quoted herein will be extrapolated for entire contract period including extension period, if any, and same shall be applicable.	Rs. _____

Signature & Name of Partner /Authorised Person
with seal of the Firm/ Company

Date : _____

Place : _____