



The State Trading Corporation of India Limited, New Delhi

**Appointment of Direct Tax Consultant through Limited Tender to CA Firms
empanelled under CAG.**

The State Trading Corporation of India Limited (STC), a PSU under the administrative control of Ministry of commerce and industry, invites offers for appointment as Direct Tax Consultant through Limited Tender to CA Firms empanelled under CAG for the period of One year (starts from Letter of Award) at Corporate Office located at New Delhi.

Time Schedule

Tender Ref. No.	STC/ Limited Tender/ Direct Tax Consultant/ 2021-22
Last Date and Time for Submission of Bids	28/10/2021 at 2:00 PM
Date and Time of Opening Bids	28/10/2021 at 02:30 PM
By Physical bid / Quotation	To be dropped in the tender box kept at reception, ground floor, STC, New Delhi

The State Trading Corporation of India Ltd.
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R.



THE STATE TRADING CORPORATION OF INDIA LTD. (STC)

No: STC/ Limited Tender/ Direct Tax Consultant/ 2021-22 Dated: 15th September, 2021

1. Invitation of offer for appointment as Direct Tax Consultant through Limited Tender to CA Firms empanelled under CAG for the period of One year (starts from Letter of Award) at Corporate Office located at New Delhi.

STC invites bids through sealed quotations for appointment as **Direct Tax Consultant for the period of One year** (starts from Letter of Award) for **Corporate Office at New Delhi**. The last date for receipt of offer is 28.10.2021 (02.00 PM). Date of opening of Financial bids will be 28.10.2021 (2.30 PM)

2. STC's Background

The details of the company are available on website www.stclimited.co.in

3. SCOPE OF WORK

1. Professional representation is required on behalf of corporation with respect to cases pending for previous A.Ys, assessment proceedings / appeal under direct tax law , draft replies to notices / demand received, if any, etc.
2. Follow up of amount refundable under VSV scheme, (Form- V has been issued by the Department).
3. Assistance in Preparation and vetting of estimates for payment of quarterly installments of Advance Income Tax / Self-Assessment Tax in purview of adoption of the non-going concern basis of accounting.
4. Preparation, vetting and filing of Income Tax Return for the A.Y. 2021-22.
5. Reconciliation of TDS as per Books of Accounts with the Form 26AS available on Income tax web-site and reconciliation of Income as per Form 26AS and Books of Accounts.
6. Filing quarterly TDS returns / revised returns through Compu Tax software after verifying from ledger in stipulated time.
7. Assisting in preparation of details required for completion of tax audit.
8. Attending to all communications, Notices of Tax authorities and appearance at hearings before tax authorities in respect of all present and past appeals/ proceedings/ matters.
9. Regular updating of Direct Tax cases MIS and status of pending litigation cases.
10. Any other services/ advice/ opinion whatsoever required relating to Income Tax.

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3. Preparing and submission of bid:

All documents of the bid shall be signed by the authorized Partner at the time of bid submission. Any consequences resulting due to signing shall be binding on the Bidder.

- a) Bids on Firm's letter head have to be mandatorily submitted through sealed quotations in the prescribed formats as per annexure
- b) Bidders are advised in their own interest to submit the bids through sealed quotations well before the bid submission end date & time. STC will not be responsible for any delay or the difficulties encountered during the submission of bids at the eleventh hour due to technical or other problems.

4. Evaluation of bids

1. L1 bidder may be awarded the work on quoted price as per Annexure II. In case of tie in the quoted price, STC reserves the right to assess bidder's capability and capacity to execute the work using in-house information including taking into account other aspects such as concurrent commitments, past performance etc. and award the job.
2. The decision of STC in this respect will be final and binding.

5. Notification of award

STC will issue the letter of Award (LOA) to the successful bidder and communicate the same through written communication through email as per details given by bidder. The said communication on acceptance will constitute the formation of a Contract.

6. Termination of Appointment

A. By STC

STC reserves the right to terminate the appointment on occurrence of any of the following events.

- a) Any document, information, data or statement submitted by the Firm in its proposal, based on which the bidder was considered eligible or successful, is found to be false, incorrect or misleading.
- b) The Firm fails to commence services as required under this agreement.



- c) The Firm fails to complete any of the required services as per the tender due to which STC fails to meet statutory time limit for submission of report / return.
- d) STC, in its sole discretion and for any reason whatsoever, decides to terminate this appointment.

7. Time schedule and Terms of Payment

1. Payment will be released after satisfactorily completion of each quarter in a year. While making the payment, applicable statutory deductions will be made by STC.
2. GST only shall be paid extra.
3. No TA/DA and any other incidental charges shall be payable.

8. Confidentiality Clause

Appointed firm shall maintain confidentiality of audit and shall not disclose any content to any outsider other than authorized person of STC.

For any query, please feel free to contact the undersigned or Shri Rahul Saxena, DM-F either over Telephone or in the Office during working days in office hours.

Smt Deepti S John (M-F) - 9968652894

Shri Rahul Saxena (DM-F) - 9025571252


(Deepti S John)
Manager Finance

(TO BE SUBMITTED ON BIDDER FIRM LETTER HEAD)

Covering letter for submission of offers

To

STC of India Ltd
New Delhi

Our Ref: _____ Dated

Subject: Appointment of Direct Tax Consultant for the period of One year (starts from Letter of Award) at Corporate Office located at New Delhi

Dear Sir,

Please find herewith our offer in line with requirement of STC Tender document. We

Confirm that:

1. Offer is in complete compliance with requirement of Tender Document and there is no Deviation in the offer.
2. We understand that any stipulation, deviation. Terms and conditions, presumption etc. Specified in the offer shall render our offer liable for rejection.
3. Our offer shall remain valid for a period of 90days from the date of opening of tender.
4. The undersigned is duly authorized to sign and stamp all the bid documents.

We declare that the statement made and the information provided in our offer is true and correct in all respect. In case it is found that the information/ documents provided by us are incorrect/ false, our application shall be rejected by STC without any reference to us.

Thanking you,
Yours Sincerely

(Signature of partner)



Full Name:

Official seal of the bidder

Annexure-1

**Bid Submission form for Direct Tax Consultancy for
the period of One year (w.e.f Letter of Award) for
STC, New Delhi**

(Please strike off whichever is not applicable)

SECTION - A

Status of the firm							
1.	a)	Name of the firm (in capital letters)					
	b)	Address of the Head Office					
		Telephone Number					
		E-mail address					
	c)	PAN of the firm					
2.		ICAI Registration No.	_____	Region Name	_____	Region Code No.	_____
3.	a)	Date of constitution of the firm	_____				
	b)	Date since when the firm has a full time FCA	_____				
	c)	Date of formation	_____				
4.		Number of full time partners of the firm as on 01.09.2021 (please fill up Annexure F1)	FCA	_____	ACA	_____	
5		Whether the firm has experience of Direct Tax Consultancy in reputed Public Sector undertaking, if yes, Kindly mention no of years. (attach relevant documents)	YES	NO			
6		Whether the firm is presently engaged in any Direct Tax Consultancy service of any Government Companies/ Corporations etc. (attach relevant documents)	YES	NO			
7		Whether there are any Court/ arbitration/any other legal case against the firm.	YES	NO			

(TO BE SUBMITTED ON BIDDER FIRM LETTER HEAD)

Date:

Annexure –II

PRICE BID

Name of Job/ Services	Direct Tax Consultant for the period of One year (starts from Letter of Award)for STC, New Delhi
Name of the Bidder :	
Professional Fees (exclusive taxes):	of Rs _____/-
Amount in Words	

Signature	
Name & Designation of the Signatory	
Official Seal	

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(TO BE SUBMITTED ON BIDDER FIRM LETTER HEAD)

Annexure –III

Bank Accounts Particulars

1. Bidders' Name
2. Address of Bidder
3. Particulars of Bank Account
 - A. Name of Bank
 - B. Branch Code
 - C. Address of the Bank Branch
 - D. Type of accounts
 - E. Account Number
 - F. Bank's IFSC code for NEFT/RTGS

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the change, if any, in bank account details in future and SDTC will not be held responsible for non-payment/delay due to above change in bank details and also due to technical reasons beyond its control

(_____)

Signature of the

Partner

Place:

Date:



Official seal of the bidder