



**THE STATE TRADING CORPORATION OF INDIA LIMITED**  
**Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001**

Tender No. STC/ CO/AUD/PTC/00042/2023

Date: 18.03.2024

**NOTICE INVITING QUOTATIONS**

Sub: Notice inviting e-bids through CPP Portal from established and reputed agencies / firms/sole proprietorship for engagement of Property Tax Consultant.

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The State Trading Corporation of India Limited (STC), a Central Public Sector Enterprise (CPSE) under the administrative control of Department of Commerce, Ministry of Commerce and Industry, Govt. of India, invites e-bids through CPP Portal from interested agencies/firms/sole proprietor for engagement as Property Tax Consultant for a period of two (02) years at STC's Corporate Office located at New Delhi.

**Time Schedule**

<b>Tender Ref. No.</b>	<b>STC/ Open Tender/ Property Tax Consultant/ 2022-23</b>
<b>Last Date and Time for Submission of e- bids</b>	08/04/2024 at 2:00 PM
<b>Date and Time of Opening e-bids</b>	08/04/2024at 02:30 PM
<b>By e-bid / Quotation</b>	Through CPP portal

The State Trading Corporation of India Ltd.  
Jawahar Vyapar Bhawan  
Tolstoy Marg, NewDelhi-110001  
Tel: +91 1123462234  
E-Mail: [drjagdishpd@stclimited.co.in](mailto:drjagdishpd@stclimited.co.in)

Website: [www.stclimited.co.in](http://www.stclimited.co.in)



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**Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi-110001**

Tender No. STC/ CO/AUD/PTC/00042/2023

Date: 18.03.2024

**NOTICE INVITING QUOTATIONS**

Sub: Notice inviting e-bids from established and reputed agencies / firms/sole proprietorship for engagement of Property Tax Consultant.

1. Invitation of e-bids for engagement as Property Tax Consultant through CPP portal for a period of two (02) years from date of engagement at its Corporate Office located at New Delhi.

STC invites bids through CPP Portal for engagement as **Property Tax Consultant** for a period of two (02) years from date of engagement for its **Corporate Office at New Delhi**. The last date for receipt of offer is 08.04.2024 (02.00 PM). Date of opening of technical bids will be 08.04.2024 (2.30 PM)

**2. Background of STC**

The details of the company are available on website [www.stclimited.co.in](http://www.stclimited.co.in)

**3. Scope of Work**

- i) STC's property tax matters in respect of Jawahar Vyapar Bhawan, Flats (08 Nos) at AGVC and STC Housing Colony.
- ii) Conducting assessment proceedings/appearing before NDMC/MCD and any other authorities as and when required.
- iii) Preparation and Filing of Property Tax Returns pertaining to STC's properties at New Delhi.
- iv) Timely payment of Property Tax with admissible rebate, wherever applicable.
- v) Correspondence with NDMC/MCD on letters/bills/demands raised by concerned authorities.
- vi) To calculate/work out share of property tax to be borne by Co-owners towards the area occupied by them.

vii) Visiting STC offices as and when required and attending other incidental job/work.

**4. Pre qualification:**

- i. The consultant should have thorough knowledge of rules/law and any other applicable regulations with regard to all matters concerning Property Tax w.r.t. NDMC/MCD.
- ii. The consultant should be well conversant with calculation of property tax, preparation and filing of property tax returns.
- iii. The consultant should have good knowledge of both working under rateable value system and Unit Area System of Tax Department of NDMC/MCD.
- iv. The consultant should have knowledge of on-line system of Tax Collection.
- v. The consultant should have knowledge of recovery and assessments of Property Tax.
- vi. Preference shall be given to the person having legal background dealing with Property Tax matters before Courts and Tribunals.
- vii. The consultant should have minimum of three years of experience of dealing payment of property tax with company/firm/organization including at least two year with Government offices/PSU/Banks etc.

**5. Preparing and submission of e-bid:General instructions for filling the e-bid**

- i. Bids have to be uploaded online only at NIC's Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/eprocure/app>) i.e the e-procurement portal of NIC. No bids shall be accepted in hard copy or any other form.
- ii. For submission of e bids, bidders are required to get themselves registered with using class-II/Class –III digital signature certificate. All the details mentioned during registration / enrolment process should be correct and true. Bidders have to abide by all the terms and conditions mentioned during registration process.
- iii. Bidders are advised in their own interest to upload the online bids well before the bid document submission Closing date and time (as per server system clock of CPP). STC shall not be responsible for any delay or the difficulties encountered by the bidder during submission of bids at the eleventh hour on account of any technical or other issues.
- iv. For any queries relating to the process of online bid submission or queries relating to CPPP, the bidders may contact CPP Portal Helpdesk on Tel No's 0120-4001-002, 4001-005, 6277-787 and email ID:support-eproc@nic.in.

- v. Bidders may regularly visit STC website and CPPP for any information / clarification / addendum / corrigendum etc. related to this e-tender. STC shall not be liable to send any information individually or publish a public notice for any further information regarding this bid in newspapers.
- vi. If there is a discrepancy between words and figures, the amount in words shall prevail. However, where the amount expressed in words does not represent arithmetically correct total, the amount in figures shall prevail.
- vii. Bidder has to satisfy STC for ensuring sufficiency of documents necessary for Tender evaluation at his cost if so desired by STC.
- viii. The bid document uploaded by Prospective bidder at CPPP shall be taken as final. STC reserves its right to ask for more document as “Clarification/ supporting” only for verification of the uploaded documents. Decision of STC will be final and binding in this regard.

## **6. Terms & Conditions**

- i. Any correction or overwriting in the figures in quotations, alterations/deletions shall be attested by the Bidder, with full signatures. The rates may also be written in words within brackets.
- ii. The Agency/firm/sole proprietor shall, whenever called upon to do so, give full information with regard to the work in hand.
- iii. The Agency / firm/sole proprietor shall take every care to see that the work or any portion thereof does not fall into unauthorized hands.
- iv. STC reserves the right to reject any or all the bids without assigning any reason. The decision of STC in this regard shall be final.
- v. Any bid received by Email/Fax/Courier/Speed Post etc. shall be rejected.
- vi. The successful bidder shall also not disclose all or any details w.r.t tender and content to any third party.
- vii. Indemnity Clause:- The bidder undertakes to indemnify STC for any loss, fraud, loss of content, loss of time or any other damage during completion of the Job. STC shall also be indemnified from any act or any factual concealment causing thereby damage or any legal proceedings against STC by any third party or by applicant/bidder or its employees.
- viii. No sub-contracting by the successful bidder/applicant shall be accepted. Any sub-contracting shall be treated as breach of the terms and conditions of this agreement, as the consequence of which the security deposit, if any, shall be

forfeited in addition to right of termination of the contractual relations with such applicant at the sole discretion of STC.

- ix. The Tender will be governed by the laws and procedures established by the Government of India, within the framework of applicable legislation and enactment made from time to time. All the legal disputes between the parties shall be governed by the courts/tribunals/forums situated in Delhi which shall have the exclusive jurisdiction, to entertain such disputes.
- x. All tender documents will become the property of STC upon submission.

## **7. Documents to be submitted:**

- i. Address Proof in Delhi-NCR.
- ii. Proof of Registration in case of Firm/Agency/sole proprietor wherever applicable.
- iii. Copy of PAN/TAN
- iv. Copy of GST (Delhi/UP/Haryana registration), wherever applicable.
- v. Copy of MSME Certificate (if applicable)
- vi. Documentary proofs of similar jobs done during last three years including at least two years with Government offices/PSUs/Bank / any other Govt. entity.
- vii. Annexure – I. Technical Bid and II & IV- Undertaking.

## **8. Evaluation of bids**

- 1. L1 bidder may be awarded the work on quoted price.
- 2. Technical bid will be evaluated and price bids will be opened of technically qualified bidders.
- 3. The decision of STC in this respect will be final and binding.

## **9. 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.

## **10. Termination of Engagement**

STC reserves the right to terminate the engagement 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.

#### **11. Time schedule and Terms of Payment**

1. Payment will be released after satisfactorily completion of work in a year. While making the payment, applicable statutory deductions will be made by STC.
2. No TA/DA and any other incidental charges shall be payable.
3. Tenure could be further extended upon satisfactorily performance as per requirement/decision of STC.

#### **12. Confidentiality Clause**

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

#### **13. Disclaimer**

The issue of this document does not in any way commit or otherwise obliges STC to proceed with all or any part of the procurement process. This tender is not the subject of any process contract or any contractual obligations between STC and prospective applicant. STC may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the prospective applicant.

For any query the bidders may contact the following officials on any working day between 10:00 AM to 4:00 P.M.) Sh. Rajiv Meena, Manager, Mob. No.7898920025 and Sh. Dr. Jagdish Prasad, Mob. No.: 9991135625.

(Dr. Jagdish Prasad)  
Chief Manager

**TECHNICAL BID**

The Chief Manager (AUD),  
The State Trading Corporation of India limited,  
Jawahar Vyapar Bhawan,  
Tolstoy Marg, New Delhi-110001

Sub: **Engagement of Property Tax Consultant for STC of India Ltd.**

Sir,

Reference Bid Document No.STC/CO/AUD/PTC/00042/2023 dated 18.03.2024, we submit the following details along with documentary evidence as under:

1) Agencies / firms/sole proprietorship's Information:

a) Name: \_\_\_\_\_

b) Address: \_\_\_\_\_

c) Telephone/Mobile No.: \_\_\_\_\_

d) Email/ Website \_\_\_\_\_

- 2) Proof of empanelment with Govt. Organization/ Bank/etc, if any
- 3) Proof of Minimum of three years of experience of dealing payment of property tax related matter at least two years with Govt. office/PSU/Banks / any other Govt. entity.
- 4) Undertaking as per Annexure - II
- 5) Self attested copy of PAN/TAN and GST No. as applicable.
- 6) Self attested copy of MSME and/or NSIC certificate as applicable.
- 7) Self attested copy of Tender document as a token of acceptance of tender terms and conditions.
- 8) Undertaking as per Annexure - IV

Thanking you,

Yours faithfully,

**(Name, Designation and Signature of Bidder)**

**UNDERTAKING**

**(To be submitted on letterhead)**

The Chief Manager (AUD),  
The State Trading Corporation of India limited, Jawahar  
Vyapar Bhawan,  
Tolstoy Marg, New Delhi-110001

Dear Sir,

I/We, the proprietor(s)/ authorized representatives of the firm \_\_\_\_\_ hereby undertake that no complaints have been registered with CBI/ED/SFIO/Court of Law and I/we am/are not blacklisted by any CPSE/ State PSE, Banks, Government Organization/ Department and such other agency.

Thanking you,

Yours faithfully,

**(Name, Designation and Signature of the Bidder)**



FORMAT OF PRICE BID  
(BOQ to be filled )

Instruction for Electronic Submission of Financial/ Price Bid/ BOQ:

1. Procedure for filling of Financial Bid Online :

- a) BOQ (Financial/ Price Bid) uploaded by STC to be used only for submission of price.
- b) The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the 'bidder name' and 'Annual Professional Fees (exclusive of taxes)' only.
- a) At the time of uploading of BOQ, the file name for uploading the BOQ (Financial/ Price Bid) should remain the same as it was downloaded from the CPP Portal.

2. No other format of price submission shall be accepted.

3. The offer shall be valid for 60 days from the date of bid opening.

4. Leaving an unfilled entry in the price bid against any term shall mean as Zero cost and bid shall be evaluated accordingly.

5. All requisite documents have to be provided by the contractor before the execution of the agreement.

(TO BE SUBMITTED ON BIDDER FIRM LETTER HEAD)  
**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 STC 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

