

No. RECPDCL/ 2021-22/1864

Dated: 25.11.2021

**Notice Inviting Limited Tender
(Invited through e-Tendering mode only)**

GeM Non Availability Report ID: GEM/GARPTS/12102021/OLTXJEQRLI0W

Limited to Agencies as per list enclosed in FORM-VI

To engage Chartered Firm for Direct Tax Advisory Services

Important Dates	
Date of Release of Limited Tender	25.11.2021
Last date of submission of Limited Tender	01.12.2021 up to 14:00 Hrs.
Date of Opening of Financial Bid	01.12.2021 up to 16:00 Hrs.

Corporate office

REC Power Development and Consultancy Limited
D Block, REC World Head Quarter,
Plot No. I-4, Sector-29, Gurugram, Haryana-122001
Website: www.recpdcl.in

Description of Task, e-tender submission format and procedure is provided in the NIT document available on RECPDCL website (www.recpdcl.in), REC website (www.recindia.nic.in), e-tendering website (www.tenderwizard.com/REC), Central Public Procurement Portal (www.eprocure.gov.in)

Note: Online registration has to be done at e-tendering website i.e. www.tenderwizard.com/REC & in general; activation of registration may take about 24 hours subject to the submission of all requisite documents required in the process.

**-Sd-
(Sahab Narain)
CFO**

[This document is meant for the exclusive purpose of Agencies against this RFP and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued.]

INDEX

SI.NO.	Section	Particulars	Page no.
1	SECTION-I	TENDER INFORMATION	3
2	SECTION-II	INSTRUCTIONS TO FIRMS	5
3	SECTION-III	DETAILED SCOPE OF WORK	7
4	SECTION-IV	TERMS & CONDITIONS	9
5	FORM I	LETTER FOR SUBMISSION OF FINANCIAL BID	12
6	FORM II	BIDDER'S GENERAL DETAILS	13
7	FORM III	UNDERTAKING TOWARDS NOT BEING BLACK-LISTED	14
8	FORM IV	FINANCIAL BID Format	15
9	FORM V	EARNEST MONEY DEPOSIT DECLARATION	17
10	FORM VI	LIST OF AGENCIES FOR DIRECT TAX ADVISORY SERVICES	18

SECTION-I (TENDER INFORMATION)

Name of the assignment:

To engage Chartered Firm for Direct Tax Advisory Services

Important information

S. No	Event	Date/ Information
1	Date of Release of Limited Tender	25.11.2021
2	Last date of submission of Limited Tender	01.12.2021 up to 14:00 Hrs.
3	Date of Opening of Financial Bid(s)	01.12.2021 up to 16:00 Hrs.
4	Bid document	The Bid document can be downloaded and viewed from any of the website: www.recpdcl.in (or) www.recindia.nic.in (or) www.eprocure.gov.in (or) (www.tenderwizard.com/REC) at free of cost.
5	Validity of Bid	90 days from the last date of bid submission
6	Earnest Money Deposit (EMD)#	Not Applicable
7	Address for Bid Submission	Shri Sahab Narain, CFO-Finance, REC Power Development and Consultancy Limited, 5 th Floor, D Block REC World Head Quarter, Plot No. I-4, Sector-29, Gurugram, Haryana-122001 Email: sahab@recpdcl.in

8	Contact Person	Shri Madhusudan Thakur, Manager (Finance) and/or Ms. Bharti Joshi, Finance Executive REC Power Development and Consultancy Limited, D Block REC World Head Quarter, Plot No. I-4, Haryana-122001 Email: madhusudan@recpdcl.in & fin.delhi@recpdcl.in
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The bidders are exempted from submission of EMD. However, a declaration in this regard as per attached format is required to be uploaded while submitting the financial bid in line with guideline issued by Department of Expenditure, Ministry of Finance, Govt. of India.

SECTION-II

INSTRUCTIONS TO FIRMS

SUBMISSION PROCESS OF BID DOCUMENTS:

A. Downloading & viewing of Tender Document:

Bidders can download and view tender document from RECPDCL web site www.recpdcl.in (or) e-tender website www.tenderwizard.com/REC (or) REC website www.recindia.nic.in (or) Central Public Procurement Portal www.eprocure.gov.in at free of cost.

B. Participation through e-Bid Submission:

Bidders shall submit their Financial Bid documents online through website www.tenderwizard.com/REC

- 1) In order to participate in e-Bid submission, it is mandatory for agencies to have log-in User ID and Password. For this purpose, the agency has to register with RECPDCL through tender Wizard website as per procedure given below.

Steps for Online Registration:

- (i) Go to website <https://www.tenderwizard.com/REC>
- (ii) Click the link 'Register Me'
- (iii) Enter the details about the E-tendering as per format
- (iv) Click 'Create Profile'
- (v) System will provide / confirmation with Login ID and Password

Note:

- While accessing tenderwizard.com website, please type 'REC' in capital letters only to get access of e-tender portal.
 - Activation of On-Line registration may take about maximum 24 hours. It is the responsibility of the bidder to register in advance.
- 2) Please note that the agencies have to obtain digital signature token for applying the bid. Bidders may also obtain the same from Tender Wizard.

Steps for applying for Digital Signature from Tender Wizard:

- Download the Application Form from the website <https://www.tenderwizard.com/REC>. Follow the instructions as provided therein.

- In case of any assistance, you may contact RECPDCL officials whose address is given in this tender document, the bidders may also contact at Tender Wizard helpdesk numbers given in Contact Us section in the e-tendering portal www.tenderwizard.com/REC.

C. Submission of Bid Documents:

Submission of bids will be through **online e-tendering mode only from www.tenderwizard.com/REC website.**

Agencies should upload Bid documents (scanned copies) as mentioned below. Online submission of Bid documents is mandatory.

- 1) **Letter for Submission of Financial Bid** has to be submitted on Company's letterhead duly signed and stamped as per format of **Form-I**. This is mandatory document for submission.
- 2) **Bidder's General Details** has to be submitted on Company's letterhead duly signed and stamped as per format of **Form-II**.
- 3) Undertaking towards not being blacklisted as per format of **Form-III**.
- 4) **Financial Bid** has to be submitted **through online** mode **only** as per format of **Form-IV**.
- 5) **Earnest Money Deposit Declaration as per Form-V**.
- 6) Copy of GSTIN Registration and PAN.
- 7) Copy of Tender documents duly signed with seal of the firm/organization, in token of acceptance of terms and conditions.
- 8) Bidder should submit undertaking letter to this effect for single point of contact.

Note: All the documents should be addressed to.

**Chief Financial Officer
REC Power Development and Consultancy Ltd.
5th Floor, D Block REC World Head
Quarter, Plot No. I-4, Sector-29,
Gurugram, Haryana- 122001**

(Note: All papers that comprise the Bid document of the concerned Bid must be numbered. An index of each page should also be provided)

SECTION-III

DETAILED SCOPE OF WORK

The proposed scope of work:

- a) Review of the financial statements, tax audit report and other documents and Assisting and Vetting of Corporate Income Tax Returns. Advising about impact assessment of ICDS and necessary adjustment about Ind-AS in accounts for tax computation point of view.
- b) Assistance in all direct taxes compliances including assessment / reassessment proceedings/ demands/ rectification applications/ review of orders including any penalty proceedings as applicable initiated by assessing authorities including drafting/ filing of replies, stay of demand and submissions and representation, pursuing, assisting and coordinating with Income Tax Authorities related to the matters of RECPDCL (REC Power Development and Consultancy Limited) and RECTPCL (REC Transmission Projects Company Limited) for getting released all refunds/settle demands and review of the assessment order passed by AO and determine in conjunction with RECPDCL and RECTPCL the need, if any to challenge the order before higher forums.
- c) Detailed examination of various receipts and expenses of RECPDCL and crystallizing the specific positions to be adopted in respect of such receipts. Advising on accounting issues, suggesting improvement in systems, procedures and accounting records with respect to Taxation and compliance with Accounting Standards etc. Assisting RECPDCL in tax planning, assessing its tax positions and advising on various economically efficient options available as and when required including advance tax planning.
- d) Rendering expert opinion on call/in writing as and when required by RECPDCL for all Direct taxation issues including TDS, deferred tax etc. Updating RECPDCL on all day to day changes in relevant taxation laws and suggesting measures for effective adaptation of changes in RECPDCL, wherever required.
- e) To provide regular updates related to Direct Taxation to RECPDCL.

2. Duration of Contract:

The duration of contract shall be One Year effective from the date of placement of LOA. The contract shall be extendable for further two years based on satisfactory performance. The contract may be terminated by REC PDCL by giving one month notice without prejudice to the rights and obligations of the parties up to the date of notice of termination by REC PDCL.

3. Confidentiality:

During the tenure of the contract and at any time thereafter Direct tax advisor keep all information relating to the work in full confidence and shall not, unless so authorized in writing by RECPDCL, divulge or grant access to any information about the work or its result and shall prevent anyone becoming acquainted with either through Direct tax advisor or its personnel or agents.

4. Subletting:

The Firm appointed as Direct Tax advisor shall not outsource the work to any other associate/franchisee/third party under any circumstances.

SECTION – IV

Terms & Conditions

1. The bidder must be a Chartered Firm having vast experience in Corporate Direct Taxation and handle the regular matters related to assessment, appeal, demand and refund from income tax authorities.
2. Documentary evidence of firm's GST Registration shall be furnished. Bids not accompanied by the requisite documentary proofs shall be rejected.
3. Bids shall remain valid for 90 days from the date of Bid Opening. Any Bid valid for a shorter period than the period specified shall be rejected as nonresponsive.
4. Last date & Time for receipt of Bids: The last date for receipt of Bids is **01.12.2021** till **14:00 Hrs**. Bids will be opened on the same day at **16:00 Hrs**.
5. Submission of Bids: The completed bids may be submitted in online mode only as specified in Section-II of the NIT. Bids submitted through any other mode will not be accepted.
6. Bidders shall well acquaint themselves from tender wizard website and RECPDCL will not be responsible for any delay on account of website related issues on last date of bid submission. Submission a Late Bid Any delay, including postal delay, in the receipt of bid would be treated late submission of bid and shall be rejected.
7. Bids handed over at the Reception Counter or any other counter or room or to any person, other than the authorized person of RECPDCL, shall not be considered.
8. Language of Bids: The Bids prepared by the Bidder and documents relating to the bids exchanged by the Bidder and RECPDCL, shall be written in English language, provided that any printed literature furnished by the Bidder may be written in another language so long as the same is accompanied by an Hindi /English translation in which case, for purposes of interpretation of the bid, the English version shall govern.
9. **Bid Prices**
 - a) The prices shall be quoted in Indian Rupees only.
 - b) All taxes, duties, levies applicable etc. shall be clearly indicated.
 - c) Prices quoted must be final and shall remain constant throughout the period of validity of bid and shall not be subject to any upward modifications, whatsoever.
 - d) Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation.
 - e) Conditional Financial Proposals will be rejected out rightly. Please note that the non-understanding of the scope of work at any stage will

not be construed as a reason for enhancement of fee/ price at a later stage.

10. Bid Evaluation

- a) Bidder's details shall be evaluated with reference to the required documents submission criteria as mentioned in this tender document and subsequently on meeting the requirement, bids of bidders shall be considered for final/price evaluation.
- b) The price bids shall be evaluated as under:
 - i. If there is any discrepancy between words and figures, the amount in words will prevail.
 - ii. If the Bidder does not accept the correction of the errors as above, the bid shall be rejected.
 - iii. The bidder whose evaluated price is found to be lowest (L-1), shall be considered for award of contract for Direct Tax Advisory.

11. Payment Terms:

- a) Payment will be released on quarterly basis successful rendering of services and submission of Bills to RECPDCL.
 - b) No advance payment shall be made.
 - c) No claim on account of any price variation / escalation shall be entertained.
 - d) No claim for interest in case of delayed payment will be entertained by RECPDCL
12. RECPDCL reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds.
13. The price bids of those firms will be opened who fulfils the terms and conditions.
14. Incomplete or conditional quotation will not be entertained.
15. No quotation will be accepted after closing date and time.
16. The selected firm will not outsource any activity to other firm.
17. The bidder may remain present himself /herself or his/her authorized representative at the time of opening the quotation.
18. Any firm blacklisted by a Govt./Semi Govt. Deptt. shall not be considered for this bid and bid will be rejected straightway.
19. A copy of terms & conditions attached as and Scope of work attached as duly signed by the tenderer, as a token of acceptance of the same should be attached along-with the tender.

20. The agency must have fully operational office/ Head office /Branch office in Delhi/NCR.
21. The Tender Committee reserves the right to relax any terms and condition in the Govt. interest, with the approval of competent authority.
22. All disputes are subject to the jurisdiction of the Courts in the N.C.T. of Delhi.
23. Prices should be indicated in Indian Rupees only and in the respective units indicated at each row.
24. Under no circumstances any extra/ additional taxes, duties, levies etc. shall be payable to the bidder by RECPDCL unless such a tax, duty or levy has been newly introduced and notified by the Government of India.
25. The bidder shall be the single point of contact for RECPDCL till the completion of assignment.

**Letter for Submission of Financial Bid
(To be submitted on Firm's letterhead duly signed)**

To,

**Chief Financial Officer
REC Power Development and Consultancy Ltd.
5th Floor, D Block REC World Head
Quarter, Plot No. I-4, Sector-29,
Gurugram, Haryana-122001**

Sub.: To engage Chartered Firm for Direct Tax Advisory Services

Sir,

1. With reference to your Tender No. ----- dated ----- **To engage Chartered Firm for Direct Tax Advisory Services.**
2. I wish to apply for engagement with RECPDCL

Further, I hereby certify that

- a) I have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.
- b) I further confirm that any deviation to any clause of Tender found anywhere in my Bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the REC PDCL.
- c) Our bid shall remain valid for period of 90 days from the last date of bid submission.

Date:

Signature:

Place:

Full Name:

Designation:

Address:

Note: In absence of above declaration/ certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.

BIDDER'S GENERAL DETAILS
(To be submitted on Firm's letterhead duly signed)

To engage Chartered Firm for Direct Tax Advisory Services

GENERAL DETAILS

NIT NO.....

1. THE FIRM

2. Name

3. Regd.

a) Address of Office:

b) Contact Person's

i. Name & Design.:

ii. Address :

iii. Tel No. Landline Mobile:

iv. Email ID:

4. Type of Firm (Please tick): Private Ltd./Public Ltd./Cooperative/ Partnership/
Proprietor

5. PAN No.:

6. GST Reg. No.:

Signature.....

Full Name.....

Designation.....

Address.....

UNDERTAKING TOWARDS NOT BEING BLACK-LISTED
(On Firm's letter head)

I, _____ Authorized Signatory of M/s _____ hereby give undertaking that we, as a Firm are not black-listed by any Central/ State Government/ Semi-Government Organization/ Public Sector Undertaking/ Private Institution in India.

Further, if information furnished above stands false at any stage, we shall be completely liable for actions taken by RECPDCL as per terms & conditions of the tender including disqualification and exclusion from future contracts/assignments etc.

(Signature of Authorized Signatory)

Name*:

Designation

*:Seal:

FINANCIAL BID Format
(To be submitted in online mode only)

To engage Chartered Firm for Direct Tax Advisory Services

Financial Bid:-

Name of the Bidder:

S.No.	Description	Amount (in Rs.)	GST Taxes (if any)		Total Tax Amount	Total Price (in Rs.) (inclusive of all taxes)
			CGST & SGST/UT GST	IGST		
1	Amount for handling the matters as mentioned in the scope of work.	0	0	0	0	0
GRAND TOTAL						0
RUPEES IN WORDS						

Terms & Conditions:

1. In case of discrepancy between value indicated by the Bidder “In Figure” and “In words ” at S.No. 1 above, the value indicated at “In words” shall prevail.
2. Bidders have to quote as per financial bid format as above including all taxes duties and GST. Financial bids will be evaluated based on total price quoted. At the time of release of payment to the bidder, TDS will be deducted as the case may be.
3. If it is found that the tax quoted is higher than the applicable tax, in that case applicable taxes will only be paid by RECPDCL and if the tax quoted is lower than the applicable tax, in that case only the quoted taxes will be paid by the RECPDCL.

4. Rate quoted by the bidder shall remain fixed and shall be binding on the Successful Bidder till completion of work as mentioned in Serial No. 2 of Section-III in page no. 8.
5. The offer must be kept valid for a period of 90 days from the last date of bid submission. No escalation clause would be accepted. The validity can be further extended with mutual consent.

RECEIVED

Earnest Money Deposit Declaration

(To be submitted on bidder's letterhead)

Whereas, I/we (name of firm).....have submitted bids for
.....(name of Goods /Work/Service) for tender no.....dated

I/we hereby submit following declaration in lieu of submitting Earnest Money Deposit.

1. If after the opening of tender. I/we withdraw and/or modify my/our bid during the period of validity of tender (including extended validity of tender) as specified in tender documents.
2. If, after the award of work. I/we fail to sign the contract or to submit the performance guarantee before the deadline defined in the tender documents.

I/we shall be suspended for one year and shall not be eligible to bid for REC Power Development and Consultancy Limited tenders from date of issue of suspension order.

Date:

Signature with Seal of bidder(s)

Place:

Full Company Address with Contact Details

Following are the list of Agencies for Direct Tax Advisory Services

The list of Chartered Firms, as given below, is up-to-date valid list for selection of direct tax advisory services.

1. M/s Ved Jain & Associates

100, Babar Road,

Opposite Hotel Lalit, New Delhi

Website URL: <https://www.vedjainassociates.com>

Ph: +91 11 23354546/8, 43504546

Contact Person: Mr. Rohit Ahuja & Mr. Ankur Goenka

Mobile: +91 9871342640, 7428051043

E-mail: mail@vedjainassociates.com

2. M/s Kana & Associates

Office-320, Vardhman Fashion Mall,

Rani Bagh, Pitampura, New Delhi-110034

Ph: +91 9910422383, 9654021252

Contact Person: Mr. Niladri

Mobile: +91 9899645648

E-mail: kanaca2006@gmail.com

3. M/s Vineet Rathi & Associates

C-25, New Gandhi Nagar, Ghaziabad, U.P. -201001

Ph: + 9717724704

Contact Person: Mr. Vineet Rathi

E-mail: cavineetrathi@gmail.com

4. M/s Hums & Associates

403, New Delhi House, 27,
Barakhamba Road, New Delhi

Ph: +91 9312211526

Contact Person: Mr. H.P. Joshi & Mr. S K Somani

E-mail: humsassociates@gmail.com

5. M/s T. K. Agarwalla & Co.

E-207, 1st Floor, Indra Park,
Shastri Nagar, Delhi-110052

Ph: 011-23652684, 9910377104

Contact Person: Mr. Vikas Gupta

E-mail: vikasomca@yahoo.com