

Expression of Interest (EOI)

Sub: Empanelment of Chartered Accountant firms or Cost Accountant firms for Income Tax consultancy and Goods and Service Tax consultancy and assisting in various aspects of the departmental proceeding – Regarding

National Institute of Fashion Technology, an autonomous body under Ministry of Textile, Government of India Set up in 1986, NIFT is the pioneering institute of fashion education in the country and has been in the vanguard of providing professional human resource to the textile and apparel industry. It was made a statutory institute in 2006 by an Act of the Indian Parliament with the President of India as ‘Visitor’ and has full fledged campuses all across the country. Over the years NIFT has also been working as a knowledge service provider to the Union and State governments in the area of design development and positioning of handlooms and handicrafts.

National Institute of Fashion Technology , Head office at New Delhi (herein called “NIFT”) intends to make a panel of Chartered Accountant and Cost Accountant firms for handling various assignments related to assessment of cases , reply of notices, opinion on special matters for Income Tax and Goods and Service Tax and, training to staff for latest developments in Taxation and other department proceeding related to Income Tax Act , 1961 and Goods and Service Tax Act , for NIFT, Head Office at New Delhi . The services of the panel will also be taken whenever it is required for the above mentioned assignments for NIFT, Head office on monthly basis.

For this purpose an expression of interest (EOI) is hereby invited for Empanelment of Chartered Accountant firm and Cost Accountant firms.

The EOI document can be downloaded from the NIFT website at <https://nift.ac.in>. The Last date of submission is 04.06.2024 till 3:00 PM. The EOI will be submitted in sealed envelope mentioning the subject in bold at the top of the envelope in NIFT, Head office at Room no 5.

The Critical Date sheet is as under:

S. no	Description of Activity	Due date	Time
1	EOI document available for download and EOI submission start date	15.05.2024	
2	Pre-proposal Meeting	27.05.2024	3:00 PM
3	EOI submission End date	04.06.2024	
4	EOI opening date	07.06.2024	3:00 PM

Note: if any due date happens to be holiday then the next working day will be the due date at the same time.

Last date and Time for Submission and Opening of the EOI

1. Expression of Interest (EOI) is to be submitted in hard copy at the following address along with soft copy :
Director Finance
NIFT Campus ,
Hauz Khas , Near Gulmohar Park,
New Delhi- 110016
2. The last date for submission of EOI is 04.06.2024
3. NIFT Head Office may, at its discretion, extend the last date and time for submission of EOI and / or date and time of opening of EOI by issuing corrigendum/addendum.
4. Opening date of EOI is 07.06.2024
5. List of empanelled applicants will be published at
<https://www.nift.ac.in>

Scope of Work

1. Filling of Income Tax Annual Return along with Audit report in form No 10B with all Annexure.
2. Applying for lower deduction Tax certificate U/S 197 of Income Tax Act , 1961 .
3. Filling of TDS Return of NIFT Head Office.
4. Filling of GST monthly, Quarterly and Annual return along with audit report (If Applicable) of NIFT Head office.
5. Replying of notice received from Income Tax Department/Goods and service Tax Department an attending hearing whether physical or online mode.
6. Filling of 15 CA for foreign payment
7. Filling of appeal at Commissioner/Tribunal level as applicable.

8. Providing opinion on Income Tax and Goods and Service Tax matters issued for NIFT Head Office (If any).
9. Providing training to NIFT Head Office (Financial Account division) staff member for latest changes in Income Tax /Goods and service Tax at NIFT Head Office once in three month threw physical mode .
10. Providing complete assistance including preparation of relevant documents for getting Income Tax /Goods and Service Tax refund wherever applicable.
11. Providing assistance to NIFT Internal/Statutory Auditor/C&AG Auditor in case of special requirement.
12. Providing assistance in handling of Departmental Audit of Income Tax and Goods and Service Tax.

General Terms and Conditions

1. Assignment will be done under the supervision of a fellow Member of Institute of Chartered Accountants of India/Institute of Cost Accountant of India.
2. The firm will not assign or transfer the work to the other firms etc. If done , it will be considered as violation of engagement terms .
3. All the bidder are required to submit an Earnest money deposit of Rs.25,000 in the form of Bank draft in favour of NIFT Head Office payable at Delhi . The EMD will be returned to unsuccessful bidder after finalization of the above Expression of Interest. In case of successful bidder the EMD will be converted into security deposit and will be returned without interest after the Termination/Completion of the Contract. if the bidder is having MSME registration certificate then the bidder is exempted from submitted EMD/Security deposit However , a declaration as per attached Format is required to be submitted along with MSME Certificate . Expression of interest (EOI) without EMD will be rejected except MSME bidder.
4. The firm will have to carry out the assignment in accordance with the highest standard of professional and ethical competence and integrity having regards to the nature of

work assigned and ensure that the staff assigned to perform the service will conduct themselves in the manner consistent here with.

5. NIFT Head Office will not pay any TA/DA, boarding or lodging expenses. All such expense shall be borne by concerned Chartered Accountancy firm/Cost Accountancy Firm for successful completion of assignment.
6. No advance towards fees etc. shall be paid /Sanctioned at any stage of the Assignment.
7. The Chartered Accountancy/Cost Accountancy firm must ensure that all the knowledge and information not within the public domain which may be acquired during the carrying out of his duties, shall be , for all time and for all purpose , regarded as strictly confidential , and shall not be directly or indirectly disclosed to any person whatsoever , except with the written permission of the NIFT Head Office .
8. Incomplete, unsigned and without supporting documents EOI will be rejected out rightly.
9. EOI are invited under two bid system namely Technical Bid and Financial Bid. There must be two separate envelopes duly sealed and subscribing the subject on envelope. EMD must be kept in Technical bid envelope only. Both the envelopes namely Technical Bid and Financial Bid must be kept in one bigger envelope and duly sealed with super subscribing the subject at the top of the envelope. Unsealed envelope will be rejected out rightly .

General :-

- i. This office reserves the right to remove name of any of the Chartered Accountants /Cost Accountants from the panel so made , after making enquiries as deemed fit and such decision would be final
- ii. This office also reserves the right to cancel /withdraw the expression of Interest without assigning any reason whatsoever.

1. Technical Eligibility criteria - In order to be eligible for Empanelment for above set assignment/consultancy, a firm must fulfill the following conditions .

The applicant firm/person should –

- i. Be a member of the Institute of Chartered Accountant of India / Institute of Cost Accountants of India and should have valid full time Certificate of practice issued by the respective institutes.
- ii. Possess experience of at least five years of practices as Chartered Accountants / Cost Accountant.
- iii. That the applicant or any partner/ proprietor of the applicant firm having experience and practice as stated above should not have indulged in any unethical professional practice misconduct including moral turpitude.
- iv. Not have been held guilty of any professional misconduct under the Cost and Works Accountant Act, 1956 (as amended from time to time) or Chartered Accountants Act,1949 (as amended from time to time) during past five years or penalized under Chapter V of the Finance Act, 1994 or Custom Act , 1962 ,1962 or Central Exercise Act 1944, DVAT Act, 2004 or the Central/IGST/Delhi Goods and Service Tax Act, 2017.
- v. Location of office: - That the location of the office of the firm must be in the City of Delhi/NCR .
- vi. The applicant firm must have at least three partners out of which two must be FCA as on the last date of the submission of EOI.

2. Marking scheme

(I) (a) Applicants existence in years after its registration (Provide copy of certificate of registration with Institute of Chartered Accountants of India /Institute of Cost Accountants of India):-

- I. More than 5 years but less than 10 years : 60%
- II. 10 years or more but less than 15 years : 75%
- III. 15 years or more : 100%

(The above criterion carries **20 marks**)

(b) The firm should have done statutory Audit of at least 4 Autonomous Bodies/Statutory Body /Educational Institute/PSU Applicants in the last 5 years. (Provide copy of order / letter of empanelment with the department) :-

(The above criterion carries **4 Marks** in case of one (01)department , **7 Marks** for two (02) departments , **11 Marks** for three (03) departments and maximum **15 marks** for four (04) or more department)

(c) Applicant Average Annual Turnover in last three financial years (Provide copies of full income tax return & Annual Accounts for the last three financial years):-

10 Lakh - 25 Lakh	60%
25Lakh – 50 Lakh	70%
50 Lakh - 1 crore	80%
More than 1 crore	100%

(The above criterion carries **15 Marks**)

(d) No. of Audit Assignment of Internal / Statutory/ PSU entities of Government Organizations except Bank branch Audit , for which the audit has been done in the last 5 years (Provide copy of order of assignment of such Audit):-

I. 3 to 5	60%
II. 5 to 10	75%
III. >10	100%

(The above criterion carries **20 Marks**)

(e) Applicant (s) or any partner (s) / proprietor of the applicant firms / professional (s) office profile with staff strength at least 5 (excluding typist, stenographers , computer operators , secretaries and subordinate staff etc.) consisting of audit and article clerks with the knowledge in book keeping and Accountancy and are engaged in outdoor audit (Provide details of staff engaged along with their names educational qualification ,date of engagement , contact detail etc.):-

I. More than 20	: 100%
II. More than 10 but less than or equal to 20	: 75%
III. 5 or more but less than or equal to 10	: 25%

(The above criterion carries **20 Marks**)

(f) The selected candidate shall be called for interview / Discussion by a committee of officers for final empanelment. The final panel shall be notified and may be modified as and when required .

(The above criterion carries **10 Marks**)

(g) Tenure –

The panel so made above shall be in force for a period of three years . However , in case of necessity , new person / firm can be added in the panel by following the same procedure .

(h) Cancellation –

The empanelment of the Auditor will stand cancelled , without any prejudice to all available legal / other remedy/ recourse in the event of any of the following :-

- I. If the empanelment has been obtained on the basis of the false information /misstatement.
- II. If the Firm/Person does not take up the audit in terms of appointment /allotment letter.
- III. If the Firm/Person fails to maintain /honor confidentiality & secrecy in all respect.
- IV. If the Firm/Person fails to comply with any of the eligibility criteria /other terms &conditions.

- V. If the Firm/Person fails to provide the audit reports/Completion the Assignment given within prescribed time frame and mandated inputs of requisite quality within prescribed time limit .
- VI. If Firm/Person is found guilty of professional misconduct by their respective Institute (ICAI/ICWAI).

(II) The minimum qualifying marks will be 55 based on the above evaluation criteria .The number of empanelment will depend upon the application received and the requirement of the office .

(III) Out of empanelled candidates , Audit/Assignment would be allotted to the firms / person as and when required by this office and the sole discretion will be of Director Finance NIFT , New Delhi .

3. Financial Bid

- a) Financial Bid shall be opened only for those firms which are technically qualified .
- b) The Price shall be fixed and including of all applicable taxes & duties except GST as applicable .
- c) While quoting the price , the bidder shall consider all expenses including travelling , boarding , conveyance & Other miscellaneous and out of pocket expenditure . No claim for expenditure other than the price quoted will be entertained by NIFT Head Office. Rate quoted shall be fixed & shall not be quoted with price variation / discount etc or other condition.
- d) NIFT, Head Office reserves the right to reject Any or all of the applications, without assigning any reason and without incurring any liability thereof .
- e) After Scrutiny of Technical Bid of the parties qualifying, there Financial Bid shall be opened .

4 . Conflict of Interest

- I. The selected firm should provide professional, objective and impartial service and hold NIFT Head Office interest paramount .
- II. The selected firm shall not deploy former employees who have served NIFT Head Office in the last five years.
- III. The selected firm shall not downstream or outsource any part of the scope of the work.
- IV. The selected firm shall not disclosed any document/Information received during the course of consultancy to other organization who so ever .

PROFORMA FOR EMPANELLED OF CHARTERED ACCOUNTANT FIRMS OR COST ACCOUNTANT FIRMS FOR INCOME TAX CONSULTANCY AND GOODS AND SERVICE TAX CONSULTANCY AND ASSISTING IN VARIOUS ASPECTS OF THE DEPARTMENTAL PROCEEDING

<u>S.no</u>	<u>Information /Details sought</u>	<u>Reply</u>
1.	Name and address of the person/firm. In case of firm, please also provide total number of partners and names of partners who will be engaged in this assignment	
2.	PAN- Permanent Account Number	
3.	GST Certificate and Incorporation Certificate (if applicable)	
4.	Date of Birth (in case of individual) and date of incorporation (in case of firm)	
5.	Address for correspondence including Contact No./Mobile No. and E-mail ID	
6.	Membership No. of Institute of Chartered Accountants of India/ Institute of Cost Accountants of India along with date of becoming member of institute For all partners	
7.	Whether empanelled (during last seven years) with department of Income Tax , Department of Customs & Central Excise ,Department of Goods & Service Tax. Please attached relevant proof .	
8.	Average annual turnover in last three Financial year please attached Audited/Certified balance sheet	
9.	No. of Audit Assignment of Internal /Statutory/PSUs entities except Bank Branch Audit , for which the audit has been done in last 5 years . please attached relevant proof .	
10.	Staff Strength (excluding typist , stenographers , computer operators , secretaries and subordinate staff etc.) Consisting of Audit and Article clerks with the knowledge in book keeping and accountancy and are engaged in outdoor audit .	
11.	Whether any investigation/inquiry/disciplinary proceeding is pending in the records of relevant institute like institute of Chartered Accountants of India, the Institute of Cost Accountants of India, the Northern India Regional Council of Chartered Accountants of India and the Northern India Regional Council of Institute of Cost Accountants of India /CBIC/Govt. of NCT of Delhi against any applicant /proprietor /partner /employee of the firm (Give details)	

(Performa of Financial Bid)

Name of organization	Period (F.Y 2024-25)	Price (inclusive of all expenses monthly basis)	GST in Rs.	Total in Rs.

NOTE : Fees quoted must be all inclusive (i.e. including TA/DA and other out of pocket expenses etc.) NIFT HO will not make any arrangement for stay , and conveyance at Head Office. However in case of any government fee which is required to be paid during completion of assignment will be paid by NIFT Head Office

(Signature of the Partner of the Firm)

(Name of the partner)

(Seal)

Declaration

I Proprietor /Partner of M/s
..... do hereby declare that the information /
details etc. submitted in /along with Expression of Interest application are true and correct to
the best of my knowledge and belief .

Dated :

Place :

Signature

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

**(On Bidders Letter
head)**

I / We, the authorized signatory of M/s.....,
participating in the subject expression of interest (EOI)No.for
the item / job of

....., do hereby declare :

- (i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject expression of interest (EOI) and no EMD being deposited for the said expression of interest (EOI).

- (ii) That in the event we withdraw / modify our bid during the period of validity Or I/we fail to execute formal contract agreement within the given timeline OR I/wefail to submit a Performance Security within the given timeline Or I/we commit any breach of an expression of interest (EOI) Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of National Institute of Fashion Technologyfor a period of one year from the date of committing such breach.

**Signature and Seal of Authorized Signatory of
bidder**

Name of Authorized Signatory.....

Company Name.....

List of Documents to be attached for Chartered Accountants or Cost Accountants Firm

1. Copy of Registered partnership deed .
2. Partners data as per ICAI/ICWAI website.
3. List of Partners and paid assistants and other staff .
4. Certificate of Office located at Delhi/ NCR.
5. Audited/Certified Balance Sheet and Profit & Loss statement for last 3 years .
6. The firm must submit copies of appointment letters from the organization as per technical eligibility criteria .
7. Certificate that no legal suit/criminal case pertaining or contemplated against the CA OR CMA firm on the grounds of moral turpitude or for violation of any laws in force .
8. Bid Security Declaration Certificate, if applicable .
9. All the document including all the pages Bid submitted must be self attested .

