

## **EXPRESSION OF INTEREST**

Selection of Chartered Accountant firm for providing tax consulting (both Direct tax and Indirect Tax including GST) and filing tax returns of OSCSC Ltd.

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## EXPRESSION OF INTEREST

### **1. INTRODUCTION:-**

OSCSC Ltd, invites EOI from Chartered Accountant firms ( Partnership / LLP Firms (Firms) ) having its office in Bhubaneswar for at least 10 Years, for providing tax consulting (both Direct tax and Indirect Tax including GST) and filing of Income tax returns and GST return of OSCSC Ltd. The primary objective of this engagement is to provide comprehensive tax consulting/ advisory services to OSCSC Ltd. ensuring compliance with applicable income tax and Goods and Services Tax (GST) regulations, while optimizing the overall tax position and providing the mentioned resources with tax experience.

Interested and eligible firms may submit their applications as per format at "Annexure-A"(Format for Application) duly filled and signed along with requisite self-attested documents in a sealed envelope through hand/Speed Post/ Registered Post/Courier to the office of –

Managing Director  
OSCSC LTD  
C/2, Nayapalli  
Bhubaneswar-751012  
Odisha (INDIA)

so as to reach, on or before dt.22.08.2024 at 5.30 P.M. EOI opening on dt-23.08.2024 at 4.00 P.M. Any application received after the due date & time, due to any reason whatever, will not be considered. OSCSC LTD does not take any responsibility for the loss of application in-transit. Application sent through any other mode will not be considered.

## **2. ELIGIBILITY CRITERIA FOR SELECTION OF FIRM: -**

- (i) The firm must be a partnership firm / LLP
- (ii) The Partnership/ LLP should have 10 years of experience. In case of Partnership/ LLP, the date of formation will be considered for calculation of experience.
- (iii) The firm should have experience of conducting tax consulting/ advisory work of five (5) years at least of any Government agency/PSU (Public Sector Undertaking).
- (iv) The firm must have tax consulting experience and should have done at least two tax consulting assignment from any Government agency/State or Central PSU.
- (v) The firm should have an average annual turnover of Rs. 20.00 (twenty) lakhs in last three financial years i.e. F.Y. 2020-21, 2021-22 & 2022-23.
- (vi) The firm having head office in Odisha will only be considered for the assignment and the firm must have office at Bhubaneswar.
- (vii) The firm should have filed their latest Income Tax Return and GST Active Registration (if applicable). The copy of same to be furnished.
- (viii) Format of Application shall be filled in and completed in all respects. Incomplete applications will be rejected.
- (ix) All the documents submitted should be self-attested by any Partner of the firm with his / her name and under the seal of the firm.

## **3. SCOPE OF WORK: -**

The Tax consulting and advisory services for corporations typically involve providing guidance, collection of tax data from District offices and expertise on various aspects of income tax and Goods and Services Tax (GST) matters. Here are some key details about tax advisory services for corporations in relation to income tax and GST:

Part-A

### **1. Income Tax Advisory & Compliance:**

- **Compliance:** Ensuring that the corporation complies with all relevant income tax laws and regulations including filing of income tax and TDS returns.
- **Tax Planning:** Developing strategies to minimize the corporation's tax liability through legal means. This might involve optimizing the use of available deductions, credits, and exemptions.
- **Structuring:** Advising on the most tax-efficient corporate structure based on the nature of the business and its future goals. This could include considerations for proper legal entities/status etc.
- **Tax Audits and Investigations:** Assisting corporations in preparing for and managing Tax audits or investigations by tax authorities.

### **2. Goods and Services Tax (GST) Advisory & Compliance:**

- **Compliance:** Ensuring compliance with GST regulations, including timely filing of returns
  - **Classification and Valuation:** Helping to correctly classify goods and services for GST purposes and determining the appropriate valuation method.
  - **Input Tax Credit (ITC):** Advising on the eligibility and optimization of claiming input tax credits on GST paid on purchases and expenses.
  - **GST Planning:** Developing strategies to minimize the impact of GST on the corporation's operations and supply chain.
  - **GST Audits and Investigations:** Assisting corporations in preparing for and managing GST audits or investigations by tax authorities.
3. **Legal and Regulatory Updates:**
- Keeping the corporation informed about changes in tax laws and regulations that may impact its operations.
  - Advising on how to adapt to new tax legislation to maintain compliance and optimize tax positions.
4. **Dispute Resolution & Assessment including appeals:**
- Assisting the corporation in handling disputes with tax authorities, including preparation of documents for audits and appeals.
  - Offering strategies for resolving tax-related conflicts in a manner that is favorable to the corporation.
  - Compliances of notices from tax authorities, assessment for Direct and Indirect Taxes
5. **Customized Training:**
- Providing training sessions for the corporation's finance and accounting teams to keep them updated on tax laws and procedures.
6. **Risk Management:**
- Identifying potential tax risks and providing strategies to mitigate these risks.
7. **Tax Advisory:**
- Advising on tax planning, proper accounting entry in SAP related to tax matters and optimizes the corporation's tax position.
8. Any other tax related works of the Corporation as assigned by the management from time to time

**Part-B**

**1. Team Structure:**

- The tax advisory agency is required to provide a team consisting of two resource person at OSCSC Office, Bhubaneswar as below:
  - One Senior Tax Consultant for eight working days in a month (Must be a Chartered accountant /Tax Advocate having 10 years of relevant experience)

- One Full time Tax Consultant (Must be a commerce graduate with three (3) years of relevant experience)

**4. TERMS AND CONDITIONS: -**

- (i) **Period of work:** The assignment will be for a period of one year and may be extendable for another year depending on the requirement and performance.
- (ii) **Payment Terms:** Payment will be made on a quarterly basis on submission of bill and reports of three months.
- (iii) The selected firm shall nominate a Lead Officer for the said work. Details of the Lead Officer should be given to OSCSC Ltd.
- (iv) In case of any dispute arising during execution of work, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of the Managing Director, OSCSC Ltd. will be final and binding on both the parties to the contract.
- (v) The Managing Director, OSCSC Ltd. reserve the right to reject any or all bids without assigning any reason(s), thereof.
- (vi) If any false information/ documents are provided and it comes to the knowledge of OSCSC Ltd., the authority reserves the right to reject such bid at any stage or to terminate the contract, if awarded, with immediate effect.
- (vii) OSCSC reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process entirely without assigning any reasons

**5. MODE OF SELECTION: -**

The short listing of firm will be decided on the basis of the following criteria. Weightage of the criteria has been assigned below.

Sl. No.	Particulars	Maximum Marks	Evaluation Criteria
1	Average Turnover of the firm for last three years (i.e. 2020-21, 2021-22 & 2022-23)	25	<ul style="list-style-type: none"> <li>• Firms with average turnover more than 50 lakhs = 25</li> <li>• Firm with average turnover more than 20 lakh up to 50 lakh = 15</li> <li>• Otherwise =0</li> </ul>
2	No. of assignments of Tax consultant/Advisory Services of Government agency/Public Sector Undertakings (PSU) (Not Banks) conducted till 30 <sup>th</sup> March 2024. (Each appointment letter/renewal	25	<ul style="list-style-type: none"> <li>• More than 10 nos. of Tax consultant/Advisory Services = 25</li> <li>• More than 4 nos. upto 10 nos. of Tax consultant/Advisory Services = 15</li> </ul>

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	<i>letter/WO/ certificate by Government agency/PSU client will be considered as one assignment)</i>		<ul style="list-style-type: none"> <li>• Otherwise = 0</li> </ul>
3	No. of Government agency/Public Sector Undertakings (PSU) (Not Banks) where the tax consulting/advisory service is provided till 30 <sup>th</sup> March 2024	25	<ul style="list-style-type: none"> <li>• More than 10 nos. of Government agency/PSU = 25</li> <li>• More than 4 nos. upto 10 nos. of Government agency/PSU's = 15</li> <li>• Otherwise = 0</li> </ul>
4	No. of Partners / Qualified Assistant in the firm as on 01.01.2024	25	<ul style="list-style-type: none"> <li>• More than 10 = 25</li> <li>• More than 5 nos. upto 10 = 15</li> <li>• Otherwise = 0</li> </ul>
	Total Marks	100	

- On the basis of above criteria mark's secured by the eligible firm, only top four(4) firms with higher marks will be short listed for opening of Price bid
- During shortlisting process, if more than one firm secure equal marks, then those firms will be ranked on the basis of turnover, and then the number of partners in that order. By applying this procedure only four (4) firms will be shortlisted for opening of the Price bid.
- The selection of the firm for the assignment will be made purely on the basis of least cost Method (L1 Method).
- If multiple CA firms submit bids with the lowest price, the selection of the CA firm will be determined by a lottery among those firms that submitted the lowest bid.

Note:

1. Government agency/Government PSU/PSU experience means experience in any Government agency/PSU where government holding is more than 50% or fully government organisation.
2. Tax Consultant/Advisory Services assignment means assignment focusing primarily on tax consulting, advisory services, tax returns and compliance involving tax related core/primary responsibilities.

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**6. INSTRUCTIONS&LIST OF DOCUMENT TO BE SUBMITTED:**

**A) List of documents to be submitted along with the applications/ EOIs:**

Interested firms are advised to submit self-attested copies of the following documents

1. Latest registration certificate and constitution certificate of the firm as on 01.01.2024 issued by The Institute of Chartered Accountants of India w.r.t the information related to the year of establishment of Head Office, Branch Office(s), address (es), details of partners along-with their membership nos. etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for evaluation of EOIs.
2. Copies of appointment letters/renewal letter/work order/ for tax consulting/advisory work in Government agency/PSUs as proof of experience. A declaration by appointing PSU in regard of the assignment will also be considered provided that tax consulting/advisory/ return service is the core or primary scope of the assignment. For this appointment letters/work order (WO)/certificate by PSU client etc.. will be considered.
3. Format for Application as per **Annexure-A** of this EOI.
4. Certificate of undertaking & compliance Certificate as per **Annexure B** of this EOI on Applicant's Letter Head.
5. Non-disclosure undertaking as per **Annexure-C** of this EOI.
6. Price Bid format to be filled and to be submitted in a separate sealed envelope as per **Annexure-D** of this EOI.
7. Self-attested copy of PAN card of Firm.
8. Self-attested copy of GST Registration of Firm.
9. A copy of complete EOI document duly signed by the partner/proprietor of the firm as a token of acceptance of all terms and conditions.

**B) Instructions to Firms**

1. Format of Application shall be filled in and completed in all respects. Incomplete application will be rejected.
2. All the documents submitted should be dated and self-attested by a Partner with his/her name and under the seal of the firm.
3. The firm should submit their application/bid document as per format prescribed duly filled and signed along with requisite self-attested documents in an outer envelope super-subscribed on the top "Selection of CA firm for providing tax consulting and filing tax returns of OSCSC Ltd."
4. Price Bid should be separately sealed in an envelope and should be placed inside the outer envelope.

**7. ANNEXURES**

**Annexure-A**

**Format of Application For EOI**

1. Name of the Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. Details of Head Office:  
(Enclose Self attested copy of Registration/Constitution)

Head Office:

Address	Date of Establishment	Contact Person/Mobile number/Landline Nos./Fax	E-mail

5. Details of CA Qualified Assistants:  
(Encloses: Constitution certificate of the firm as on 01.01.2024 issued by (ICAI)\*  
\*ICAI-The Institute of Chartered Accountant of India
6. Details of Experience of firm as a Tax Consultant.  
(Enclose copies of appointment letter/Experience certificate from client).

Sl.No.	Name of the Company/ Unit	Scope of work
1.		
2.		
....		

7. Turnover of Audit Firm(preceding three years)  
(Enclose Copy of Income Tax returns filed for previous three Years (i.e. FY 2020-21, 2021-22, 20202-23), P&L Account and Balance Sheet of the period)
8. PAN No. of the Firm:
9. GST Registration No. of Firm:

Date:

Place:

**Signature of the Authorized Signatory  
of the Proprietor/ Firm with Seal**



Certificate of Undertaking & Compliance Certificate (On Applicant's Letter Head)

We M/s. \_\_\_\_\_, partnership/LLP Firm of Chartered Accountant do hereby verify and declare that: -

- a. We have read and understood the terms and conditions of the EOI and agree to abide by and comply with unconditionally all the terms and conditions contained in this EOI.
- b. The particulars given with respect to the EOI are complete and correct and that if any of the statements or information furnished is later found to be incorrect or false or there has been suppression of material information, I/we would stand disqualified for empanelment/allotment of tax consulting assignment.
- c. Our firm/ partners has/have /has not/have not been debarred or cautioned by or declared guilty of any professional and or other misconduct under provisions of ICAI during the current year and immediate past five years.
- d. The constitution of our firm as on date of application is the same as that as per ICAI records.

**Date:**

**Place:**

**Signature of the Authorized Signatory  
of the Proprietor/ Firm with Seal**

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Non - Disclosure Undertaking

We M/s. \_\_\_\_\_, Proprietor/Partnership/LPP of the Firm of Chartered Accountant do hereby represent, warrant, confirm unequivocally and undertake as follows-

- (a) Subject to conditions contained in the EOI and on assignment of Tax consulting work to our Firm, OSCSC may have to disclose certain vital confidential information to us in the course of this assignment.
- (b) Confidential information: the confidential information used herein shall mean and include any/all information, which is directly or indirectly disclosed to us or comes to the knowledge in the course of tax advisory work, regardless of the form in which it is disclosed. "Confidential Information" includes without limitation, any information in tangible or intangible form, know-how, data, process, technique, design, drawing, program, formula or test data, trade secret, prices, techniques, algorithm, computer program(source and object code),etc. whether in oral, written, graphic or electronic form.
- (c) No person acting on behalf of our firm will divulge or use any such information for any purpose other than tax consulting. We shall exercise the same care in protecting the said confidential information from disclosure as we do with regard to our own confidential information and will not disclose such confidential information to any third party/parties.
- (d) No person will seek such information other than those necessary for the purpose of tax consulting works as specified in the EOI/appointment.
- (e) If any of the representation, declaration and obligations as stated above are found to have been violated, at any stage, we here by agrees that on intimation of such violation, OSCSC shall claim damages/compensation from us for breach of this undertaking. That apart OSCSC will also have the right to cancel the appointment. We undertake to abide by the decision of the OSCSC in this regard.
- (f) We shall bind ourselves, our employees/ team to the terms of confidentiality clause and shall take all actions reasonably necessary to secure the confidentiality of such information against theft, loss or disclosure.

This undertaking shall survive the termination or expiry of the assignment as per the expiry of period of one year

Date:

Signature of the Authorized Signatory  
of the Proprietor/ Firm with Seal

Place:

Price Bid Format

Firms having the above eligibility criteria are requested to submit their fees for the assignment in the following manner.

1. Fees: Rs.....
2. GST @ 18% Rs .....
3. Total (1+2) Rs.....

Total Amount (in Words)\*.

This offer should be submitted in a separate sealed cover.

\* Figures in words and in letter of Total Amount must match, otherwise the bid proposal will be summarily rejected.

Also if there will be addition/totalling mistake then also the bid proposal will be rejected.

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