

PUNJAB ENGINEERING COLLEGE CHANDIGARH

(DEEMED TO BE UNIVERSITY)

No. PEC/ACF&A/2018/22989-993, 22998-23017

Dated:-06.08.2018

To

Subject: Inviting limited tender notice for Legal Retainer for Income Tax Cases of Punjab Engineering College Chandigarh (Deemed to be University) and both the trust (Pension and Provident Fund Trust).

Sealed bids are invited from the Tax Consultant having office in the Chandigarh in two parts i.e. technical bid and financial bid in separate sealed cover. These two sealed cover should be contained in bigger sealed cover super scribing above subject. The technical bid would contain EMD deposit for Rs. 5000/- in shape of DD in favour of in Director, Punjab Engineering College, (Deemed to be University) Chandigarh along with the requisite signed documents with stamp/seal as mentioned in "Technical Bid Part-A". The financial bid of those firms, who qualify on the basis of technical bid criteria, would only be opened. The Scope of Work, detailed terms & conditions & Performa for technical bid and financial bid are available on "www.pec.ac.in"

Asstt. Controller F&A
Punjab Engineering College
(Deemed to be University) Chandigarh

SCOPE OF WORK:-

Sr. No	<u>SCOPE OF WORK</u>
1	Filing of Return of Punjab Engineering College Chandigarh (Deemed to be University) and to attend proceeding related to returns till the completion of assessment.
2	Filing of Return of Provident Fund Trust and to attend proceeding related to returns till the completion of assessment.
3	Filing of Return of Pension Fund Trust and to attend proceeding related to returns till the completion of assessment.
4	Filing an appeal before an officer upto Commissioner level including of re-opening of the cases.
5	To move application for stay against penalty/levy of income tax.
6	Filing an appeal before Tribunal
7	Filing an appeal before High Court/ Chief Commissioner of Income Tax / CBDT, New Delhi.
8	Filing an application for exemption/ Non Deduction of TDS or deduction of Tax on lower rate of Punjab Engineering College Chandigarh (Deemed to be University).
9	Filing an application for exemption/ Non Deduction of TDS or deduction of Tax on lower rate of Provident Fund Trust
10	Filing an application for exemption/ Non Deduction of TDS or deduction of Tax on lower rate of Pension Fund Trust
11	Filing Application for exemption for Tax Donor for making Donation to Punjab Engineering College Chandigarh (Deemed to be University) .
12	Fee for filing an application for rectification
13	Filling of reply to any other notice received from Income Tax Department.

Terms & Conditions:

- 1 The period of contract is initially for a period of one year. However, it may be extended for another two years on yearly basis on the base of the satisfactory performance of the contract terms and conditions.
- 2 The legal Retainer Consultant should have 10 years experience in the field and 5 years experience of working as Income Tax Legal Retainer in Autonomous Bodies/ Organizations/ Universities/ Deemed to be Universities/ Educational institutes with annual turnover of Rs.10.00 Lacs or more for the last 3 years (each year). The firm should enclose/provide the copies of experience certificate and balance sheet along with other documents of technical bid.
- 3 The bid must reach in office of Punjab Engineering College (Deemed to be University) Chandigarh at 3.00 P.M. on/before the **27th August,2018**. The bids so received will be opened on next day at 3.30 p.m. by the Committee constituted for this purpose. The bids received after the given date and time due to any reason/ postal delay shall not be entertained. The date and time for opening of financial bids will be informed to the firms who qualified the technical bids.
- 4 The tender should be submitted in two sealed cover system i.e (a) Technical Bid in one cover (b) Financial Bid in other cover.
- 5 Technical Bids would be evaluated on the basis of Check List as per **Annexure-I**. Technical Bid should be covered in a separate sealed cover super scribing the words **“Technical Bid”**. Financial Bid should be submitted as per prescribed format laid down The financial bid should be covered in a separated sealed cover super scribing the wordings **“Financial Bid” (Annexure -II)**
- 6 The bids must be in sealed cover. The envelope containing bid must be super scribed with the subject on the top of outer envelope along with the name of the firm.
- 7 The bid(s) can be rejected by the competent authority without assigning any reason.
- 8 The undersigned/committee reserves the right to verify the particulars furnished by the applicant. If any, information is found incorrect the bid is liable to be cancelled
- 9 Conditional bids shall not be entertained
- 10 In case of date of receiving of bids/opening of bids, declares/happens to be public holiday bids shall be opened on next working day.
- 11 In case of dispute the matter shall be referred to the Director PEC.
- 12 In case of any dispute, jurisdiction of courts of U.T., Chandigarh is applicable.
- 13 In case of failure to complete the work as per scope of work a penalty of Rs. 1000 in each case will be levied to the firm. In the case of any violations/non fulfillment of the terms and conditions, competent authority may blacklist the firm as per provisions of instructions issued by the Chandigarh Administration.
- 14 The tender, which does not conform to the requirements of the eligibility qualifications shall be rejected summarily, and no reason whatsoever shall be given to that effect.
- 15 The earnest money shall be refunded to the successful bidder on receipt of performance security
- 16 Incomplete, conditional, telegraphic or tenders received late or without earnest money will not be entertained.
- 17 The firm shall furnish a performance security in the shape of FDR/Bank guarantee equal to 10% of the tender amount (for Part A) valid for 60 days beyond the contract period in favors of Director PEC Chandigarh which is liable to be encashed, in case of breach of any of the terms & conditions of the tender document.
- 18 The performance security of the successful tenderer shall be refunded after the expiry of sixty days from the successful completion of the work.
- 19 In case of any force majeure, the selected firm will inform Director PEC authorities in writing explaining the cause and seek the extension in executing the work.
- 20 The decision of the Director PEC Chandigarh is final, in awarding the contract.
- 21 The firm which has been debarred/black listed by any Department/Autonomous body of the Central/State Govt./Union Territories and Municipal Corporation, Chandigarh are not eligible to apply. In case this fact is established after allotment of the contract, then such contract will be terminated after due enquiry without any notice and in such an eventuality the performance security will stand
- 22 Comparison would be made on the basis of total amount of the bids mentioning in Annexure-II.

AFFIDAVIT

I/We _____ being
Partner / sole proprietor (strike out which is not applicable) of (Name & Address of
do _____ hereby declare and solemnly affirm:

a) That the individual / firm I companies are not debarred or black-listed by any department of
Union/State Governments / Chandigarh Administration or any autonomous bodies / Institutes.

b) That tenderer is duly competent to enter into contract/agreement as per applicable provisions
of Law and have sufficient capacity and capable manpower to discharge the services as per the scope of
work.

c) And that all the terms and conditions for rendering the job are acceptable to me I us. I/we will
abide by them in letter and spirit.

Date:
Place:

VERIFICATION

DEPONENT

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the
best of my/our knowledge and belief No part of it is false and nothing has been concealed therein

Date
Place

DEPONENT

**(Note: To be furnished on non-judicial stamp paper worth Rs.5/-duly attested by Magistrate or
Notary Public).**

Annexure-I

(Enclose with Technical Bid)

- 1) Name of the firm _____
(In capital letter)
- 2) Complete Postal Address: _____
 - a) Telephone No.: (Off) _____
 - b) Fax No.: _____ e-mail _____
- 3) Is the firm proprietary/Partnership/
Public Ltd/Pvt. Ltd/Others (specify) _____
- 4) PAN Number: _____
- 5) Goods & Service Tax (GST) No. _____
- 6) EMD Detail :-
The Earnest money in the form of Demand Draft No. _____ Date _____ Yes/No
Bank (Branch) in favour of Director PEC Chandigarh and payable at
Chandigarh for Rs.5000/- (Rupees Five Thousand only) is enclosed.
- 7) The affidavit regarding non black listing is enclosed. Yes/No
- 8) Copies of experience certificates of 10 years and 5 years experience of working
as Income Tax Legal Retainer in the relevant field Yes/No
- 9) Copies of Balance sheets duly audited by the CA showing annual turn over 10 lac Yes/No
- 10) Whether copy of Bar Membership attached? Yes/No
- 11) Whether proofs as per eligibility criteria attached? Yes/No
- 12) Turnover of Rs 10 lac or more of the last three years Yes/No
- 13) Any other relevant information which the bidder may want to provide Yes/No

**Name and signature of the
Authorized person with
stamp**

Annexure-II

(Prescribed format for submission of Financial Bid)

1. Name & Address of Firm _____

Sr. No.	Purpose/Name of the work	Professional charges (in Rs.)
1	Retainer ship fee per month including verification of the balance sheet of Institute , Provident Fund Trust and Pension Fund Trust before its finalization.	Rs. _____. Rupees _____ only)
2	Filing of Return of Punjab Engineering College Chandigarh (Deemed to be University) and to attend proceeding related to returns till the completion of assessment.	Rs. _____. Rupees _____ only)
3	Filing of Return of Provident Fund Trust and to attend proceeding related to returns till the completion of assessment.	Rs. _____. Rupees _____ only)
4	Filing of Return of Pension Fund Trust and to attend proceeding related to returns till the completion of assessment.	Rs. _____. Rupees _____ only)
5	Fee for filing an appeal before an officer upto Commissioner.	Rs. _____. Rupees _____ only)
6	To move application for stay against penalty/levy of income tax.	Rs. _____. Rupees _____ only)
7	Filing an appeal before Tribunal	Rs. _____. Rupees _____ only)
8	Filing an appeal before High Court/ Chief Commissioner of Income Tax / CBDT, New Delhi.	Rs. _____. Rupees _____ only)
9	Filing an application for exemption/ Non Deduction of TDS or deduction of Tax on lower rate of PEC Deemed to be University	Rs. _____. Rupees _____ only)
10	Filing an application for exemption/ Non Deduction of TDS or deduction of Tax on lower rate of Provident Fund Trust	Rs. _____. Rupees _____ only)
11	Filing an application for exemption/ Non Deduction of TDS or deduction of Tax on lower rate of Pension Fund Trust	Rs. _____. Rupees _____ only)
12	Filing Application for exemption for Tax Donor for making Donation to Punjab Engg College (Deemed to be University)	Rs. _____. Rupees _____ only)
13	Fee for filing an application for rectification	Rs. _____. Rupees _____ only)
14	Response to any other notice received from Income Tax Department	Rs. _____. Rupees _____ only)
	Total amount of above 1 to 14	

The rate should be quoted in lumpsum on per year basis

Note:- The above financial bid duly filled and signed should be put in an envelope marked, financial bid "B".