



CHENNAI PORT TRUST
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**e-TENDER FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRM FOR
RENDERING PROFESSIONAL SERVICES TO FACILITATE COMPLIANCE AND
PROCEDURAL ASPECTS ON TDS/TCS AT CHENNAI PORT TRUST**

e-procure.gov.in

www.chennaiport.gov.in

e-Tender No. IT-TDS&TCS/2/2020/F

Volume-I Technical Bid

Due date for online submission: 20.08.2020 15:00 Hrs

Due date & time of Bid opening: 21.08.2020 15:00 Hrs

CHENNAI PORT TRUST
e-Tender No. IT-TDS&TCS/2/2020/F

**e-TENDER FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRM FOR RENDERING
PROFESSIONAL SERVICES TO FACILITATE COMPLIANCE AND PROCEDURAL ASPECTS
ON TDS/TCS AT CHENNAI PORT TRUST**

TABLE OF CONTENTS

S.NO.	DESCRIPTION		PAGENO.
1	ONLINE BID REFERENCE		3
2	NOTICE INVITING ONLINE TENDER		4 - 5
3	INSTRUCTIONS FOR ONLINE BID SUBMISSION		6 - 10
VOLUME- I TECHNICAL BID (Cover- I)			
4	Section-I	GENERAL INSTRUCTIONS TO APPLICANTS	11 - 16
5	Section-II	SCOPE OF SERVICES	17 - 18
6	Section-III	GENERAL TERMS AND CONDITIONS	19 - 21
7	Section-IV	TABLE OF FORMS	22
VOLUME- II PRICE BID (Cover – II)			
8	PRICE BID		29

CHENNAI PORT TRUST
FINANCE DEPARTMENT
ONLINE BID REFERENCE
e-Tender No.: IT-TDS&TCS/2/2020/F

e-TENDER DOCUMENT NO.	IT-TDS&TCS/2/2020/F
TENDER INVITED FOR	APPOINTMENT OF CHARTERED ACCOUNTANT FIRM FOR RENDERING PROFESSIONAL SERVICES TO FACILITATE COMPLIANCE AND PROCEDURAL ASPECTS ON TDS/TCS AT CHENNAI PORT TRUST
VALIDITY OF THE TENDER	90 days from the due date for submission of tender
PUBLISHING OF TENDER DOCUMENTS ON WEBSITE	01.08.2020
PERIOD OF DOWNLOADING BIDDING DOCUMENT	01.08.2020 to 20.08.2020
START DATE & TIME FOR ONLINE SUBMISSION OF BID	07.08.2020
DUE DATE & TIME FOR ONLINE SUBMISSION OF BID	20.08.2020 upto 15.00 Hrs.
TIME & DATE OF OPENING OF TECHNICAL BID	21.08.2020 after 15.00 Hrs.
TIME & DATE OF OPENING OF PRICE BID	Will be intimated later.
PLACE OF OPENING OF TECHNICAL BID	CHENNAI PORT TRUST FINANCE DEPARTMENT 3RD FLOOR, CENTENARY BUILDING, NO.1, RAJAJI SALAI, CHENNAI – 600 001.
For further details please visit	www.eprocure.gov.in www.chennaiport.gov.in

CHENNAI PORT TRUST
FINANCE DEPARTMENT
NOTICE INVITING ONLINE TENDER
e-Tender No. IT-TDS&TCS/2/2020/F

e-TENDER “FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRM FOR RENDERING PROFESSIONAL SERVICES TO FACILITATE COMPLIANCE AND PROCEDURAL ASPECTS ON TDS/TCS AT CHENNAI PORT TRUST”.

- 1.1 Online tenders through e-procurement mode invited by Chennai Port Trust FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRM FOR RENDERING PROFESSIONAL SERVICES TO FACILITATE COMPLIANCE AND PROCEDURAL ASPECTS ON TDS/TCS AT CHENNAI PORT TRUST **under two cover system.**
- 1.2 The tender document is made available through e-procurement mode and open for down loading from 01.08.2020 to 20.08.2020 upto 15.00 Hrs at Ch.P.T’s official website www.chennaiport.gov.in and also under Gol’s e-procurement portal link under www.eprocure.gov.in
- 1.3 Each set of tender document consists of two volumes (Cover-I & II), Cover-I (Technical Bid) comprises all Technical & Commercial offer documents including Scope of work and Cover-II (Price Bid) comprises all the Price bid documents.
- 1.4 The complete tender document shall be submitted online as tender offer on or before the due date and time of submission.
- 1.5 The tender offer shall have to be submitted by the Bidder only through e-procurement mode as explained in the tender document.
- 1.6 The offer (both Techno-Commercial & Price) must be valid for a minimum of 90 days from the last date of online submission of offer; otherwise the offer shall be rejected as non-responsive.
- 1.7
 - a. Bidding is open to all eligible bidders meeting the eligibility criteria as defined in Clause-5 of Section-I (General Instructions to Applicants) and bidders are advised to note the instructions detailed in tender clause.
 - b. The bidder shall have valid Income-Tax PAN, TAN as well as GST registration and shall furnish the self-attested copy of PAN, TAN and GST Registration certificates.
 - c. The bidder should submit self declaration in the covering letter (Format-I) stating that the Chartered Accountant firm has not been barred/black listed/disqualified by any regulators / statutory body in India during last 5 years. In case Chennai Port Trust has taken a decision earlier that the performance of the firm is not up to the mark, such firms offer will not be considered.
 - d. All the documents required to meet the eligibility criteria, as per Format-II & Format-III of Section-IV along with relevant documents, in the Tender Document – Technical Bid shall be uploaded through e-procurement portal after scanning in .pdf format. The bidder may submit self-attested copies of the documents and has to produce the original documents for verification before issuing letter of award.

- 1.8 Chennai Port Trust does not bind itself to accept the higher or any tender and reserves the right to accept any tender in part or to reject any tender without assigning any reason thereof.
- 1.9 The prospective bidder shall submit queries, if any, through e-tendering portal addressed to the F.A.&C.A.O., Chennai Port Trust, Chennai in connection with this tender well in advance, within 7 days from the date of publishing of the tender in the website, so that the queries can be clarified. The bidder's queries will be clarified through e-procurement portal and if necessary the pre-bid meeting will be held at the Office of the F.A.&C.A.O., Chennai Port Trust, 3rd Floor of Centenary building, No.1, Rajaji Salai, Chennai-600001 and notification in this regard will be issued through www.chennaiport.gov.in / e-procurement portal link.
- 1.10 The due date for online submission of offers will be 20.08.2020 upto 15.00 hrs. unless otherwise notified. In the event of change in schedule, F.A. & C.A.O., Chennai Port Trust will notify the same only through www.chennaiport.gov.in and e-procurement portal link.
- 1.11 If the offers are not received according to the instructions detailed here in above, they shall be liable for rejection.

**F.A. & C.A.O.
CHENNAI PORT TRUST**

CHENNAI PORT TRUST

FINANCE DEPARTMENT

e-Tender No. IT-TDS&TCS/2/2020/F

I. Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal.

1. Bidder should do Online Enrolment in this Portal using the option 'Click Here to Enroll' available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as:

eMudhraCA/GNFC/IDRBT/MtnITrustline/SafeScripT/TCS.

2. Bidder then logs into the portal giving user id / password chosen during enrollment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. The Bidders can update well in advance, the documents such as certificates, purchase order details, etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
7. 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 that tender. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
11. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.

12. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
13. It is important to note that, **the bidder has to click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.**
14. The **Tender Inviting Authority (TIA)** will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
15. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
16. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid No., date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
17. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
18. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
19. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
20. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
21. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.

22. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over Secured Socket Layer(SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
23. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time **(as per Server System Clock)**.
24. Bidder should submit the tender for providing the services as per the Scope of work and in accordance with the instructions to bidders, General Conditions of Contract.

II. Submission of Offer :

The profile and the price bid of the CA firm shall be submitted in two covers Viz. Cover-I and Cover-II

The **cover (I)** shall contain scanned copy of the following and the conditions may be referred at clause (5) of Section-I

- i) Letter of C & AG empanelment for the Financial year 2020-21.
- ii) The profile of the partners of the firm and their experience.
- iii) List of partners and qualified Chartered Accountants to be deployed for this assignment along with their CV.
- iv) Any documentary evidence viz., work order, Completion Certificates clearly specifying the type and year of audit along with Profit & Loss Account & Audited Annual Accounts to show the experience in Auditee units.
- v) Self-attested copies of Profit & Loss Accounts and Audited Annual Accounts certified by the Chartered Accountant.
- vi) Entire set of tender documents including blank format of Price bid, duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.
- vii) Covering letter, as per Format-I of Section-IV, duly filled up and signed by the authorized signatory.
- viii) Organization details, as per Format-II of Section-IV, duly filled up and signed by the authorized signatory.
- ix) Bid Qualification Criteria (BQC), as per Format-III of Section-IV, duly filled up, signed and sealed by the authorized signatory.
- x) Self-attested copy of PAN Card and GST Registration certificate.

Note 1. If any Certificate issued by ICAI/C&AG/RBI is downloaded from website, the certificate shall be self-attested by the firm with their official seal on each page. Any mis-representation/suppression of acts shall lead to rejection of the offer. Offers received late, beyond the stipulated time will be liable for rejection.

2. There shall not be any qualification /deviation from tender conditions.

3. The cover (I) of the offer will be opened as per the Date and Time given in this Tender and representatives of the firms may participate in the opening along with an authorization letter issued by the firm. The cover (II) will be opened later after the

pre-qualification of the firms who satisfy the eligibility criteria as per the invitation document.

4. The date of opening of the cover (II) will be intimated to the pre-qualified firms separately.

COVER (II)

Price should be quoted in a spread sheet file (.xls format) available in e-procurement portal only. Any indication of 'Quoted price' in the online technical bid documents shall lead to rejection of the bid outright. Scanned copy of blank format duly signed shall be uploaded along with Technical bid.

For evaluation purpose the uploaded offer documents will be treated as authentic and final. No hard copy shall be submitted for reference purpose. The price bid submitted through e-procurement mode only will be taken up for the purpose for evaluation.

Price shall be quoted only in INR.

III- EVALUATION PROCESS:

- 1) A proposal shall be considered responsive if –
 - a. It is received by the Due Date and Time.
 - b. It is Digitally Signed.
 - c. It contains the information and documents as required in the Tender Document.
 - d. It contains information in formats specified in the Tender Document.
 - e. It mentions the validity period as set out in the document.
 - f. It provides the information in reasonable detail. The Port Trust reserves the right to determine whether the information has been provided in reasonable detail.
 - g. There are no significant inconsistencies between the proposal and the supporting documents.
 - h. The Technical qualification conforms to the minimum eligibility criteria specified in the tender.
 - i. A Tender that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one (1) which affects in any substantial way, the scope, quality, or performance of the Bidder or (2) which limits in any substantial way / inconsistent with the Tender document, or (3) whose rectification would affect unfairly the competitive position of other Qualified Bidders presenting substantially responsive bids.
 - j. The Port Trust reserves the right to reject any tender which in its opinion is non-responsive. No request for alteration, modification, substitution or withdrawal shall be entertained by the Port Trust in respect of such Tenders.
 - k. The Port Trust would have the right to review the Technical Qualification and seek clarifications wherever necessary.

- 2) Since, the tender involves selection based on pre-qualification criteria, the F.A.&C.A.O., Chennai Port Trust will examine and seek clarification if any and list out the firms, which are found technically suitable and Cover-II Price Bid of such tenders only will be opened.
 - a. The date and time will be intimated to bidders whose offers are found suitable and Cover –II of such bidders will be opened on the specified date and time.
 - b. The successful Bidder shall execute an undertaking (Section IV) on Rs.100/- stamp paper for undertaking the services as per the scope of work and complying with the terms and conditions.
 - c. The Fax / E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online prior to closing time and date of the tenders will be taken as valid.
- 3) The offer for the valuation of Appointment of Chartered Accountant firm for rendering professional services to facilitate compliance and procedural aspects on TDS/TCS at Chennai Port Trust will be considered **for award of the work to the lowest bidder**.
- 4) The decision of Chennai Port Trust (**ChPT**) in all matters regarding award of contract will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the **ChPT** in this regard.

F.A. & C.A.O.
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FINANCE DEPARTMENT
e- Tender No. IT-TDS&TCS/2/2020/F

SECTION – I

GENERAL INSTRUCTIONS TO APPLICANTS

1. INTRODUCTION

Chennai Port Trust, the third oldest port among the 12 major ports, is an emerging hub port in the East Coast of India. This gateway port for all cargo has completed 139 years of glorious service to the nation's maritime trade. The port with three Docks, 24 berths and draft ranging from 8.5 m to 16.5 m has become a hub port for containers, Cars and Project Cargo in the East Coast. The Port has around 3949 employees, 14541 pensioners for whom tax calculation is carried out and considering the provision of Income Tax Act, deduction of income tax at source is made.

The Port also effects payments towards various contracts of capital and revenue nature and towards professional charges, which also come under the provisions of deduction of income tax at source.

The Port has deducted and remitted the TDS amount of Rs.44.29Cr. on payment of salaries and pension for the financial year 2019-20. The Port has deducted and remitted the TDS amount of Rs.4.39Cr. in respect of payment made to the contractors and fees paid for the professional services engaged on contract, for the Financial Year 2019-20. The Port has also collected and remitted the TCS amount of Rs9.55 Lakhs on auction sale for the Financial Year 2019-20.

Considering the volume of transactions, complexity of the compliance requirements and the changing laws and procedures on this aspect, it is proposed to avail the services of a professional Chartered Accountant firm to facilitate compliance and procedural aspects in relation to the TDS by the Port.

2. OBJECTIVES

Objectives of the proposed engagement of professional services:

- i) Advice ChPT on TDS / TCS related issues.
- ii) Assist and advice Chennai Port Trust in respect of aligning the existing software / newly developed software to comply with the Tax Laws.
- iii) Address all Port requirements with respect to Income Tax Act and Rules / Related issues, Accounting procedures / Policy Systems and Procedures

3. SCOPE OF SERVICES.

The applicants may refer to the Scope of Services indicated in Section-II. **Apart from that, the Chartered Accountant Firm may also inspect the records / discuss, if required and ascertain the quantum of work involved before quoting their fee for undertaking the assignment.**

4. ESTIMATED FEE:

The Estimated Fee is fixed at 6.72 lakhs for 24 months including all local travelling and conveyance, printing and stationery, other out of pocket expenses and all taxes and duties other than GST.

5. MINIMUM ELIGIBILITY CRITERIA

- i. The Chartered Accountant firm should be a partnership firm in continuous existence for a period of at least 10 years, having office in Chennai. There should be at least 3 partners in the firm, out of whom 1 partner should have standing of more than 10 years in practice. The firm shall furnish the profile of the partners of the firm and their experience.
- ii. The firm should have an average Annual Turnover of not less than Rs.50 lakhs during the past 3 years i.e., 2016-17, 2017-18 and 2018-19. For that purpose, they should enclose last 3 years Audited Annual Accounts.
- iii. The CA firm should have experience in similar work in Government Organisations / Public Sector Units / Ports for the last 7 financial years. Similar work means rendering professional services on compliance of TDS / TCS provisions in the Income Tax Act including filing of returns for Government Organisations / PSUs / Ports.
- iv. The firm must be empaneled by CAG for auditing PSUs. They should enclose a copy of the empanelled document along with the profile.
- v. The CA firm should not have been barred/black listed/disqualified by any regulators/statutory body in India during the last 5 years. The firm may give a self-declaration to this effect. In case ChPT has taken a decision earlier that the performance of the firm is not found up to the mark, such firms offer will not be considered.

Note:-

- Documentary evidence needs to be submitted by the CA firm for each of the eligibility criteria.
- Self-declaration needs to be signed by authorised signatory(s).
- The standard of Past Performance rendered by the Chartered Accountants during earlier years at Chennai Port Trust will be taken into account for the selection.
- If Chennai Port Trust had taken a decision earlier that the performance of that firm was not found upto the mark, bid will not be considered.
- All the documents as specified above in the Tender Document – Technical Bid shall be uploaded through e-procurement portal under technical bid link after scanning in **.pdf** format. The bidder shall submit Self attested copies of the documents. The bidder shall produce the original documents for verification before awarding of work. The price bids of those firms who do not meet the eligibility criteria will not be opened.

6. REJECTION CRITERIA

- a) If the bidder does not meet the Pre-qualification / eligibility Criteria.
- b) Non adherence to Technical / commercial terms and incomplete bids and bids in deviation to tender conditions will be out rightly rejected.

- c) If bids are received after scheduled date of bid submission.
- d) Any other rejection conditions stipulated in tender document.

7. CONTENT OF BIDDING DOCUMENTS AND PREPARATION OF BIDS

a) The set of bidding documents comprises the documents listed in the table below and addendum issued if any, in accordance with Clause 5:

b)

S. NO.	DESCRIPTION	
1	ONLINE BID REFERENCE	
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VOLUME I – TECHNICAL BID (Cover I)		
4	Section –I	GENERAL INSTRUCTIONS TO APPLICANTS
5	Section –II	SCOPE OF SERVICES
6	Section –III	GENERAL TERMS AND CONDITIONS
7	Section -IV	TABLE OF FORMS
VOLUME II – PRICE BID (Cover II)		
8	PRICE BID	

- i) Any indication of “Quoted price” in the technical bid, shall lead to rejection of the bid outright. Scanned copy of the blank price bid format duly signed shall be uploaded along with Technical bid. For evaluation purpose the uploaded offer documents will be treated as authentic and final.
- ii) The fees quoted should be inclusive of all local travelling, conveyance, printing and stationery, other out of pocket expenses and all taxes and duties excluding GST. The GST will be paid extra on submission of proper tax invoice. The above fees would include and any other taxes levied by the Government in future. The Trust does not bind itself to accept claim for any extra payment.
- iii) The Price bid shall be read in conjunction with all other sections of bidding document. The price quoted by the bidder shall be firm and fixed till complete execution of the Contract. Once the offer is accepted and Letter of award is issued to the successful bidder(s), the price shall be valid till the completion as per contract terms.

8. DEADLINE FOR ONLINE SUBMISSION OF BIDS

- a) The completed bid shall be submitted in the electronic form by **15.00 Hrs. on 20.08.2020** only through e-procurement portal.
- b) The ChPT may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 7, in which case all rights and obligations of the ChPT and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

9. BID OPENING – Technical Bid

- a) On the due date and time as specified, the ChPT will first open Technical bids of all bids received online within the stipulated date and time in presence of the Bidders or their authorized representatives who wish to attend. In the event of specified date for bid opening declared as holiday by the ChPT, the bid will be opened at the appointed time and location on the next working day.
- b) The date and time of opening of price bid (Cover-II) shall be intimated to the qualified bidders based on the evaluation of the technical bid. The price bid (Cover-II) of such eligible bidders shall be opened on the specified date and time in the presence of the qualified bidders or their authorized representatives.

10. SCRUTINY AND EVALUATION OF THE TENDERS

- a) In the first instance the documents submitted with the Technical Bid will be scrutinized to ascertain whether all documents as specified in the tender have been submitted. The bidder who has not submitted the documents as per tender shall not be considered.
- b) Thereafter, the technical bid will be scrutinized to ascertain whether the Bidder fulfills the requirements as stipulated in the Minimum Eligibility Criteria as per Clause 5. The bidders, who do not fulfill the Minimum Eligibility Criteria, shall not be considered for further evaluation.
- c) After the tender opening, the whole process involving scrutiny, clarifications, evaluation and comparison of tenders and recommendations regarding award of Contract shall be confidential. Any efforts on part of any Bidder to influence the Port Trust in any way in the process of scrutiny, evaluation, comparison of tenders and decision concerning award of Contract may result in rejection of the Bidder's bid.
- d) To assess the scrutiny, evaluation and comparison of tenders, the ChPT may ask Bidder individually for clarifications. Request for clarification and response thereto, shall be in writing or through e mail followed by post or through speed post. No change in Price or substance of the tender shall be sought, offered or permitted nor is the Bidder permitted to withdraw the tender before the expiry of the validity period of the tenders in the process of clarifications.

11. EVALUATION OF PRICE BID

ChPT will evaluate and compare only those bids, which are technically qualified. The rates quoted by the Bidder shall be considered for the purpose of evaluation and comparison.

12. PROCESS TO BE CONFIDENTIAL

Information related to the examination, clarification, evaluation and comparison of Bids and recommendations for award of contract shall not be disclosed to Bidder or other person not

officially concerned with such process. Any effort by Bidder to influence ChPT's processing of Bid or award decisions may result in rejection of such Bidder's offer.

13. ChPT's RIGHT TO ACCEPT OR REJECT A BID

ChPT reserves the right to accept or reject or prefer any Bid in whole or part, to annul the bidding process or to reject all Bids with or without notice or reasons. Such decisions by ChPT shall bear no liability whatsoever consequent upon such decisions. ChPT also reserves to itself the right to accept any bid in part or split the order between two or more bidders without assigning any reason thereof. The decision of ChPT in the matter will be final and binding on all the parties.

14. AWARD OF CONTRACT

The successful Bidder whose Bid is accepted by ChPT shall be intimated through Letter of Award.

16. CONTACT PERSON /ADDRESS

For any clarifications the firm may contact the following officer:

Shri. D. Joseph Mariaraj,
Sr. Dy. Chief Accounts Officer (E&R),
Finance Department
Chennai Port Trust
Rajaji salai, Chennai 600001
Tel No: 044 - 2531 2710.

SECTION - II
SCOPE OF SERVICES

I. Scopes of Services:

1. Collection of TDS/TCS Data in respect of Form 24Q, 26Q & 27EQ together with General Ledger from Finance Department of Chennai Port Trust after the end of every month and certifying the same for payment at least three working days in advance for timely payment as stipulated by the Income Tax Authority.
2. Preparation of form 27-A and filing of quarterly returns after checking of TDS Data as provided by the Trust every month as per time frame notified by Income Tax Department and generation / providing of Forms 16A & 27D with regard to non-salaried after validation, Rectification / filing of revised return for any error / discrepancy noted at any stage after completion of e-filing return of every quarter immediately.
3. E-filing of Annual return with Annexure-II and facilitate issuance of Form-16 Part-A by collating the Form 16 Part-B which will be provided by the Trust in respect of all salaried / pensioners before due dates.
4. If any query is raised by Income Tax Authorities for the current financial year as well as any queries pertaining to previous years should be attended to and got settled. The queries raised by Income Tax Department which are not yet settled should also be attended and got settled on priority.
5. Preparation of replies to the Income Tax Dept in respect of notices / communications received by the Port in connection with the filing of e-tds returns during the period of engagement irrespective of the period to which the notices belongs to which correction requires.
6. Preparation and filing of correction statement in respect of all Trust Officers/Employees/Pensioners/Contractors/Professionals and other Agencies in connection with the filing of e-tds returns during the period of engagement irrespective of the period to which the notices belongs to which the correction requires.
7. Furnishing the original e-filing acknowledgement for having quarterly return filed and sharing the soft copy of uploaded file towards Quarterly and Annual Return in excel after filed return of all forms.
8. To give written opinion solicited by Chennai Port Trust on any TDS/TCS matter. Accounting policies, Procedures, Systems and any other issues relating to taxation.
9. To participate in any meeting consultation or discussion held by Chennai Port Trust on Accounting, Procedures, System implementation and other taxation matters.
10. To co-ordinate and guide the officials of the Accounts Department and Officials of other Departments wherever necessary about the taxation and accounting policies and procedures.
11. To appear and represent on behalf of Chennai Port Trust before Income Tax authorities.
12. Analysis of all transactions done by the Port both receipts and payments.
13. Provide Opinions / comment / clarification on queries raised by Chennai Port Trust.

14. Guidance/advises for developing necessary tools for review, monitoring, reporting and compliance of Income Tax Requirements.
15. Advise Chennai Port Trust about accounting system & ledgers to comply with all Tax requirements.
16. Advise on the key documents and records to be maintained by Ch.P.T.
17. Provide / Guide on the necessary changes required on account of any changes/modifications that may be brought in the Tax Law from time to time. To advise on system to be designed for compilation of data, preparing and e-filing of returns / Audit Requirements periodically as per the requirement of Tax Laws.
18. Reviewing the existing systems and procedures continuously with regard Accounting Policy/ Procedure of the Port.
19. Advising on significant policy decisions/amendments to the existing accounting policies / procedure and its financial impact on the Port. Tax Audit u/s.44AB of IT Act 1961.
20. A detailed report comprising of the compliance to the law and procedures relating to TDS/TCS regulations shall be provided to the FA & CAO on a quarterly basis within 30 days of completion of every quarter, i.e., within 31st July, 31st October, 31st January, and 30th April every year. This report shall cover the section-wise compliance for deduction, remittance and filing of TDS/TCS returns, issues noticed, issues resolved and issuance of certificates.
21. All correspondence relating to the proposed services shall be addressed to the F.A.&C.A.O. Any change suggested by the Port in the contents and format / pattern of the report shall be brought out in the subsequent reports.

II – Other related works

- a. To provide opinions to Port on any matters relating to Income Tax Laws, Accounting Policy / Procedure, Systems and Procedures as and when solicited without any limit on the number of opinions required.
- b. To discuss, deliberate and explain with teams of Ch.P.T on any issue or doubts relating to (a) above.
- c. To provide replies to any query or show cause notice under Income Tax laws.

SECTION - III
GENERAL TERMS & CONDITIONS

1. MANPOWER REQUIREMENT

The Team should be headed by a partner who shall be a Chartered Accountant with office in Chennai and the team should comprise of persons with knowledge and working experience in matters relating to TDS / TCS provisions. Any Change in the partner nominations shall be made only with the prior written consent of Chennai Port Trust.

2. NOMINATION OF A PARTNER

The Chartered Accountant firm shall nominate a partner exclusively to deal with the scope of services and co-ordinate with Chennai Port Trust at all times. The partner shall be in a position to visit the Port at any time on any number of occasions for the purpose of carrying out the work. Apart from that, the Partner of the firm shall also be in a position to come for any discussion/meeting convened to deliberate on the proposed services on any number of occasions at any point of time. **Any non- response / default in this regard will be considered as deficiency in service.** The Chartered Accountant firm shall give the details of the partner so nominated along with the Address, Telephone No., Mobile No., Fax No., E-mail ID, etc. Any change in the partner's nomination shall be made only after getting prior written consent from the port.

3. DURATION OF SERVICE

The Chartered Accountant is expected to provide professional services initially for a period of two years with effect from the date of placement of order. No escalation is allowed. The Port reserves the right to extend the period by one more year based on the performance at the same fees quoted and on the same Terms and Conditions.

4. UNDERTAKING

The Chartered Accountant firm who is appointed for rendering professional services has to execute an undertaking on an Rs.100/- stamp paper for undertaking the assignment as per the scope of work and complying with the terms and conditions. The rates shall be kept firm during entire contract period and no escalation will be allowed on any account.

5. TERMS OF PAYMENT

- i. The rates shall be kept firm during the entire contract period and no escalation will be allowed on any account.
- ii. The rates are, inclusive of all expenses and its taxes but, exclusive of GST which as applicable will be paid on submission of Tax invoice.
- iii. 80% of the rate shall be equally divided for 24 months and 10% of the rate shall be paid on successful completion of 1st year and remaining 10% of the rate shall be paid after successful completion of the tenure of the contract.

iv. The fees shall be paid within 30days of receipt of the invoice/bill after submission of report for the respective quarter.

6. TAXES AND DUTIES

The fees quoted should be inclusive of all local travelling, conveyance, printing and stationery, other out of pocket expenses and all taxes and duties except GST. The GST will be paid extra on submission of proper tax invoice as per GST Laws / Rules in the name of Chennai Port Trust by mentioning the GSTIN of ChPT and indicating amounts of GST separately. The GSTIN of Chennai Port Trust is **33AAALC0025B1Z9**. The above fees would include any other taxes levied by the Government in future. The Trust does not bind itself to accept claim for any extra payment nature of the bidder.

The firm shall remit the GST amount in the invoice to the Government within the due dates and also file the returns by mentioning the GSTIN of ChPT to enable ChPT to avail applicable Input Tax Credit. The firm shall indemnify Chennai Port Trust from any loss of eligible ITC of GST paid by it to the firm based on their tax invoice, due to non-payment of GST or non-filing of GST returns by the firm or noncompliance of GST Laws/provisions. ChPT also reserves its right to deduct such GST amount with interest and penalties from the subsequent bills or any amount due to the firm by ChPT". Applicable statutory recoveries including TDS under Income Tax, TDS under GST, etc., will be deducted / recovered while making payments as per the applicable laws.

7. OTHER OFFICE ARRANGEMENTS

The Chartered Accountant firm shall make their own arrangements for office stationery and other office equipment facilities.

8. NON COMPLIANCE OF TENDER CONDITIONS, etc.

The Chartered Accountant firm shall indemnify the Port against non fulfillment of obligations and any non-response/default w.r.t. compliance of the Tender conditions, inter alia, resulting in any loss to Chennai Port Trust.

9. FORECLOSURE OF THE CONTRACT

Chennai Port Trust reserves the right to foreclose the contract by giving One month notice in advance. The fees shall be payable upto the period of service and no compensation under any circumstances is payable on account of foreclosure.

10. TERMINATION OF THE CONTRACT

The contract is liable for termination for any deficiency in any service by giving One month notice. No compensation is payable under any circumstances on account of such termination. The fees shall be payable only upto the period of serving the notice of termination. The decision of ChPT in this regard is final and binding.

11. FORCE MAJEURE

If at any time, during the tendering process or during the continuance of this contract, the performance in whole or in part by the firm of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enemy, civil commotion, sabotage, serious loss or damage by fire, explosions, epidemics, strikes, lockouts or acts of God (hereinafter, referred to events) provided, notice of the happening of any such event is given by the ChPT to the firm within three days from the date of occurrence thereof, ChPT shall by reason of such event, be entitled to terminate this contract have any claim for damages against the other in respect of such non-performance or delay in performance, and works under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the ChPT as to whether the works have been so resumed or not shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, ChPT may at its option terminate the contract by giving notice to the firm.

12. ARBITRATION

Any dispute or difference whatsoever arising between the Parties out of or in relation to the construction, interpretation, application, meaning, scope, operation, performance or effect of this tender/ contract or the validity or breach thereof, there shall first be an attempt to mutually settle the same amicably. If, however, the said settlement is not possible within a period of 30 days from the date of notice then such dispute shall thereafter be referred to a Sole Arbitrator, to be appointed/ nominated by the ChPT.

The venue of the said Arbitration shall be at Chennai.

The provisions of the Arbitration and Conciliation Act, 1996 shall apply to the said proceedings.

The Award of the Arbitrator shall be final and binding upon both the parties.

13. JURISDICTION

All matters connected with this Tender/ contract shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdictions of Indian Courts at Chennai.

14. DEFINITIONS/INTERPRETATION

- A. The terms "ChPT" or "Port" or "Port Trust" or "Employer" wherever used shall mean "Chennai Port Trust".
- B. The term "TENDERER" or "BIDDER" shall mean and include the firm which is submitting it's tender.

**CHENNAI PORT TRUST
FINANCE DEPARTMENT**

e-Tender “FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRM FOR RENDERING PROFESSIONAL SERVICES TO FACILITATE COMPLIANCE AND PROCEDURAL ASPECTS ON TDS/TCS AT CHENNAI PORT TRUST”.

e-TENDER No. IT-TDS&TCS/2/2020/F

SECTION - IV

TABLE OF FORMS

Sl. No.	Description
	FORMS
	Volume I – TECHNICAL BID (Cover I)
I	Letter of submission -Covering letter
II	Organization particulars
III	Bid qualification criteria and other details (BQC)
IV	Form of undertaking
	VOLUME II – PRICE BID (Cover II)
V	PRICE BID

FORMAT - I

**LETTER OF SUBMISSION – COVERING LETTER
(ON THE LETTER HEAD OF THE BIDDER)**

To

The Financial Adviser & Chief Accounts Officer,
Chennai Port Trust,
No.1, Rajaji Salai,
3rd floor, Centenary Building,
Chennai – 600 001
Tamil Nadu State

Sir,

Sub: e-Tender for appointment of Chartered Accountant Firm for rendering Professional Services to facilitate compliance and procedural aspects on TDS/TCS at Chennai Port Trust.

Ref: e-TENDER No. **IT-TDS&TCS/2/2020/F**

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Being duly authorized to entrust with the work of rendering Professional Services to facilitate compliance and procedural aspects on TDS/TCS. I/we (hereinafter referred to as “the Bidder”) and having reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the assignment referred above.

We are submitting the Bid enclosing all formats with the details as per the requirements of the Bid Document, for your evaluation.

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment/ Addendum to the Bidding Documents, if any, for subject Tender.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Bid and we agree that if any deviation/exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

We hereby declare that we have not been barred /black listed /disqualified by any regulators/ statutory body in India during the last 5 years.

Signature of the bidder : _____

or Authorised Signatory

Name of the bidder : _____

Company Seal : _____

FORMAT-II
ORGANIZATON PARTICULARS

1	Name of the Firm	
2	Complete Postal Address:	
3	Contact Information Office Phone No: Residence Phone No: Mobile No: Fax No: E-mail ID: Name & Designation of Contract Persons.	
4	Status of the Firm: (Please tick appropriate box)	<input type="checkbox"/> Company <input type="checkbox"/> Partnership
5	Year of Establishment	
6	Nature of Business	
7	Name of the Proprietor / Partners /Directors with Professional qualifications if any):	
8	<u>Registration Details</u> (attach proof) Company / Firm Registration No. & Date Income Tax PAN: GST Registration No. Others, if any:	

9	<u>Bank Account Particulars:</u> Name of the A/c holder: Bank Account No: Account type (SB/ CA) : Name of the Bank: Branch & Address: Branch contact phone Nos: 11 digit IFS code:	
<p>I / we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details.</p> <p>Name, seal & signature of the Authorised signatory:</p>		

Format- III

BID QUALIFICATION CRITERIA AND OTHER DETAILS (BQC)

1 ENTITY DETAILS						
Name of the Firm						
PAN.						
GST No.						
Address:						
2 Year of establishment						
3 Details of 3 entities for which audit have been carried out during the last 7 years						
(i)	Sl. No	Firm Name	Year of Auditing	Annual turnover of the firm	Work order reference no	Date of completion of audit (Completion Certificate/ copy of TDS certificate for the payment to be enclosed)
	1					
	2					
	3					
(ii)	Sl. No	Name of the Port	Year of Auditing	Nature of Audit	Work order reference no	Completion certificate
	1					
	2					
4						
a. Details of empanelment with C&AG						
b. Year :						

5	Experience of the partners:		
	Sl.No.	Name of the partner	No. of years of experience

NOTES:

1. The details of documentary evidence with reference to the above mentioned BQC clauses shall be submitted along with bid.
2. Bidders need to submit necessary qualifying documents against each of the above mentioned BQC clauses without fail along with the Bid.
3. The credentials/documentary proof submitted by Bidder should clearly establish Bidder's qualification as per the BQC clauses mentioned above.

SIGNATURE:

NAME OF PARTNER:

SEAL:

Format IV

FORM OF UNDERTAKING

WE ----- HEREBY undertake to execute and complete the assignment of compliances of IT Laws at CHENNAI PORT TRUST as per Section – II “Scope of Services, Section –III “General Terms and Conditions” as per your Order No. IT-TDS&TCS/2/2020/F dt : _____

IT IS HEREBY stated that Shri. _____ (or) in his absence, Shri. _____ is nominated as the Authorized representative to sign (i) Reports, (ii) Bills, (iii) Receipts for payments, etc.,

Place :

SIGNATURE

Dated :

**CHENNAI PORT TRUST
FINANCE DEPARTMENT**

VOLUME-II [PRICE BID]

e-TENDER “FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRM FOR RENDERING PROFESSIONAL SERVICES TO FACILITATE COMPLIANCE AND PROCEDURAL ASPECTS ON TDS/TCS AT CHENNAI PORT TRUST”.

Sl. No	Description	Total Amount for 24 months (Lump sum) INR.
1	RENDERING PROFESSIONAL SERVICES TO FACILITATE COMPLIANCE AND PROCEDURAL ASPECTS ON TDS/TCS AT CHENNAI PORT TRUST FOR THE PERIOD OF TWO YEARS 2020-2022 *	
TOTAL		
Rupees(In words)		

Note:

1. Payment to be made as per conditions of the Tender document.
2. The fees quoted should be exclusive of all applicable taxes. The GST will be paid extra on submission of proper tax invoice.
3. * The above fees would include all local traveling, conveyance, printing and stationery, other out of pocket expenses excluding applicable Taxes.
4. The Trust does not bind itself to accept claim for any extra payment.
5. The financial evaluation of the price will be based on the Base price excluding GST.
