

Tender for

“Appointment of Income Tax Consultant”



Tender No.: MMTC/CO/ITax/2018-19/01
Dated 03/05/2018

Last date for submission: 24-05-2018 at 1500 Hrs.

Manager (F&A - Taxation)
MMTC Limited,
CORE-1, SCOPE Complex,
7, Institutional Area, Lodhi Road
New Delhi - 110003, India
Tel. No. 011-24381275
e.mail: nishant@mmtclimited.com

**TENDER DOCUMENT FOR
APPOINTMENT OF INCOME TAX CONSULTANT AT NEW DELHI**

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NIT No. : MMTC/CO/ITax/2018-19/01 dated: 03/05/2018

Sealed tenders are invited for the following job/ services in MMTC Limited, New Delhi.

Name of Job/Services: Appointment of Income Tax Consultant on retainership basis initially for a period of 12 (twelve) months, which may be extended by Competent Authority.

Last date and time for submission of bids	1500 Hrs. on 24-05-2018
Date and Time of opening Technical Bid	1530 Hrs. on 24-05-2018
Date and Time of Interview	Eligible Bidders will be informed separately by mail.
Date and Time of opening Price Bid	Successful Technical Bidders will be informed separately
Venue for opening of Tender	6 th Floor, Conference Room, MMTC Limited, Core 1, SCOPE Complex, 7, Institutional Area, Lodhi Road, New Delhi-110003.

Technical Bid - The envelope containing Technical Bid shall be **dropped** in the **Tender Box placed at the Reception** of MMTC Limited, Core 1, SCOPE Complex, 7, Institutional Area, Lodhi Road, New Delhi-110003.

Price Bid - The Price Bid shall be submitted electronically through MMTC's e-Tendering portal <https://mmtc.abcprocure.com> as per details given in tender document.

Earnest Money Deposit (EMD): Rs. 50,000/- (Rupees Fifty Thousands only) in form of DD/Pay Order in favour of 'MMTC Limited' payable at New Delhi or e-payment to MMTC Limited to the following bank account:

State Bank of India, CAG Branch, Jawahar Vayapar Bhawan, New Delhi

IFSC Code : SBIN0009996 C.C. A/c. No. : 10813608375

The details of the tender document are available in MMTC's websites www.mmtclimited.com & <https://mmtc.abcprocure.com> and also on e-procurement portal of GOI <http://eprocure.gov.in/cppp>. The corrigendum / addendum to this tender, if any, shall also be uploaded on the above websites.

Please go through the tender document along with Bid Evaluation Criteria. Bids complete in all respects shall reach on or before the abovementioned date & time.

Bids shall be valid for minimum 2 months from the date of opening of bid. Bids received through Fax/E-mail will not be acceptable.

Bidder(s) desirous of attending the tender opening may depute their authorized representative on the scheduled date and time of bid opening.

MMTC Limited reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.

1. Notice Inviting Bid

Subject: Appointment of Income Tax Consultant at MMTC Ltd, Corporate Office, Delhi

Dear Sir/Madam,

MMTC Limited, a listed public sector enterprise functioning under the aegis of the Ministry of Commerce, Government of India is engaged in the field of international trading of minerals, agro products, precious metals, non-ferrous metals, coal & hydrocarbon, fertilizers etc. Established in 1963, MMTC is a leading international trading company of India with a turnover of above Rs. 15,000 Crs.

MMTC is the first Public Sector Enterprise to be accorded the status of "FIVE STAR EXPORT HOUSE" by Government of India for long standing contribution to exports.

MMTC continues as the canalized agency for export of Iron ore, Manganese ore & Chrome ore. MMTC is also one of the three canalizing agencies for import of urea. Presently, MMTC is one of the nominated agencies for import of gold and silver.

The company has 9 Regional Offices at various places in India with Corporate Office at New Delhi.

The Regional Offices as well as the Corporate Office are maintaining books of accounts at their respective locations in ERP software (RAMCO). They are preparing financial statements independently which are audited by separate Branch statutory auditors appointed by C&AG. The audited financial statements of Regional Offices are consolidated at Corporate Office for Standalone Financial Statements of the Company. The Standalone and Consolidated Financial Statement are prepared as per requirement of Companies Act 2013 and other applicable statutes. Imports/exports/purchase/sales takes place at various Regional offices and at Corporate office.

Its vast international trade network, which includes a wholly owned subsidiary in Singapore covers almost all countries in Asia, Europe, Africa, America etc. giving MMTC global market coverage.

The details of the company are available on website www.mmtclimited.com

MMTC invites offers in two part bid system (technical & price) for Appointment of Income Tax consultant purely on contractual basis for a period of one year which may be extendable.

2. Salient features of tender document

Start date and time of submission of Bids	1500 Hrs. on 03/05/2018
Pre-Bid Conference	1500 Hrs. on 16/05/2018
Last date for queries submission by mail for Pre-Bid Conference	1400 Hrs. on 14/05/2018
Last date and time of submission of Bids	1500 Hrs. on 24/05/2018
Mode of submission- Technical Bid	Physical Mode - Bidders to drop the sealed tender in the Tender Box placed at following address: MMTC Limited, Ground Floor (Reception), Core-1, SCOPE Complex, 7- Institutional Area, Lodhi Road, New Delhi-110 003
Mode of submission- Price Bid	Price Bid to be submitted in electronic mode through MMTC e-tender portal https://mmtc.abcprocure.com Further details are given in tender document.
Opening of Technical bids	1530 Hrs. on 24/05/2018
Opening of Price Bid	Bidders qualified for opening of their price bids shall be informed about the date of price bid opening at later stage.

3. Scope of Work

Scope of work includes the following, but not limited to:

- a. To advise/give written opinion relating to Income Tax (Corporate/Personal/Trusts).
- b. To keep aware and compute advance tax/self assessment tax/any other tax liability.
- c. To assist in preparing & filing of returns/forms required in Income Tax Act.
- d. To assist in tax related accounting e.g. deferred tax, MAT etc.
- e. To prepare replies/submissions for assessment proceedings, appellate proceedings and any other income tax related proceedings/notices/letters/summons etc.
- f. To prepare & file appeal before CIT(A)/ITAT/High Court/Supreme Court.
- g. To represent/attend hearing proceedings before Income Tax Authorities e.g. AO, TPO (Transfer Pricing Officer) & CIT(A)
- h. To assist the appointed advocate/representative in appeal matters before ITAT/HC/SC
- i. To examine any order/communication received from Income Tax Department and advise further course of action.
- j. To follow-up with department for any refund due.
- k. To update about relevant changes/amendments/judgements in the Income Tax Act & Rules (more specifically having implications on MMTC) regularly through mail.
- l. To advise on the tax-planning like benefits/rebates/deductions/exemptions available under income tax act.
- m. To arrange for any Income Tax Clearance/Exemption Certificate, as and when required.
- n. To provide consultancy services in any other work related to Income Tax.
- o. The consultant will be required to visit two days (3-4 hours a day) in a week at the Company's registered office at Lodhi Road, New Delhi.

4. Eligibility Criteria

CA firm with minimum 1 (one) FCA (max. age 65 years) having minimum 10 years' experience in the field of providing income tax consultancy including appearance/representing the cases for corporate assessee before income tax authorities upto the level of CIT(A). **Or**

A FCA (max. age 65 years), not in full time employment of any organization, having minimum 10 years' experience in the field of providing income tax consultancy including appearance/representing the cases for corporate assessee before income tax authorities upto the level of CIT(A).

(In support of minimum 10 years' experience in income tax matters in both the above cases, the bidder is required to furnish appellate orders passed in calendar year 2007 or before & also in 2017/2018 by atleast CIT(A) mentioning his name in the list of persons attended on behalf of appellant for a corporate assessee and letter from corporate client(s) in support of 10 years' experience)

5. Selection Process

The final bidder will be selected through QCBS (Quality and Cost Based Selection) method. For QCBS, technical and financial score will be in proportion of 40:60. Technical evaluation will be made on following criteria:

S. No.	Criteria	Score	Docs to be submitted
1	Experience in the field of providing income tax consultancy including appearance / representing the cases before Income Tax Authorities 10 to 20 Years 21 to 30 Years Above 30 Years	 10 20 30	For the purposes of calculation of no. of years of experience, the bidder is compulsorily required to furnish appellate orders passed in his/her first/earliest year of experience & also in 2017/2018 by atleast CIT(A) mentioning his/her name in the list of persons attended on behalf of appellant for a corporate assessee (for both years). And List of corporate clients handled in each year of experience must be provided in support of no. of years of experience along with contact person and his/her contact number. If no client handled in any particular year, that year will be excluded.

2	Currently serving or served in 2017/2018 as Income Tax Consultant on retainership basis for a corporate whose PBT for year ended March 17 is: Upto 50 Crs 50 Crs to 100 Crs More than 100 Crs	10 20 30	Letter from concerned corporate to that effect alongwith corporate's audited annual accounts for year ended 31/3/2017
3	Interaction with High Level Management Committee	40 (max)	Bidder will be required to present himself/herself before the committee.

Financial Bids of only those bidders whose Technical Score is more than or equal to 40 shall be opened. A final combined score will be arrived at by applying above mentioned relative weightage to the score of technical criteria & score of financial bid. The proposal with highest weighted combined score shall be selected for initially one-year term. Subsequently, based on satisfactory performance, extension will be provided with the approval of FMCOD. Example for QCBS is given hereunder:

Bidder	Technical Score (Assumed) = X	Financial Bid (Assumed) = Y	Financial Score ($L \times 100 / Y$) = Z	Total Score ($X \times 0.40$ + $Z \times 0.60$)
A	80	8,00,000	75	77
B	50	7,00,000	85.71	71.42
C	40	6,00,000 (L)	100	76

In the above case, Bidder 'A' will be selected on the basis of highest score as per QCBS method. He will be paid Rs.8,00,000/- as per his quote even if his financial bid is higher than other bidders.

6. General terms and conditions

- Bidder shall, as part of their bid, submit a written Authorization Letter as per specified Form in tender from Partner of Bidding firm if the signatory is other than Partner.
- Bidder shall ensure that there should not be any conflict of interest for their carrying out this assignment.
- Bidder shall not be under liquidation, court receivership or similar proceedings.
- Bidding documents shall at all times remain the exclusive property of the MMTC.
- Bidder may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Tender Document, failing which bid shall be considered as nonresponsive and may be liable for rejection.
- MMTC shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the bidding process.

- g. MMTC reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.
- h. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- i. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
- j. The Bidder shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.
- k. The Bidder shall quote in Indian Rupees.
- l. The Bidder is expected to examine the Tender Document, including all instructions, forms, terms and specifications in the Tender Document. Failure to furnish all information required as per the Tender Document may result in the rejection of the Bid.
- m. Clarification, if any, in respect of this tender can be obtained from Manager (Fin-Taxation), mail: nishant@mmtclimited.com. The responses to Bidder's queries/clarifications raised will be furnished as expeditiously as possible. Any modification of the Tender Document, which may become necessary as a result of the Bidders query, shall be uploaded in the above mentioned websites through the issue of an Addendum/Amendment.

7. Earnest Money Deposit (EMD):

- a. EMD of Rs. 50,000/- (Rupees Fifty Thousands Only) in the form of Pay Order (PO) or Demand Draft (DD) in favour of MMTC Limited, payable at New Delhi, to be submitted **along with Technical Bid**. Without EMD, tender will not be accepted.

EMD can also be deposited through e-payment to the below mentioned bank account (on or before one day prior to last date for submission of bids). **Proof of e-payment must be submitted alongwith Technical Bid.**

State Bank of India, CAG Branch, Jawahar Vayapar Bhawan, New Delhi
IFSC Code : SBIN0009996 C.C. A/c. No. : 10813608375

- b. EMD of the bidder will be forfeited if:
 - i. after opening of the tender, the bidder revokes tender within the validity period or modifies bid.
- c. EMD will be refunded to unsuccessful bidders.
- d. EMD shall not carry any interest.

8. Performance Guarantee

- a. The EMD of successful bidder will be converted into Performance Guarantee.
- b. The quantum of Performance Guarantee will be equivalent to one month's remuneration or EMD amount, whichever is higher.
- c. If EMD falls short of PG amount, then shortfall amount will be retained from first month's remuneration.

9. Making and submission of bids

All documents of the bid shall be signed by the Partner / Authorized Person having valid authorization letter at the time of bid submission. Any consequences resulting due to such signing shall be binding on the Bidder. The Bidder shall submit Technical & Price Bid in two parts as per details below:

PART – I : Technical Bid

PART - II : Price Bid

PART- I: Technical Bid

- a. Technical Bid shall be submitted in **physical mode only**. The envelope containing the Technical Bid shall be super scribed with “**Tender for Appointment of Income Tax Consultant**” and shall be dropped **only in the Tender Box** placed at Reception of MMTC Limited, Core-1, SCOPE Complex, Lodhi Road, New Delhi – 110003. If the envelope is not dropped in tender box properly sealed and marked, MMTC will assume no responsibility for the misplacement or premature opening of the bid.
- b. Bid documents containing the following must be bound, indexed, completely page numbered and arranged in the order:
 - i. Covering letter of Bid on Bidder's letter head as per **Form-A**.
 - ii. Bidder General Information as per **Form-B**. In case Bidder is a partnership firm, certified copy of the partnership deed / Registration Certificate to be provided.
 - iii. Documents / information relating to relevant qualification of eligible person to be submitted as per **Form-C**.
 - iv. Documents / information relating to experience of Bidder to be submitted as per **Form-D**.
 - v. Bidder's Bank Account details as per **Form-E**.
 - vi. Declaration & compliance to Bid requirement as per **Form-F**.
 - vii. Authorization Letter, wherever applicable, in favor of signatory(ies) of the bid as per **Form-G**.
 - viii. Index of the Tender Document and subsequent Amendments / Addendums to

the Tender Document duly signed and stamped by the Bidder in token of having received and read all parts of the Tender Document having accepted and considered the same in preparing and submitting the Bid.

- ix. Any other information required in the Tender Documents or considered relevant by the bidder.
- x. All documents furnished by the Bidder as per the requirement of Technical Bid Evaluation Criteria shall be signed and stamped by the bidder or authorized signatory of bidder.

PART - II - PRICE BID

- a. The Price Bid shall be submitted in **electronic mode only** through MMTC E-Tendering portal <https://mmtc.abcprocure.com> as per **Form-H (scanned copy)** provided in the Tender Document.
- b. The bidder shall have valid Class III Digital Signature Certificate (DSC) (with signing and encryption) issued from Licensed Certifying Authorities in India. The details of the Licensed CAs are available on www.cca.gov.in wherein the details have been mentioned.
- c. The bidders are requested to register on the e-portal so as to have a valid user id for accessing e-tendering/e-auction of MMTC. After successful submission of registration details, please contact M/s E- Procurement Technologies Limited (EPTL) (as given below), to get your registration accepted/activated.

e-Tendering Registration, Digital Signature, user id / profile activation queries	Mr. Himalaya Vaishnav	09099090830 / 0(79)-40016811 / 66 / 40 / 48	himalay@abcprocure.com info@abcprocure.com
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- d. For minimum system requirements, bidders should refer to home page of <https://mmtc.abcprocure.com> under tab Downloads/Minimum System Requirement. For any technical issues/difficulties pertaining to the e-procurement portal bidders are advised to get in touch with the service providers helpdesk:

HELPDESK TIMINGS: 0930 HRS to 1730 HRS IST (MONDAY TO FRIDAY) (Exclusions: MMTC HOLIDAYS)		
Dedicated helpdesk for MMTC		
Name	Email	Phone numbers
MR. ABHIJIT	Abhijeet@eptl.in Support@abcProcure.com	+91- 9265562826

e-Tendering Services (Uploading / Bidding)		
Pankesh Kumar	pankesh@eptl.in	079-40270507 / 91- 9374519729
Kapil Purohit	kapil.purohit@eptl.in	079-40270564
Rahul Dixit	rahul.dixit@eptl.in	079-40270555
Radhika Chauhan	radhika@eptl.in	079-40270566
-	support@abcprocure.com	

- e. Bidder(s) are advised to print and save bid submission receipt on submission of bids.
- f. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the price bid. Any conditions, if stipulated, shall be treated as null and void and shall render the bid liable for rejection.
- g. Unless stated otherwise in the Tender Documents, the Contract shall be for the total works as described in Tender Document.
- h. Bidder shall quote the lump sum price after careful analysis of cost involved for the performance of the complete work considering all parts of the Tender Document.
- i. The quoted Price shall be deemed to be all inclusive **except applicable GST** till the completion of the work. It is clearly understood that MMTC will not have any additional liability towards payment of any Taxes & Duties except applicable service tax leviable on total quoted price.
- j. Alternative / conditional bids shall not be considered.
- k. Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account.
- l. Price shall be quoted in figures as well as in words. If some discrepancies are found between the price given in words and figures, the price quoted in words shall be taken as correct.

10. Pre-Bid Conference

A pre-bid conference will be organized on 16/05/2018 at 15.00 Hrs at Scope complex, 6th floor, core-1, Lodi Road, New Delhi-110003 to address any queries of bidders. Bidders are requested to forward their queries by mail on or before 14/05/2018 (2PM).

11. Bid Validity

- a. Bid submitted by Bidder shall remain valid for a minimum period of two months from the date of opening of Technical Bid (Part-I). Bidders shall not be entitled during the said period of two months, without the consent in writing of the MMTC, to revoke or cancel their Bid or to vary the Bid given or any term thereof.

- b. MMTC may solicit the Bidders consent to an extension of the period of validity of bid. The request and the responses there to shall be made in writing. However, Bidders agreeing to the request for extension of validity of bid will not be permitted to modify the bid.

12. Bid opening

- a. MMTC will open the technical bids in the presence of Bidders' designated representatives at date & time as stipulated in "Salient features of Tender Document". The Bidder's representatives who are present shall sign bid-opening statement evidencing their attendance.
- b. Bidder's names and any other such details as MMTC may consider appropriate will be announced by MMTC.
- c. Price bid of only those bidders whose bids are determined to be technically qualified shall be opened. Bidders selected for opening of their price bids shall be informed about the date of price bid opening. Bidders may depute their authorized representative to attend the opening. During price bid opening total price as quoted by the bidders shall be read out.

13. Evaluation of Technical bids

- a. The MMTC will determine whether each of the bids conforms to the terms, conditions and specification of the Tender Documents without material deviation and is complete with regard to submission of required documents. A material deviation is one which affects in any substantial way the scope, quality or performance of the works, or which limits in any substantial way, inconsistent with the Tender Document, the MMTC's rights or the Bidder's obligations as envisaged in the Tender Document, and the rectification of which deviation or reservation would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
- b. No stipulation, deviation, terms & conditions, presumption, basis etc. shall be stipulated in the bid. Any conditions, if stipulated, shall be treated as null and void and may render the bid liable for rejection.
- c. MMTC, if necessary, will obtain clarifications on the Bid by requesting for such information / clarifications from any or all Bidders, either in writing or through personal contact. All responses shall be in writing, and no change in the price or substance of the bid shall be permitted unless specifically sought by MMTC.
- d. MMTC reserve the right to assess Bidder's capability and capacity to execute the work using in-house information including taking into account other aspects such as concurrent commitments, past performance etc.

14. Interview

- a. Eligible bidders will be called for interview on a date which will be intimated by mail.
- b. Only eligible professional, as per tender criteria, is required to attend the same.

15. Final Evaluation & Selection

- a. After completion of interview process, marks will be awarded for technical criteria and price bids of successful technical bidders (scoring 40 or more marks in technical criteria) will be opened on a date which will be intimated by mail.
- b. A final combined score will be arrived at and selection will be made as mentioned in Clause 5 'Selection Process'.

16. Notification of award

MMTC will issue the Letter of Award (LOA) to the successful Bidder and communicate the same through Courier/Fax/email as per details given by Bidder. The said communication will constitute the formation of a Contract until the formal agreement has been signed.

17. Agreement

- a. The successful Bidder shall execute a formal agreement with Confidentially Clause within specified period from the date of issue of Letter of Award on a non-judicial stamp paper, purchased from Delhi of applicable value. The cost of non-judicial stamp paper shall be borne by the successful Bidder.
- b. The following documents shall be integral part of agreement:
 - i. Original Tender Document along with its enclosures including any Amendment /Corrigendum to original Tender Document.
 - ii. Letter of Award along with enclosures attached therewith, if any.

18. Fraud Prevention Policy

(A) Commitments of the Bidder:

- i. The Bidder shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with MMTC. They agree and undertake to observe the principles/ provisions as laid down in "Fraud Prevention Policy" of MMTC during their participation in the tender process, during the execution of contract and in any other transaction with MMTC.

- ii. The Bidder shall not, directly or through any other person or firm, offer, promise or give or otherwise allow any of MMTC's employees any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- iii. The Bidder shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- iv. The Bidder shall not commit or allow any employees of MMTC to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the Bidder will not use improperly or allow any employee(s) of MMTC, for purposes of competition or personal gain, or pass onto others, any information or document provided by MMTC as per of the business relationship, including information contained or transmitted electronically.
- v. The Bidder shall not instigate third persons to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.
- vi. The Bidder if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform MMTC of same without any delay.

(B) Disqualification from tender process and exclusion from future contracts:

If the Bidder before award or during execution has committed a transgression through a violation of this Clause , above or "Fraud Prevention Policy" of MMTC in any other form such as to put their reliability or credibility in question, MMTC other than taking recourse available under law, shall be entitled to disqualify the Bidder from undertaking any transaction with MMTC and/or declare the bidder ineligible to be awarded a contract either indefinitely or for a stated period of time.

(C) Damages: If MMTC has disqualified the Bidder(s) from the tender process prior to the award or during execution according to this Clause, MMTC shall be entitled to demand and recover from the Contractor/Bidder liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee or EMD if any

19. Holiday Listing

Notwithstanding anything contained in this agreement, MMTC's policy for Holiday Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealings or take any curative measures with the agency(s) in accordance with the policy in force.

20. Indemnity

The successful bidder shall indemnify, defend and hold and keep indemnified, the MMTC from and against all actions, suits, claims costs, liabilities and demands brought or made against the MMTC in respect of any matter or thing done or omitted to be done by the bidder or their employees/representatives in the execution of or in connection with the work or the bidder's performance under this assignment and against any loss or damage to the MMTC in consequence of any action or suit being brought against the bidder or their employees/representatives for anything done or omitted to be done in execution of the Work and the Project coordination services under this assignment, including but not limited to meeting the Project milestones and non-compliance with the applicable laws and regulations. The obligations of the successful bidder under this clause shall survive the termination or expiry of this Contract.

21. Terms of Payment

The payment towards fees will be made on monthly basis on receipt of invoice, after successful rendering of service during the respective month. While making the payments any applicable deductions will be made by MMTC.

22. Proposal Forms

Form-A

(TO BE SUBMITTED ON BIDDER'S OWN LETTER HEAD)

Covering letter for submission of offer

From:

Our Ref: _____ Dated _____

SUBJECT: Appointment of Income Tax Consultant in MMTC Limited

Dear Sir,

Please find herewith our offer in line with requirement of MMTC Tender document. We confirm that:

- 1 Offer is in complete compliance with technical as well as commercial requirements of Tender Document and there is no technical or commercial deviation in the offer.
- 2 We understand that any technical or commercial deviation in the offer shall render our offer liable for rejection.
- 3 Our offer shall remain valid for a period of 2 (Two) Months from the date of opening of tender.

We declare that the statement made and the information provided in our offer is true and correct in all respect. In case, it is found that the information/ documents provided by us are incorrect/ false, our application shall be rejected by MMTC without any reference to us.

Thanking you,

Yours sincerely,

(Signature of Authorized person)

Full Name:

Designation:

Bidder's official Seal

Form-B

Bidder's general information

1 Bidder Name: _____

2 Date of Birth / registration / incorporation: _____

3 Address of registered office:

4 Address of Local Office In Delhi / NCR:

5 Telephone No. _____

6 E-mail address _____

7 Website _____

8 Fax number _____

9 ICAI firm registration number /
Membership No. _____

10 GST registration no. _____

11 Permanent Account Number (PAN) _____

Stamp and signature of bidder: _____

Name of authorized person: _____

Note: The self-attested copies of documents at Sl. No. 2, 9, 10 and 11 to be attached.

Form-C

Details of Eligible Person and any other qualified professional(s), if any

S. No.	Name & Designation	Age (as on 01/05/2018)	Qualification	Membership no. & since (FCA/ACA)	Relevant Experience in Income Tax

Note:

- 1 Bidders are required to furnish the complete and correct information required for evaluation of their bids. If any information furnished is found to be false/misleading/incomplete, the same shall be considered as adequate ground for rejection of the bids.
- 2 Bidders are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. MMTC reserves the right to seek additional information or ask for supporting documents from Bidders for verifying/evaluating their credentials whenever required.
- 3 Proper proof MUST be provided to support minimum 10 years experience of eligible person in income tax as per Clause 4 'Eligibility Criteria' of tender document.

Form-D

Relevant experience of the Consultant in Income Tax for the purposes of technical evaluation

Criteria 1:

Name of Corporate Client	Order Date	Order passed by

And

Year	Name of Corporate Client (Any One)	Contact Person and No.	Scope of Work

Criteria 2:

Sr. No.	Name of Corporate Client	Address & Contact details	Scope of Work	Serving/Served in 2017/2018	PBT for year ended 31/03/2017

Notes:

Bidder to submit copies of the appellate orders for Criteria-1 and letter from client for Criteria-2.

Form-E

**E-Payment Form
Bank account particulars**

- 1 Bidder's name
- 2 Address of bidder
- 3 Particular of bank account
 - Name of the bank
 - Branch code
 - Address of the bank branch
 - Type of account (SB, Current, Credit)
 - Account number
 - Bank's IFSC code for RTGS/NEFT

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and MMTC will not be held responsible for non-payment / delay due to above change in bank details and also due to technical reasons beyond its control.

(_____)

Signature of the authorized signatory (ies) & Designation

Place:
Date:
Official seal of the bidder

BANK CERTIFICATION

Certified that the particulars furnished above are correct as per our records

Bank's Stamp

Place:
Date:

Stamp & Signature of the authorized official of
the bank

Form-F

Undertaking

We hereby confirmed that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Tender Document and subsequent addendum/corrigendum (if any), issued by MMTC, without any deviation/ exception/ comments/ assumptions.

We also confirm that we have quoted the prices without any condition and deviation.

We further confirm that terms and conditions if any, mentioned in our bid (Technical as well as Price) shall not be recognized and shall be treated as null and void.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

We hereby confirm that any partner / Director of the entity have not been convicted in any disciplinary proceedings / criminal case by regulatory authority(ies)/ court in connection with professional work.

We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / MMTC Limited.

We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through and understood the Tender Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting Master Index of Tender Document as part of our Bid duly signed and stamped on each page in token of our acceptance. We undertake that Tender Document shall be deemed to form part of our bid and in the event of award of work to us, the same shall be considered for constitution of Agreement. Further, we shall sign and stamp each page of the Tender Document as a token of Acceptance and as a part of the Contract in the event of award of Contract to us.

We further confirm that we have quoted our prices in electronic mode through MMTC's e-tendering portal. We confirm that rate quoted by us includes price for all services as mentioned in the Tender Document.

Stamp and signature of bidder: _____

Name of bidder: _____

NOTE: To be stamped and signed by the authorized signatory on letterhead of bidder.

Form-G
Letter of Authorization

(TO BE SUBMITTED ON BIDDER'S OWN LETTER HEAD)

To

MMTC Limited

SUBJECT: Appointment of Income Tax Consultant in MMTC Limited

Dear Sir,

We _____ hereby authorize following representative(s) to sign all bid documents / attend Technical / Price bid opening against your Tender Document No. **NIT No. : MMTC/CO/ITax/2018-19/01**

Name & Designation _____

Signature _____

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

(Bidder)

NOTES:

- a) This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.
- b) Not more than one person is permitted to attend technical and price bid opening.
- c) Bidder's authorized executive is required to carry this authority letter while attending the technical bid opening and price bid opening and submit the same to MMTC. Representative should carry their id proof.

Form H

PART-II: PRICE BID

Name of Job/ services: Appointment of Income Tax Consultant

Name of Organization: MMTC Limited, New Delhi

TENDER NO.: MMTC/CO/ITax/2018-19/01 **dated 27.04.2018**

Name of Bidder:

Sl. No.	Description of Work	Unit	Amount (In Rs.)
1.	Retainership fees for services as per Clause 3 'Scope of Work'	Annually	
	Total Rs.		
	Total Rs. in words:		

Note: The above rates shall be exclusive of GST.

Signature	
Name of signatory	
Designation of signatory	
Official seal	