



Oil Industry Development Board

**Ministry of Petroleum & Natural Gas
Government of India**

Institution Committed Towards Development of Oil Industry in the Country.

Registered Office: 301, World Trade Centre, 3rd Floor, Babar Road, New Delhi-110001

Corporate Office: OIDB Bhawan, "C" Block, 3rd Floor, Plot No. 2, Sector-73, Noida-201301, Uttar Pradesh

Bidding/TENDER DOCUMENT

No.5/10/2015-OIDB dated 07.02.2018

Tender for Engagement of Internal Auditor & Tax Consultant

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**INVITATION FOR BID/TENDER FOR ENGAGEMENT OF INTERNAL AUDITOR
AND TAX CONSULTANT.**

The Oil Industry Development Board (OIDB) a statutory body functioning under the Ministry of Petroleum & Natural Gas, Government of India, invites E-procurement Tender (on line Tender through website <https://eprocure.gov.in> only) for engagement of Internal Auditor and Tax Consultant for carrying out OIDB's internal audit and providing Tax Consultancy, as per the below mentioned details:-

1.	Name of work & location	Engagement of Internal Auditor & Tax Consultant Oil Industry Development Board, Plot No.2, Sector-73, Noida-201301, Uttar Pradesh
2.	Eligibility criteria	<ul style="list-style-type: none">• The firm should be CAG empanelled and have experience in the field of rendering tax consultancy and internal audit for at least 5 years or more in a Government or Autonomous/Statutory Body of Government.• The firm should have its office in Delhi/NCR .• The bidder organization should have a minimum strength of 6 qualified professionals on full time basis including atleast one tax professional.• The bidder should have a minimum annual turnover of R.30 lac from consultancy Services in the last three consecutive financial years.• The Team member of the bidder must have relevant Income Tax Advisory experience.
3.	Period of contract	Initially for a period of one year to be extendable further on year to year basis upto maximum three years on the same terms and conditions with mutual consent.
4.	Upload of Tender Document	08/02/2018 (10.00 AM)
5.	Last date of submission of Bid	05/03/2018 (2.00 PM)
6.	Date and time of opening of Bid	06/03/2018 (3.00 PM) Technical Bid

E-Tender document can be downloaded from OIDB's website www.oidb.gov.in and CPP Portal website <https://eprocure.gov.in>. After opening of the Technical Bid and analyzing requisite criteria of Technical Bid, the Bidder who gets qualified in it, only those Bidder's Price Bid will be opened with the approval of Competent Authority. On line submission will be through <https://eprocure.gov.in>. Amendments/Corrigendum if any will be uploaded in above websites only. Bidders are advised to check the website before submitting the tender. The details of bidders' eligibility criteria, scope of work, method of selection are attached.

1. Eligibility Criteria (Essential for Technical Bid)

- A. The Bidder should have experience in the field of rendering tax consultancy and internal audit for at least 5 years or more in a Government or Autonomous/Statutory Body of Government.
- B. The firm should have its office in Delhi/NCR.
 - a. .
- C. The bidder should have a minimum strength of 6 qualified professionals on full time basis including at least one tax professional.
- D. The bidder should have a minimum annual turnover of R.30 lac from Tax consultancy Services in the last three consecutive financial years.
- E. The Team member of the bidder must have relevant Income Tax Advisory experience including representing before CIT(A), ITAT, etc.

2.0 SCOPE OF WORK.

2.1 INTERNAL AUDIT WORK

A) Accounting

- a) To check all accounting and financial transactions i.e. verification of all vouchers and receipts;
- b) To check bank reconciliation statements;
- c) To check interest calculation on all loans and investments;
- d) To check whether the supplier/third party payment released is correct;
- e) To check that provisions for statutory liabilities have been made as per rules and requirement;
- f) To check and comment if the accounting standards used are per norms laid down by CAG;
- g) To ensure the compliance of applicable statutory requirement like payment of Tax, GST, TDS etc to ensure timely payment of advance tax, filling of quarterly/annual returns (Payment of GST/TDS).
- h) To ensure that outstanding staff loans and advances are recovered as per the stipulated terms/OIDB rules.

B) Loans & Grants.

- i) To verify if the Utilization Certificate submitted by the regular grantee institutions are as per prescribed format and that no capital expenditure is incurred out of revenue grants.
- ii) To check loan documents and registration of charge;



C) Fixed Assets

To verify if the asset register reflects the assets physically verified.

D) General

1. To protect the Board's assets against fraud and theft.
2. To ensure Board's compliance with relevant laws and statutes;
3. To make recommendations on how to improve internal controls;
4. The Internal Auditors may make suggestion for control of unproductive expenditure to ensure maximization of return on investment and should check that there is no leakage of revenue.

E) Any other work relating to UP VAT/WCT relating to previous years.

F)Reporting

1. The Internal Auditors shall complete the internal audit on continuous basis as per scope and bring out a quarterly report on deficiencies noted and suggestions for improvement;
2. The final audit report for the quarter shall be submitted to OIBD positively within 30 days of the closure of every quarter. In case of default, deduction of Rs.100 per day will be made from the professional fee of the bidder..

The Internal Auditors should take into consideration the comments of CAG Auditors and suggest actions for settlement of their audit para(s);

2.2. TAX CONSULTANCY:

Regular Tax Advisory Services

- Scrutiny and filing of Tax return(s) along with various disclosures/computation statements/notes and all other matters relevant for filing the Income Tax return of OIBD as per the provisions of Income Tax Act or any other law in force for Income Tax.
- Assistance to OIBD in connection with all assessment proceedings, initiated by appropriate authorities including drafting/filing of replies and submissions, representation before the tax authorities for assessment proceedings, drafting/filing of submission with tax authorities regarding rectification applications including and penalty proceedings as applicable, drafting/filing the submissions for stay of any demand, review of orders etc.
- To advise OIBD for further course of action consequent to assessment/reassessment/rectification orders issued by the Income Tax Authorities, filing of appeals before CIT(Appeals) including drafting of Grounds of appeal and statement of facts, filing of written submissions/paper book and



representation in all existing/new appeal proceedings before CIT(Appeals)/ITAT etc.

- To advice OIBD on tax planning, assessing its tax positions on various options available including advance tax planning.
- Pursuing, assisting and co coordinating with Tax Authorities for timely refund of dues.
- To provide expert opinion/advice as and when required on all taxation issues including double taxation matters, deferred tax etc.
- Regularly update OIBD on all day to day changes in relevant taxation laws and to suggest measures for effective adaption of changes in OIBD, where ever required.
- Any other matter relating to Indian taxation, as may be required from time to time.

2.3 STATUTORY REQUIREMENT FOR THE HYDROGEN CORPUS FUND (HCF) , RELIEF TRUST), STAFF PROVIDENT FUND TRUST(SPF) SUPERANNUATION AND RETIREMENT TRUST VIZ.

- i) Preparation of the books of accounts;
- ii) Filing Returns for the F.Y 2018-19 (AY 2019-20)
- iii) Certification of accounts;
- iv) Furnishing of audit report;

3.0 METHOD OF SELECTION:

3.1 TWO BID SYSTEM:

- i. Opening of Technical Bids by a Committee appointed by the Competent Authority .
- ii. The Price Bids of those bidders, whose Technical Bids are found acceptable, will be opened on a fixed date and time which will be communicated to the technically acceptable bidders.
- III.OIBD will engage the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest (in total price) evaluated Bid.
- IV.The bidders are required to submit the technical and financial proposal separately online.

4.0 FORMAT OF BID (Annexure – I & Annexure –II)

4.1 *Technical Proposal*

The technical proposal shall necessarily contain the following:

Re

- I) A brief description of the bidder's organization and an outline of the work experience, specialization and other material information about the bidder;
- II) Past work experience in brief along with the current assignments handled especially mentioning the major clients handled at the level of CIT (Appeals), ITAT.
- III) Bidders are required to confirm the fulfillment of the evaluation criteria by providing the supporting documents in the following areas:

- Bidder shall demonstrate their existence in the tax consultancy services and Internal Audit for at least five years or more.
- Bidder shall demonstrate similar experience of rendering tax consultancy services in any of the last five years to a CPSE/Scheduled Bank/Govt Financial Institution/Autonomous/Statutory Body.

2. Major clients served by the bidder organization in the past along with the present assignments enlisting the nature of work may be given along with documentary evidence.

2.1 Please provide a list of top 10 current clients to whom Tax Consultancy services are provided by your organization.

3. Brief details of qualified professionals employed by the bidder organization along with complete detail of team members proposed for OADB assignment including their name, experience, profile, specialization etc. keeping in view the requirement mentioned in bid evaluation criteria are required to be furnished by the bidder.

For the OADB assignment, the bidders are required to furnish a work plan for effective execution of the assignment after clear understanding of the requirement keeping in view the activities of OADB. Bidder shall commit a team of qualified professionals for handling OADB assignment keeping in view the evaluation criteria (Part-4). The details of the team members proposed for OADB assignment is to be provided as under:

Sl.No	Name of the team member*	Level in the bidder organization	Post qualification & other relevant experience.

*Resume of the team members to be attached separately.

The team members must be promptly available for the assignment as and when required. The bidder must demonstrate in their bid to the satisfaction of OADB that the proposed team members possess the relevant / suitable capability and experience for the assignment.

1. Bidders are required to confirm the acceptance to the entire scope of work given in Part-1 after clear understanding of OADB requirements.
2. Bidder should submit copies of Annual Accounts for the last three financial years with breakup of income from Tax consultancy, Audit, Certification work and Other services.

3. Copies of Income Tax returns of the bidder for the last 3 financial years may also be provided.
4. Confirmation that the team members identified for OADB assignment are located in Delhi/NCR as specified in the bid evaluation criteria.
5. Number of "qualified tax professionals" employed on full time basis in Delhi/NCR.
6. Bidder's address in Delhi/NCR including telephone, fax numbers and contact persons mobile and e-mail ID.

4.2 Financial Bid Evaluation:

1. The bidders are required to furnish the financial proposal in a Financial Bid Format (Annexure-II).
2. The bidders are required to quote for the entire scope of work as per the format of the Financial Proposal and any bid not in conformity with this shall be rejected.
3. Price evaluation and comparison of the bids shall be done on the following basis.

SI.No	Nature of service			Annual Fee(Rs)
i)	Annual lump sum fee for regular tax advisory services and Internal Audit.(as Internal Auditor & Tax Consultant)			To be quoted
Total - A				
SI.No	Nature of service	No of appeal/hearing*	Fee(Rs) per appeal/hearing	Total fee
		a	b	c = a*b
ii)	Lump sum professional fee for filing appeal with CIT(A)/ITAT	4	To be quoted	
iii)	Per appearance fee for item (ii) of Financial Proposal or Consolidated fee for each appeal	3	To be quoted or To be quoted	
Total - B				
Total price of the bidder for evaluation			Total (A+B)	

5.0 INSTRUCTIONS TO BIDDERS.

1. The bidder shall be responsible for all costs associated with the preparation of the proposal, if any regardless of the conduct or outcome of the bidding process.
2. In case of any dispute, whatsoever in connection with the bid, the decision of OADB shall be final and binding.
3. Bidders should ensure that bid is delivered before scheduled date and time as per instructions given above. If the last date for submission of the bid happens to be a holiday, the bid can be submitted on the next working day.
4. The proposal submitted by the bidder should be valid for acceptance for a period of 3 months from the opening date for bid. In exceptional circumstances prior to expiry of original bid validity date, OADB may require the bidder to extend the period of validity for a specified additional period.
5. OADB may seek clarifications on the bid submitted by the bidders.
6. At any time prior to the deadline for submission of bids, OADB may, for any reason, whether on its own requirement or in response to a clarification sought by prospective bidders, modify the bidding documents by issuing addenda.
7. Bidder shall submit only one bid for entire scope of work. Assigning part of work/tie up arrangement is not allowed.
8. The bidder shall quote prices only as per format given in the Financial Proposal In the price bid. The bidder shall quote both in words and figures without any correction or over writing. In case of discrepancy between words and figures, the price quoted in words shall be considered as price quoted. The prices quoted by the bidder shall firm and fixed.
9. The GST as applicable shall be paid extra.
10. The bidders to note that any deviation in the bid submitted shall result in rejection of the bid and no correspondence will be entertained.
11. The bidders are required to submit documentary evidence wherever required in support of eligibility criteria.

6.0 MAJOR TERMS AND CONDITIONS OF ENGAGEMENT

6.1 DURATION OF CONTRACT

The duration of the contract shall be one year (FY: 2018-19), unless terminated by OADB by giving two months' notice in writing without prejudice to the rights and obligations of the parties up to date of notice of termination by OADB. The contract period may be extended further on year to year basis upto maximum three years on the same terms and conditions with the mutual consent.

6.2 EXECUTION OF ASSIGNMENT

For execution of complete scope of work, the bidder will establish a team of qualified professionals as per the requirement of OADB. The bidder will be solely and exclusively responsible for all the acts of its team members. The deputed professionals

shall visit OIBD on regular intervals as per requirement for completion of the assigned work. **One of the deputed professionals, qualified Chartered Accountant, should visit OIBD (at least for two days in a week)** for completion of all the assigned work, getting clarifications/ documents and also for rendering of advisory services as and when required by OIBD. **In case of default deduction of Rs.500/- per day shall be made from the professional fee of the bidder..**

6.3 TERMS OF PAYMENT

Sl.No	Nature of assignment	Amt/quantum of fee Payable
a)	For regular work i.e. Tax Advisory Services	On quarterly basis after successful rendering of services for each quarter.
b)	For specialized work <ul style="list-style-type: none"> • Preparation and filing of appeal including submission of paper book/written submissions. • Appearing/Representation before CIT (A)/ITAT. 	50% of the agreed fee in each case after completion of filing activity. Balance 50% after successful completion of first hearing. 50% after successful completion of second hearing in each case. Balance 50% after receipt of the orders.

- 3.1.No fees will be paid for any infructuous hearing/adjournment.
- 3.2.In case of common/repetitive issues filed at the same time for different assessment years, all appeals filed will be considered as single appeal
- 3.3.The last installment shall be paid after certification of accounts, furnishing of Audit Report and filing of ITR;
- 3.4No advance payment will be made by OIBD. The payment shall be made within 45 days from the date of receipt of original invoice.

7. CONFIDENTIALITY

Tax consultant shall during the tenure of the contract and at any time thereafter keep all information relating to the work in full confidence and shall not unless so authorized in writing by OIBD divulge or grant access to any information about the work or its result to anybody.

8. Fraudulent and Corrupt Practices

OIBD requires the Bidders to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988, and undertakes not to approach any concerned official or bring to bear any influence of inducement upon any official with the intent to gaining any undue advantage in securing the contract.

9. SUB CONTRACT, TRANSFER OR ASSIGN THE CONTRACT:

The firm should not entrust the work on sub-contract, transfer or assign the contract or any part thereof to any third party. In case this is not followed, it will be treated as breach of contract and the contract will be terminated at the risk and cost of the firm.

10. OTHER CONDITIONS:

In order to short list for consideration of price quote, bidders are requested to furnish the self-attested copies of the required documents in support of meeting the eligibility criteria mentioned above.

In case any clarification is required, undersigned may be contacted on Phone No.0120-2594607 or email dcfao.fin.oidb@nic.in during office hours.

Yours faithfully,



(Ganesh C Doval)

Dy.Chief Finance & Accounts Officer

TECHNICAL BID

Sl.No.	Particulars	Documents/Information annexed at Page No.
1	Name of the Bidder	
2.	Whether Bidder has office in Delhi/NCR - Address /Contact Details	
3.	Whether empanelled with C &AG	
4.	Whether firm has a minimum strength of 6 qualified professionals on full time basis (List to be attached)	
5.	Whether Firm has experience of 5 years or more in representing before CIT(A)- (Attach documentary evidence.)	
6.	Whether Firm has experience of 5 years or more in representing before ITAT (Attach documentary evidence)	
7.	Whether firm have experience of 5 years or more in attending hearing for regular assessments and all regular activities covered under scope of work	
8.	Whether Firm has been rendering tax consultancy services and internal audit for at least 5 years to Autonomous/Statutory Body/CPSE/Schedule Bank/Govt Financial Institution having taxable income for the last three years. (Attach documentary evidence & List of 10 top clients)	
9.	Whether Firm has a minimum average annual turnover of Rs.30 lac from consultancy services in the last three consecutive financial years. (Attach Financial Statements for last three financial years and details of average annual fee from consultancy services)	
10.	Whether List of Team members identified for OADB Attached	
11.	The bidder must confirm acceptance to the scope of work as per Tender Document.	



Signature of Bidder
With Seal