

**OIL INDUSTRY DEVELOPMENT BOARD**  
**(Ministry of Petroleum & Natural Gas)**  
**GOVERNMENT OF INDIA**  
**NOIDA**

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**E-TENDER NO. : G-25/4/2021-ACC (B)**

**FORWARDING LETTER FOR INVITATION TO BID**

**Sub: Engagement of TAX CONSULTANT by Oil Industry Development Board (OIDB) for advising on tax related matters/cases of OIDB and Trusts of OIDB.**

The Oil Industry Development Board hereby invites tenders in duplicate for "Engagement of Tax Consultant" for advising on tax related matters of OIDB and Trusts of OIDB". The salient features of the tender are:

1.	E-Tender No.	:	<b>G-25/4/2021-ACC (B)</b>
2.	Brief Description of the Services / Scope of Supply	:	Engagement of Tax Consultant" for advising on tax related matters/cases of OIDB and Trusts of OIDB
3.	Type of Bid	:	Two Bid System (Technical Bid & Price Bid)
4.	Bid Closing Time & Date	:	14:00 Hrs. (IST) on 20 July 2021
5.	Date and Time of Pre-Bid Meeting	:	15:00 Hrs (IST) on 14 July, 2021
6.	Place of Submission	:	<a href="http://eprocurement.gov.in">http://eprocurement.gov.in</a>
7.	Technical Bid Opening Time, Date & Place	:	11:00 Hrs. (IST) on 22 July 2021 at Oil Industry Development Board OIDB Bhawan, Tower C, Plot No.2, Sector-73 Noida-201301, U.P., India.
8.	Bid validity	:	60 days from bid closing date
9.	Period of Contract	:	Initially for one year and extendable on yearly basis to a maximum period of 3 years, subject to satisfactory performance
11.	Quantum of Price discount for default in completion of the scope of work as per the contract	:	At the rate of 1½ % of the contract value per week or part thereof subject to a maximum of 7½% of the contract value

Other details and terms/conditions viz. Scope of Work, Bid Eligibility Qualification, Bid Evaluation Criteria, etc. are given in the enclosed Tender Document.

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**TENDER DOCUMENT**

**Sub: Engagement of Tax Consultant by Oil Industry Development Board (OIDB) for advising on Tax matters/cases of OIDB and Trusts of OIDB.**

**Background**

Oil Industry Development Board (OIDB) was established as a Statutory Body under the provisions of Oil Industry (Development) Act 1974 with the objective to provide financial and other assistance to industrial concerns for the development of oil & gas sector. OIDB is functioning under the administrative control of Ministry of Petroleum & Natural Gas, Government of India. OIDB has been providing financial assistance by way of loans and grants to oil industrial concerns for the development of industry.

2. The details of scope of work, bidders' eligibility criteria, method of selection, and timelines for study etc. are given below:

**Scope of Work:**

3. OIDB intends to engage a Tax Consultant having vast experience in handling various direct and indirect taxation issues related to autonomous body ,Public Limited Companies, trusts, society and others arising from time to time regarding Income tax matters. The scope of the assignment will include but not limited to :

	<b>TAX RELATED MATTERS OF OIDB AND TRUSTS OF OIDB</b>
<b>A.</b>	<b>Regular Tax Advisory Services</b>
	<ol style="list-style-type: none"> <li>1. Review/vetting of all Tax returns along with various disclosures/computation statements/notes and all other matters relevant for filing the various Tax returns of OIDB &amp; its trusts as per the provisions of Income Tax Act/GST Act etc or any other tax, cess etc law in force for applicable to OIDB.</li> <li>2. Assistance to OIDB in connection with all assessment proceedings, initiated by appropriate authorities including drafting/filing of replies and submissions, representation before the tax authorities for assessment/ appeal proceedings, of including, but not limited to rectification orders, appeal effect, penal interest / penalty proceedings as applicable from time to time.</li> <li>3. To advise OIDB for further course of action consequent to assessment/reassessment/rectification orders issued by the Tax Authorities, filing of appeals before competent appellate authorities including but not limited to, drafting of Grounds of appeal and statement of facts, filing of written submissions/paper book and representation in all existing/new appeal proceedings on taxation related matters.</li> <li>4. To assist OIDB in tax planning, preparing its tax positions on various options available including, but not limited to ,advance tax planning.</li> <li>5. Pursuing, assisting and co coordinating with Tax Authorities for timely refund of dues.</li> <li>6. To provide expert opinion/advice as and when required on all taxation issues including double taxation matters, deferred taxation etc.</li> <li>7. Regularly , update OIDB on all day to day changes in relevant taxation laws and</li> </ol>

	to suggest measures for effective adaption of changes in OIBD, where ever required. 8. Any other matter relating to Indian taxation, as may be required from time to time.
<b>B.</b>	<b>Specialized services at Tribunal Level</b>
	OIBD intends to avail the special services of the Tax Consultant for representing it before competent appellate authorities whenever there is a requirement to pursue the case. The scope of work for this activity shall include the following:  1. Preparation and filing of appeal/application including drafting of Grounds of Appeal, Statement of facts, preparation and filing of written submission/paper book. 2. Representing OIBD in hearing (preferably by a senior counsel) having adequate experience in dealing with Tribunal level cases as specified in Bid evaluation criteria.
<b>C.</b>	<b>Tax Audit as per requirement of Income Tax Act'1961</b>
<b>D.</b>	<b>Work related to Assessment Cases in U.P. VAT/Sales Tax</b>
<b>E.</b>	<b>GST Audit</b>
	1) Reconciliation of GST returns with audited balance sheet 2) Reconciliation of Tax Paid, 3) Reconciliation of rate wise liability, 4) To ascertain that tax on all supplies has been paid, 5) To ascertain that all inputs have been taken in GST returns, 6) Calculation of reversal of ITC, 7) To ascertain taxable supplies, exempt supplies and Non-taxable supplies. 8) To ascertain that supplies are properly reflected in GST returns. 9) Certification that GST returns have been correctly filed. 10) Preparation & filing of Annual GST Return. 11) Any other work related to GST including jobs advisory nature.

4. The subcontracting in part or full of the consultancy job is not permitted. The Tax Consultant shall not part with or disclose any information / data pertaining to OIBD to any third party and shall return to OIBD all the documents upon after completion of agreement/ contract.

**5. SUBMISSION OF BIDS :**

The offer should be submitted in two parts viz. Technical Bid and Price Bid separately in single copy each and to be submitted simultaneously.

**Technical Bid:** Technical Bid should be submitted online in the prescribed format (Annexure I) superscribed "Technical bid".

**Financial Bid:** The Financial Bid should be submitted online in the prescribed format (Annexure II) superscribed "Price bid".

**6. BID EVALUATION CRITERIA:**

- The firm should have office in Delhi/NCR area headed by FCA and assisted by two qualified CA's. and have at least six qualified Chartered Accountants, out of which at least three should be FCA on pan India basis.
- The firm should have minimum average annual turnover of Rs.1.5 crore in each the last three years.
- The firm or any of the existing partners should have not faced any disciplinary action/disqualification from the Institute of Chartered Accountant of India/Comptroller and Auditor General of India.

The team members must have relevant Income Tax Advisory experience as below:

SI.No	Level of assignment	Relevant experience of the team member
(a)	Representing / hearing before CIT(A),Service Tax/GST issues	12 years or more
(b)	Representing before ITAT and CESTAT	10 years or more
(c)	Providing opinion on Income Tax and Service Tax/GST matters	10 years or more

For the assignment level mentioned at SI.No (a),(b),and (c) above, at least one senior member meeting the above relevant experience should be assigned for OIBD assignment on work requirement basis.

Bidder organization should have been in field of rendering tax consultancy services for at least 5 years -

- To an Autonomous/Statutory Body/CPSE/Schedule Bank/Govt Financial Institution having taxable income of more than Rs.500 Crore for the last 3 years, **or**
- To any listed public limited company having annual turnover of more than Rs.1000 crore for the last 3 years, preferably in Oil & Gas sector

The bidder must confirm acceptance to the scope of work.

After evaluation of Technical Bid, only those bids which qualify all the evaluation criteria will be considered for opening of Financial Bid. During evaluation process, if found unsuitable, OIBD may reject all or any bid without assigning any reason/clarification/correspondence and the decision of OIBD shall be final.

## 7. TECHNICAL BIDS (Format given in Annexure-I):

In line with Bid Evaluation Criteria, the technical bids shall necessarily contain the following:

- A brief description of the bidder's organization and an outline of the work experience, specialization and other material information about the organization.
- Past work experience in brief along with the current assignments handled especially mentioning the major clients handled at the level of CIT (Appeals), ITAT.
- Bidders are required to confirm the fulfillment of the evaluation criteria in the following areas:
  - Bidder shall demonstrate their existence in the tax consultancy services 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.
- Brief details of qualified professionals employed by the bidder organization along with complete detail of team members proposed for OIBD 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.

- e) For the OIDB 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 OIDB. Bidder shall commit a team of qualified professionals for handling OIDB assignment keeping in view the evaluation criteria. The details of the team members proposed for OIDB 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.

- f) 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 OIDB that the proposed team members possess the relevant / suitable capability and experience for the assignment.
- g) Bidders are required to confirm the acceptance to the scope of work after clear understanding of OIDB requirements.
- h) Bidder organization's financial (Annual Accounts) for the last three financial years with breakup of income from Tax consultancy, Audit, Certification work and other services.
- i) Copies of Income Tax returns for the last 3 financial years may also be provided.
- j) Confirmation that the team members identified for OIDB assignment are located in Delhi/NCR as specified in the bid evaluation criteria.
- k) Number of "qualified tax professionals" employed on full time basis in Delhi/NCR.
- l) Bidder's address in Delhi/NCR including telephone, fax, numbers and contact persons mobile and e-mail ID.

**8. PRICE BIDS (Format given in Annexure-II):**

**(I) Quote for Regular Tax Advisory Services (Retainer).**

Scope of work	Annual lump sum professional fee ( Rs)
<b>A. Regular Tax Advisory Services</b>	
<b>C. Tax Audit of OIDB</b>	
<b>D. GST Audit of OIDB</b>	

**(II) Quote for specialized services:**

Particulars	Basis	Professional
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		fee ( Rs )
<b>B. Specialised services of Tribunal Level:</b>		
1. Preparation of written submission and filing with first level Appellate Authority	Lump sum per appeal	
2. Representation before Jurisdictional Appellate Tribunal	Per effective hearing or Lump sum per appeal	

- The quoted fee should be inclusive of all out of pocket expenses and any other incidental expenses.
- The quoted fee should be exclusive of GST. GST shall be borne by OIDB as applicable.
- Bidders are required to quote financial proposal/fee structure strictly as sought above
- A bid submitted with an adjustable price quotation will be treated as non-responsive and will be liable to be rejected. Conditional bid is liable to be rejected.

#### 9. **BID EVALUATION:**

The lowest price bid of technically qualified bidders will be the successful bid. In case tie the bidder shall be asked to furnish discount in separate sealed cover and the tender shall be awarded to firm offers maximum discount. The case of further tie the tender shall be awarded to the firm having highest turnover on consolidated basis for last three financial years ending on 31/03/2021

10. **PERIOD OF CONTRACT:** The contract shall be valid initially for one year and extendable on yearly basis to a maximum period of 3 years, subject to satisfactory performance.

#### 11. **PRE-BID MEETING**

A pre-bid meeting shall be held on **14 July 2021** at **15:00 hrs** in the office of Oil Industry Development Board, OIDB Bhawan, 3<sup>rd</sup> Floor, Tower-C, Plot No.2, Sector 73, Noida-201301, U.P.

#### 13. **PAYMENT MILESTONES :**

SI.No	Nature of assignment	Amt/quantum of fee Payable
a)	<b>For regular work i.e. Tax Advisory Services</b>	On quarterly basis after successful rendering of services for each quarter.
b)	<b>For specialized work</b> <ul style="list-style-type: none"> <li>• Preparation and filing of appeal including submission of paper book/written submissions.</li> </ul>	50% of the agreed fee after completion of filing activities. Balance 50% after receipt of order.

- a. No fees will be paid for any in fructuous hearings/adjournments.

- b. In case of common/repetitive issues filed at the same time for different assessment years, all appeals filed will be considered as single appeal.
- c. No advance payment will be made by OADB. The payment shall be made within 45 days from the date of receipt of original invoice.

**14. Price Discount for default in timely completion:**

Timely completion of this project is essential. In the event of the Tax Consultant's default in completion of scope of work from commencement date under the contract, the Tax Consultant will be liable to pay Price Discount at the rate of 1½% of Contract value per week or part thereof, but not exceeding 7½%. Part thereof means that part of the week will be treated as full week, e.g. a delay of one week and one or two days and so on will be treated as delay of two weeks (not for one week and one or two days) and PD will be levied accordingly.

**15. Amendment of Bid Document:**

At any time prior to the deadline for submission of bids, OADB may at its own discretion and for any reason what so ever whether at its own initiative or in response to a clarification requested by a bidder modify the Bid Documents by notifying any such amendment as may be drafted/incorporated to the original bid documents. The amendment will be communicated in writing by email to all bidders who had originally received the said Bid Documents.

**16. Period of validity of bids:** Bids shall remain valid for 60 days from the bid closing date. A bid valid for a shorter period will be considered as non-responsive and be liable to be rejected by the OADB.

**17. OADB'S right to accept or reject bid:** The OADB reserves the absolute right to accept or to reject any or all Bids, at any time, prior to the award of Contract, without assigning any reason.

**18. Termination for Unsatisfactory Performance:** If OADB considers that the performance of the Tax Consultant is unsatisfactory, or not up to the expected standards, OADB shall notify the tax consultant in writing and specify in details the cause of the dissatisfaction. OADB shall have the option to terminate the contract by giving 15 days' notice in writing to the Tax Consultant or if the Tax Consultant fails to comply with the requisitions contained in the said written notice issued by OADB. In case of termination of the contract, the party concerned may have no right to claim the cost of the part project carried out by him. In such circumstances, the competent authority may decide about any part payment, if required, for the completed part of the work. In case of exit/termination of contract, OADB has the right to award the contract to another bidder on merit of the same bidding process or may opt to go for a fresh bid.

**19. Disputes and Differences:** Any dispute or difference arising out of or in connection with this tender shall be referred to Secretary, OADB or his nominee for Arbitration and the provisions of the Arbitration & Conciliation Act, 1996 or any statutory modification of or re-enactment thereof and the rules made there under and for the time being in force shall apply to the same. The Courts in the city of New Delhi/Delhi shall have jurisdiction to entertain, any application or other proceedings in respect of anything arising under this Agreement and any award or awards made by the sole arbitrator hereunder shall be filed in the concerned courts in the city of New Delhi/Delhi only.

20. Bids will be available on <http://eprocurement.gov.in> & <http://www.oidb.gov.in>. The bids are to be submitted ONLINE on <http://eprocurement.gov.in> on or before **20 July 2021** by **14:00 hrs**. The technical Bids will be opened on **22 July 2021** at **11.00 hrs** in the presence of the bidders or their authorised representative who wish to remain present.

**(Rajesh Mishra)**  
**Accounts Officer**

## OIL INDUSTRY DEVELOPMENT BOARD

## TECHNICAL BID

Sl.No.	Particulars	Documents/Information annexed at Page No.
1	Name of the Bidder	
2.	Address of the Bidder: Contact Details	
3.	Whether firm has a minimum strength of 6 qualified professionals on full time basis, out of which at least three should be FCA (List to be attached with Membership no of ICAI)	
4.	Whether Firm has experience of meeting desired experience level as per bid document during the last three years (Attach documentary evidence)	Name of the Client - Year  1. 2. 3.
5.	Whether firm or any of the existing partners have been faced any disciplinary action/disqualification from the Institute of Chartered Accountant of India (ICAI) / Comptroller and Auditor General if India during last 5 years ending on 31/03/2021	
6.	Whether the firm has rendered tax consultancy and /or internal audit services to three clients having annual turnover of more than Rs.500 crore with income of Rs.25 crore. (Attach documentary evidence)	Name of the Client - Year  1. 2. 3.
7.	Name of the Team Members identified as per Scope of work (Attach CVs duly certified by the Authorized signatory of the bidder)	Name of Member  1. 2. 3.
8.	Whether Firm has a minimum average annual turnover of Rs 1.50crore in the last three consecutive financial years. (Attach documents)	Year                      Amount
9.	The bidder must confirm acceptance to the scope of work as per Tender Document.	

All above enclosures must be valid.

**Date:**

**Signature & Seal**

## FINANCIAL BID

The Accounts Officer,  
Oil Industry Development Board,  
OIDB Bhawan, Plot No2, Sector73,  
NOIDA-201203.

Sir,

With reference to OIDB Tender Enquiry No. \_\_\_\_\_-OIDB dated \_\_\_\_\_ for Engagement Internal Auditor by Oil Industry Development Board (OIDB).

SI.No	Nature of service	Annual Fee(Rs)
A	Annual lump sum fee for regular tax advisory services.	
B	Lump sum professional fee for filing appeal with CIT(A)/ITAT etc including appearance fee.	
C.	Tax Audit of OIDB	
D.	GST Audit of OIDB	
	<b>Total Price of the bidder for evaluation</b>	<b>Total (A+B+C+D)</b>

1. No fees will be paid for any infructuous hearing/adjournment.
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. The quoted fee should be inclusive of all out of pocket expenses and any other incidental expenses.
4. The quoted fee should be exclusive of GST. GST shall be borne by OIDB as applicable.
5. Bidders are required to quote financial proposal/fee structure strictly as sought above.
6. Bidder are required to quote all the above entities compulsorily.
7. The L-1 bidder will be decided on overall/ consolidated basis.

Date:

Signature & Seal