



**GOVERNMENT OF SIKKIM  
FINANCE, REVENUE & EXPENDITURE DEPARTMENT  
GANGTOK**

Tender No. 197/Fin/FCD

Dated: 05.08.2016

**NOTICE INVITING TENDER**

1. Sealed tenders are invited from professionally qualified Chartered Accountant (C.A.) firms empanelled with Finance Revenue & Expenditure Department (FR&ED), Government of Sikkim as on 30.09.2016 for engagement as Tax consultant on retainership basis for the Financial Year 2016-17.
2. Tax consultants will be appointed for a period of 12 (Twelve) months and maybe extended by the Competent Authority, if the Tax Consultant are required further by the government, based on the performance of the firm.
3. "Single bids system" shall be followed for this tender. Bidders should take due care to submit tender in accordance with requirements in sealed covers along with Bank Guarantee of Rs. 2 lakhs as Security Deposit from any Scheduled Bank in Sikkim in favor of the Principal Secretary, FR&ED, which is valid for two years.
4. The FR&ED will not entertain any modifications in the terms and conditions and the bids not conforming to tender conditions shall be liable to be rejected. Bidders are required to submit their acceptance to all the clauses of this tender documents and compliance to the scope of work.
5. The Proposal submitted by the bidder should be valid for acceptance for a period of 90 days from the opening date of bid. In exceptional circumstances prior to expiry of original bid validity period, FR&ED may require the bidder to extend the validity period for a specific additional period as deemed necessary.

**SCOPE OF WORK FOR TAX CONSULTANT**

6. The Government of Sikkim has created a Tax Deduction at Source (TDS) Cell under FR&ED with a purpose to train, guide and supervise the D&DOs in their work of e-filing of TDS Returns as required under the Income Tax Act 1961. The TDS Cell while discharging its functions will constantly require the services of the tax consultant. The tax consultant will provide all the necessary support and guidance to the TDS cell in the following matters:-
  - a) The tax consultant will assist the TDS Cell in supervision, reconciliation, compilation of returns to be filed by DDOs and treasury offices relating to e-filing of 24G with 24Q and 26Q and generation of Form 16 and 16A.

- b) The tax consultant will assist the TDS Cell in drafting of replies in compliance of the notices and other communications received from taxation authorities and attend to Income Tax offices with reference to notices and summons issued by the Income Tax Authorities, any court, tribunals etc on behalf of the D&DOs till its final disposal.
- c) To provide expert opinion on TDS matters as and when referred to by the State Government under the Direct Tax Laws.
- d) To provide technical assistance to TDS cell in Reconciliation of tax deducted at source with the office of the Accountant General (Sikkim) and submission of detailed reconciliation report to FR&ED and Government of Sikkim.

### **TERMS AND CONDITIONS**

- 7. The sealed envelope superscribed "TENDER FOR APPOINTMENT OF TAX CONSULTANT ON RETAINERSHIP BASIS" containing all the details as required is to be addressed to the Controller of Accounts, FR&ED, and should reach on or before 13<sup>th</sup> September, 2016 upto 1200 hours.
- 8. The tenders will be opened on 1300 hours of the same day in the office of the Controller of Accounts, FR&ED, Manan Kendra, Gangtok. Bidders who wish to attend opening of bids may attend themselves or send their authorized representative with authority letter at their own cost. The department shall not be responsible for any delay in receipt of bids through posts or couriers.
- 9. Bill of consultancy fees may be raised in favor of FR&ED at the end of the each quarter and payment for the same shall be made after mandatory deductions.
- 10. Final payment will be cleared only after No Objection Certificate is obtained from the TDS cell.
- 11. Appointment of Tax consultant may be terminated by giving one month notice or one month consultancy fees in lieu thereof by the competent authority but not vice-versa by the Tax consultant.
- 12. All disputes shall be settled within the jurisdictions of Hon'ble High court of Sikkim.

*-s.d.-*

**Joint Director (FCD)  
Finance Revenue & Expenditure Department,  
Gangtok.**

**TENDER FORM**

**TENDER FOR APPOINTMENT OF TAX CONSULTANT ON RETAINERSHIP BASIS.**

With reference to the Notice Inviting Tender published vide Tender No. 197/Fin/FCD dated 05.08.2016, I/we offer my/our participation in the tender. Following are the details of my/our firm in the prescribed format.

- a) Name of the CA Firm .....
- b) Firm registration number (Copy to be enclosed) .....
- c) Date of Establishment of the Firm.....
- d) Name of the Principal Tax Consultant.....
- e) Copy of Empanelment Certificate with FR&ED, Govt. of Sikkim to be enclosed.
- f) Name of the establishments to which the CA Firm worked for (a list to be enclosed) .....
- g) Bank Guarantee for Rs..... bearing No. & Date.....
- h) Rate quoted for the work Rs.....

I/we hereby agree and offer this tender bid after having fully understood the terms and conditions and scope of the work relating to this tender as provided in the Notice Inviting Tender.

**Signature,.....**

**Name.....**

**Name of the firm with seal.....**