



କର୍ମଚାରୀ ରାଜ୍ୟ ବୀମା ନିଗମ

(ଶ୍ରମ ଏବଂ ଚାକିରୀ ମନ୍ତ୍ରାଳୟ, ଭାରତ ସରକାର)

कर्मचारी राज्य बीमा निगम

(श्रम और रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' STATE INSURANCE CORPORATION

(Ministry of Labour and Employment, Govt. of India)



ଉପ ଶ୍ରେଣୀୟ କାର୍ଯ୍ୟାଳୟ, ଉପ କ୍ଷେତ୍ରିୟ କାର୍ଯ୍ୟାଳୟ, SUB REGIONAL OFFICE,

ଇଣ୍ଡଷ୍ଟ୍ରିଆଲ ଇଷ୍ଟେଟ, ବମ୍ବେ ଚୌକ, ଜାରସୁଗୁଡା, ୭୬୮୨୦୩

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File No:-85-F-24/12/01/Tax Consultant-2024

Date:-16.07.2024

## Sub: Engagement of Tax Consultant/Professional for ESIC Sub-Regional Office, Jharsuguda

The Competent Authority , ESIC Sub-Regional Office, Jharsuguda invites bids hiring of Tax Consultant/Professional at ESIC Sub-Regional Office, Jharsuguda for a period of 01 Year and extendable for another one year on same terms and conditions and rates.

Detail of Requirement	Location	Last date and time for receiving tender Bid	Technical bid opening date and time.
Tax Consultant/Professional	ESIC Sub-Regional Office, Jharsuguda	22.07.2024	As per Bid Document

- The interested bidders may download tender documents/proforma uploaded in Official website of ESIC, Sub-Regional Office, Jharsuguda web portal at [www.srojarsuguda.esic.gov.in](http://www.srojarsuguda.esic.gov.in) and submit the bid at [Sro-jharsuguda@esic.gov.in](mailto:Sro-jharsuguda@esic.gov.in) in along with duly signed scanned copies of required documents, certificates etc. in support of their bid on or before last date.
- If any information furnished by the applicant is found to be false at any stage, the bid shall be cancelled forthwith and earnest money will be forfeited. The applicant shall be liable to be debarred from bid process. Only bids complete in all respect will be considered for evaluation.

Date:- 16.07.2024

**Asst. Director  
(General Branch)**

Copy to:-

- 1) The Web Content Manager, ESI Corporation Regional Office, Bhubaneswar/ESI Corporation Sub-Regional Office, Jharsuguda with request to upload in micro web portal.
- 2) The Notice Board

## BID NOTICE FOR ENGAGEMENT OF TAX CONSULTANT/PRACTIONER

### A) Instructions for Bidders:-

1. While submitting the bid, the bidder shall be deemed to have read , understood and accepted all the terms and conditions stated in the bid document shall be furnished along the bid, Incomplete bids are liable for rejection. ESIC reserves the right to reject any bid without assigning any reason.
2. All the documents shall be signed by the authorized signatory of the bidder. A certificate of authorization to authorize the signatory to sign the bid document.
3. ESIC reserves the right for accepting the whole or any part of the bid without assigning any reason to the bidder.
4. Rates quoted should be in Indian Currency and should be inclusive of all charges including services charges, GST etc. as applicable. Any ambiguous quote on this account shall render the bid liable to be rejected. Bid not complete in all respect are liable to be rejected.
5. The Competent Authority reserves the right to withdraw/relax any of the terms and conditions laid down in this bid.
6. The Bidder must at all times during the contract period comply with the applicable Labour laws, laws related to intellectual property rights and any other law related to the operation of the contract. Any deviation in this regard may lead to termination of the contract.

### B) Qualifying/Eligibility criteria for bidder.

#### Experience Details and Capability.

S.No.	Document	Yes/No
1.	Name, Address and Contact details (Mobile/Landline No.) of the Tax Consultant/ professional on the letter head	
2.	Experience Certificate (Annexure-I) from Government Organization/ Statutory Body/CPSE/SPSE/ for the specified financial years i.e. FY 2021-22 ,2022-23 & 2023-24 .	
3.	Copy of Certificate of practice issued by ICAI.	
4.	PAN Card issued by IT Department of the tax consultant/professional	
6.	GST registration certificate of the tax consultant/ professional	
7.	PAN NO. of the tax consultant/ professional	
8.	Registration Certificate of the tax consultant/ professional	
9.	The bidder should not have been black listed by any Govt. Authority or public sector undertaking (undertaking need to be submitted) by the bidder.	
10.	Each and every page of the attached documents should be signed & stamped by authorized person.	
11.	Proforma of Financial Bid	

### C) TERMS OF REFERENCE (TOR)-

**TASKS TO BE CARRIED OUT--** The empanelled tax consultant/professional will be required to work towards timely completion before the statutory dead line of following –

- a) Submission of Return certificates of TDS (Income Tax) as per procedure laid down in IT Act, 1961 for upto 70 employees. (The latest return was filled for 56 employees) .
- b) Submission of Return certificates of Goods and Services Tax as per procedure laid down in GST Act, 2017.
- c) Preparation of Form 16 and 16A (Apart from Salary 24Q and 26Q).
- d) To process records of Income-Tax in respect of employees and Third parties of ESIC Sub- Regional Office , Jharsuguda
  - e) To filing and processing of records of TDS in respect of Third Parties. Quarterly and Yearly return to Income-Tax Department.
- f) Submission and filing of monthly/quarterly/yearly returns to GST Department as per rules amended from time to time.
- g) Issuance of Form-16 (Part A & B) in respect of employees and Form 16-A of Third parties.
- h) To provide professional advice in financial matters, if required by ESIC Sub-Regional Office , Jharsuguda
- i) Punching of data in Income Tax Software.
- j) Preparation of TDS return on salary and third party payment (24Q & 26Q).
- k) Filing of Correction statement/ revised returns, if required.
- l) Addressing of all kinds of notices from NSDL/Income Tax department..
- m) Scrutiny of Voluntary Income Tax (VIT) of employees.
- n) Any other work related to Income Tax/GST as per requirement of the office.

### D) Contract Terms and Conditions

- a) Tax Consultant/Professional shall visit before the Income Tax/GST Authority if any notice or summon is received and shall submit suitable reply on behalf of ESIC Sub-Regional Office, Jharsuguda. Visit charges will be paid for any personal appearance in the office of Income Tax in response to such notices subject to the approval of Competent Authority. Incidental charges, if any, will be reimbursed on production of receipts.
- b) The contract is for one year and the same may be extended for another one-year on same terms & conditions and rates.
- c) Engaged firm will arrange the visits of their representatives to this office at least on quarterly basis during office hours & beyond office hours as per requirement of the office after giving formal intimation in advance.
- d) No other charges will be paid separately except those quoted by the Tax Consultant/ Professional in the financial bid.
- e) Firms shall be liable for any damage/loss of data.
- f) Engaged Tax Consultant/ Professional will arrange for necessary software, free of cost for work assigned as per the scope of work.
- g) The Tax Consultant/ Professional will not be eligible for empanelment if the Tax Consultant/ Professional any partner of the firm in discharge of his/her work has been debarred by ICAI or been disqualified by any regulatory authority/court.
- h) Confidentiality Clause- Engaged firms must ensure that No data pertaining to Income Tax/GST of this ESIC Sub-Regional Office , Jharsuguda is leaked to any other firm/individual failing which the firm shall be blacklisted by ESIC.
- i) If the Tax Consultant/Practitioner re-fuses/denies the assignment, after award of work, all the required actions will be taken by ESIC Sub-Regional Office , Jharsuguda to safeguard its interest.

## **Annexure-I (Format of Experience Certificate)**

(To be given in the official letterhead of the Department/Organization)

This is to certify that M/S\_\_\_\_\_has satisfactorily provided the services as the empanelled tax consultant/professional of our Department/Organization during the period from \_\_\_\_\_to\_\_\_\_\_.

Signature with Seal

\*Atleast 3 No.s of Experience Certificate's must be submitted by the tax consultant/professional out of which 2 must be from Government Department/Organization.

**Proforma of Financial Bid**

<b>Sl.No</b>	<b>Details</b>	<b>Amount(in Rupees)</b>
1	Uploading fees(E-TDS for both Salary & Non Salary) flat per quarter	
2	Data Entry Charges/Consultancy charges for 24Q & 26Q per quarter	
3	GST monthly filing Charges	
4	E-TDS Revision works Charges	
5	Form- 16 A Charges	
6	Form-16( Part A &B) Charges	
7	Any Other Charges(to be included)	