



Request for Proposal ("RFP") for engagement of services of Chartered Accountant Firm, for Appointment of Tax Consultant for 13 (Thirteen) SPVs of NHAI for 3 Years

BID SUMMARY

S. No.	Description of Events	Date
1	Date of uploading	18 th December, 2023
2	Bid due date (Last date for bid submission)	01 st January, 2024 up to 1800 Hrs
5	Opening of Technical bids	02 nd January, 2024 up to 1900 Hrs
6	Opening of Financial bids	Will be intimated by mail to the responsive bidders.
7	Letter of Award (LOA)	Within 15 days from the date of opening of the Financial Bids subject to evaluation as per RFP.
8	Validity of proposals	120 days from Bid Due Date.

Note: The Proposal for empanelment of consultant is available online on e-tender portal of <https://etenders.gov.in>. Bid must be submitted online at e-tender portal of National Highways Authority of India <https://etenders.gov.in> on or before **01.01.2024 upto 1800 Hrs**

**S.Q.
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Date: 18-12-2023

Date:18/12/2023

Request for Proposal

Sub: Invitation of quotation for the Appointment of the Tax Consultant – reg.

National Highways Logistics Management Limited (NHLML) (previously known as Cochin Port Road Company Limited), a 100% owned SPV of National Highways Authority of India (NHAI) was incorporated on 19th January 2004 under Companies Act, 1956 to develop, construct, establish, operate and maintain a project relating to the construction, operation and maintenance of the Cochin Port connectivity project under the "Build- Operate-Transfer" basis.

Ministry of Road Transport & Highways (MoRTH) has directed formation of umbrella Special Purpose Vehicle (SPV) for implementation of Multi-Modal Logistics Park (MMLPs) and connectivity thereof, Highways Connectivity to the ports and other associated miscellaneous works through NHLML.

NHLML invites quotations for appointment of Tax Consultant for following companies: -

1. National Highways Logistics Management Ltd.
2. Calcutta-Haldia Port Road Co. Ltd.
3. Chennai-Ennore Port Road Co. Ltd.
4. Mormugao Port Road Co. Ltd.
5. Mumbai-JNPT Port Road Co. Ltd.
6. New Mangalore Port Road Co. Ltd.
7. Paradip Port Road Co. Ltd.
8. Tuticorin Port Road Co. Ltd.
9. Vishakhapatnam Port Road Co. Ltd.
10. Chennai MMLP Pvt. Ltd.
11. Nagpur MMLP Pvt. Ltd.
12. Indore MMLP Pvt. Ltd.
13. Bengaluru MMLP Pvt. Ltd.

I. SCOPE OF WORK

PART- A

1. Providing day to day tax consulting services and filling of all Income Tax/TDS returns (including Revised Returns/correction statement for previous years, if required,), Downloading TDS Certificates etc.
2. Filling of correction in case of demand, filling for TDS refunds etc. and regular follow up for refunds with relevant tax authority and getting the tax refunds at earliest
3. Appearing before tax authorities as and when required.
4. Maintaining and presentation of comprehensive tax status along with action taken on monthly basis to management of respective SPV.
5. Suggesting tax planning in SPVs to ensure all eligible deductions etc. are claimed/filed.
6. Liaisoning with Tax Auditor for getting the Tax audit done from the respective auditors.
7. Any other ancillary work regarding Direct Taxation, as and when required need to be handled with no additional cost.

PART-B

Preparation of appeals, making copies, filing and personal appearances for direct Tax cases before the following authorities:

- a) Assessing Officers/CIT (Appeals)
- b) ITAT
- c) Preparation and filling of application for stay of demand
- d) Preparation and filling of application of Tax refund

(Payment relating to Part-B, would be according to case-to-case basis, as per the current rate card is enclosed in “Annexure- 1”)

Note: The bidding firm need to submit financial bid for Part- A work only as Part- B work need to be mandatorily done only as per fee rates mentioned in the rate card enclosed as per “Annexure- 1”

II. GENERAL INSTRUCTIONS

Proposals are invited from the reputed firms of Chartered Accountants for empanelment as Tax Consultant, who meets the following criteria:

- a. The applicant Chartered Accountant firm should be among the
 - list of empaneled Internal Auditor's of NHAI valid for FY 2023-24, and/or
 - existing CA firm's associated with NHLML & it's associated SPV companies in last 3 financial years**(Documentary proof to be attached)**
- b. Having their Head Office in a city/ town near the registered office of the Company i.e., New Delhi/NCR. **(Documentary proof to be attached)**
- c. At least 10 (Ten) year's of standing as on date of submission excluding the year of it's establishment. The cut-off date for ascertaining experience will be 31/03/2023 **(Documentary proof to be attached)**
- d. Have minimum 5 (Five) full time partner's out of which at least two should have minimum 10 (Ten) year's total experience in practice.
(Documentary proof to be attached)
- e. The applicant firm must have experience of at least 5 years of handling similar tax consultancy and representation matters for 5 or more Public Sector Undertakings (PSUs). **(Documentary proof to be attached)**

Note: The bidders need to certify on all the above requirements on duly attested stamp paper of Rs. 100 as per Annexure-2 enclosed. Those bids whosoever not able to provide the details on stamp paper may be rejected.

III. CONDITIONS OF ENGAGEMENT

1. Appointment will be subject to the firm giving the following undertaking and certificates: -
 - a. No partner has ever been held guilty of professional misconduct under Chartered Accountant Act, 1949.

- b. A certificate of the constitution issued by the ICAI showing the present status of partners as claimed in the Technical Proposal.
 - c. A certificate that the firm fully complies with and accepts “SPECIAL INSTRUCTIONS”.
- 2. The firm will have to adhere to the time schedule for the completion of the assignment as may be agreed to by them with the NHLML.
- 3. Total period of engagement will be 3 (Three) years; however, initial period of engagement will be reviewed for satisfactory performance and extended every year **subject to approval of competent authority**.

IV. EVALUATION CRITERIA:

Selection will be based on “**Least Cost Method**” for scope of work mentioned in Part-A. (For Part- B, the rates would be according to case-to-case basis, as per the current rate card enclosed in “Annexure-1”) among the firms meeting the eligibility criteria as provided in these instructions as per details given in the technical proposal. In case, of a tie between lowest bids, the bidder possessing the higher experience or experience more relevant to SPVs, in the sole discretion of NHLML/SPVs, shall be appointed. The decision of NHLML/SPVs Management shall be final and binding in this regard. Further, the company reserve the right to accept or reject bids for any specific company.

V. SPECIAL INSTRUCTIONS

- a. The term “full time partner” will include only such partners who are neither associated with any other firm nor employed elsewhere.
- b. If any member is a common partner in one or more firms, it must be ensured that the application for Engagement is made in respect of only one partnership firm which the member wants to be empaneled.
- c. If the application is sent in respect of more than one firm where any one of the partners is common, the application for all the firms is liable to be rejected.
- d. A firm will not be eligible for engagement, if the firm has worked for either of any Contractors/ Concessionaires during last three years. If engaged, mention assignments related to NHLML/SPV’s or Arbitration.
- e. A firm will not work during a period of two years from expiry of the assignment

with NHLML/SPVs, with any of the Contractors/ Concessionaires if engaged for any assignments related to NHLML/SPVs or Arbitration.

VI. OTHER GUIDELINES:

1. The quotations should clearly indicate fee for Annual Tax Consultancy Fees plus GST. (Payable quarterly)

(S.Q. Ahmad)
C.F.O. (NHLML)

Annexure-1

Following is the Current Rate Card:

S. No.	Particulars	Unit	Rate (excl. GST) Rs.
1	Preparation and filing of appeal/application and attending taxation matter cases before the following authorities		
a)	CIT (Appeals)	Per Case	45,000/-
b)	ITAT	Per Case	50,000/-
c)	Preparation and filing of application for stay of demand, payment depending on success of getting stay (in writing) till the disposal of appeal fixed to next appellate authority	Per Case	5,000/-
d)	Preparation and filing of application of refund, payment depending on success basis on getting refund from the Income Tax Department per assessment year wise	Per Case	5,000/-

(On Stamp Paper of Rs. 100 duly notarised)

On behalf of our firm M/s _____, we certify that

1. Our Firm is be among the

- list of empaneled Internal Auditor's of NHAI valid for FY 2023-24, **and/or**
- Our firm's is associated with NHLML & it's associated SPV companies in last 3 financial years.

2. We have our Head Office in_____

3. We have ___ years of standing as on date of submission excluding the year of its establishment.

4. We have ___ full time partner's out of which ___ partners have minimum 10 (Ten) year's total experience in practice.

1)

Signature:

Name:

Membership Number of ICAI:

Authorized Signatories (Two Partners of the Applicant Firm)

Date:

Place:

2)

Signature:

Name:

Membership Number of ICAI:

Annexure-A

PROFORMA FOR TECHNICAL PROPOSAL FOR EMPANELMENT AS TAX CONSULTANT OF NHAI FROM FIRMS OF CHARTERED ACCOUNTANTS HAVING AN OFFICE AT

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(On the letter head of the firm)

1. Name of the firm:
2. (a) Address of Local Office
(b) Address of HO, if any
(c) Date of establishment of the firm
(d) Registration number of the firm as allotted by the ICAI
3. Telephone Number:
4. Fax Number:
5. Email ID:
6. Name and address with details of Phone and Fax number of branches, if any.
7. Name of all the full- time partners with membership number of ICAI, with the year of joining the firm and qualification. If FCA, date of becoming FCA.
8. Name of the full-time partner(s) having at least 5 years continued experience in practice.
9. Name of full time CA employees with membership number of ICAI with qualification and date of joining the firm.
10. Name and address of the Partner(s) who resides at/near the location of New Delhi.
11. Name of article clerks/ audit assistants (other than partners and fulltime CA employees), registration number in case of article clerk, with their qualification and date of joining the firm
12. Reasons for suitability of the firm for the Tax consultant of NHLML.
 - We understand and agree to carry out the assignment as per the scope of work attached herewith. Any deviation from the scope of work as provided by NHLML would disqualify empanelment.
 - Attested copy of latest constitution certificate issued by the ICAI needs to be enclosed.

I hereby certify that above information provided is true and correct to the best of my knowledge and information.

Dated:
Place:

Signature: _____
Name: _____
M. No.: _____

Note: ALL PAGES THAT MAY BE ATTACHED WITH PROFORMA SHOULD BE SIGNED BY THE APPLICANT FIRM, NUMBERED SERIALY AND SUBMITTED IN HARD BOUND FORM.

FINANCIAL PROPOSAL**(On letter head of the firm)****1. Fees for Part-A:**

S.NO.	Name of Company	Quoted Annual Fees for Part-A
1.	National Highways Logistics Management Ltd	
2.	Calcutta-Haldia Port Road Co. Ltd.	
3.	Chennai-Ennore Port Road Co. Ltd.	
4.	Mormugao Port Road Co. Ltd.	
5.	Mumbai-JNPT Port Road Co. Ltd.	
6.	New Mangalore Port Road Co. Ltd.	
7.	Paradip Port Road Co. Ltd.	
8.	Tuticorin Port Road Co. Ltd.	
9.	Vishakhapatnam Port Road Co. Ltd.	
10.	Chennai MMLP Pvt. Ltd.	
11.	Nagpur MMLP Pvt. Ltd.	
12.	Indore MMLP Pvt. Ltd.	
13.	Bengaluru MMLP Pvt. Ltd.	

2. GST, as applicable, shall be paid extra.

Signature: _____

(with Seal & Stamp of Firm)

Name: _____

Membership No.: _____

Date:

Place: