

**Request for Proposal (RfP) for  
“Appointment of Income Tax Consultants” for Odisha Mining Corporation Limited**

**Request For Proposal (RfP) No: 04/OMC/Finance/2024, Dated. 11/06/2024**

**Last Date and time for submission of Proposal: 03/07/2024 till 15.00 Hrs.**

**Odisha Mining Corporation Ltd.**

(A Gold Category State PSU)

Registered Office: OMC House, Bhubaneswar-751001, India

Tel: 0674-2377400/2377401, Fax: 0674-2396889, 2391629, [www.omcltd.in](http://www.omcltd.in)

**CIN : U13100OR1956SGC000313**

**RFP No. 04/OMC/Finance/2024, Dated 05/06/2024**

1.	Name of the work	<b>Appointment of Income Tax Consultants</b>
2.	Availability of RFP document in OMC Website, <a href="http://www.omcltd.in">www.omcltd.in</a>	12/06/2024 to 03/07/2024 Up to 3.00 PM
3.	Beginning Date for submission of Proposal.	12/06/2024
4.	Last Date & Time of submission of Proposal.	12/06/2024 up to 3.00 PM
5.	Date of opening of Proposal.	03/07/2024 At 4.00 PM

All other details can be seen from the RfP document available at OMC website i.e. [www.omcltd.in](http://www.omcltd.in).

OMC reserves the right to reject any or all proposals without assigning any reason thereof.

GM (FIN.)

**RFP FOR APPOINTMENT OF INCOME TAX CONSULTANTS AT THE ODISHA  
MINING CORPORATION LIMITED, BHUBANESWAR**

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**1. Notice Inviting RfP:** Sealed RfP (Documents) are invited from the reputed Chartered Accountant Firms for the Appointment of Income Tax Consultants at the Odisha Mining Corporation Limited, Bhubaneswar. The total period of engagement shall be for 5 (Five) years but it shall be initially for a period of 12 (twelve) months from the date of initial engagement. The engagement shall be extended on year to year basis by the Management of the Corporation as per the requirement and on the basis of performance of the Agency during the immediately preceding year. The Consultants shall be paid as per Corporation's approved scheduled rate annexed as Form-J. The scheduled rate shall be escalated @ 10% for each subsequent years of appointment.

**2. An Introduction- Odisha Mining Corporation Limited (OMC):**

Odisha Mining Corporation Limited (OMC) incorporated on 16th May, 1956 as a Joint venture Company of Government of Odisha and Government of India to explore and harness mineral wealth of the State of Odisha and make value addition. Subsequently on 17th November, 1961, OMC became a wholly State-Owned Corporation of Government of Odisha. The major minerals mined by OMC are Iron Ore, Chrome Ore and Bauxite which cater to the requirement of Mineral based Industries. OMC has been classified as a Gold Category State PSU. The Authorized Share Capital of the Corporation is Rs.425.00 Crore and the paid-up Capital is Rs.31.63 Crore as on 31.03.2023. OMC achieved the highest Turnover of Rs.14,450 Crore during the Financial Year 2022-23.

### 3. Salient Features of RfP Document:

#### 3.1. Applicant Firms Data Sheet:

1	Name of the Assignment	Selection of Firms for extending services as <b>Income Tax Consultants in Odisha Mining Corporation Limited, Bhubaneswar.</b>
2	Availability of RfP Document	OMC Website: <b>www.omcltd.in</b>
3	Language of documentation	English
4	Method of Selection	As per OMC selection procedure (Refer clause No.6)
5	Address for submission of EOI	G. M. (Finance)- Tax OMC Limited OMC House, Post Box No. – 34, Bhubaneswar-751001
6	Contact person	Sri Ghanashyam Mohanty, Dy. General Manager (Fin.), Corporate Office, OMC, BBSR -751001. Office Tel: 0674-2377539
7	Date of Issue of RfP	<b>11/06/2024</b>
8	Last Date and Time of Submission of written queries for clarifications on RfP Document to OMC.  ( <a href="mailto:rkpanda@odishamining.in">rkpanda@odishamining.in</a> / <a href="mailto:gmohanty@odishamining.in">gmohanty@odishamining.in</a> )	<b>25/06/2024</b>
9	Mode of Submission	Proposals complete in all respects should be submitted to the inviting authority through <b>Registered Post / Speed Post / Private Courier or else may be put in the drop box placed at Tax Cell of HO</b> only. Authority will not be responsible for postal delay or any other delay.
10	Last date and time for submission of RfP	<b>03.07.2024 up to 3:00 PM.</b> <b>The RfPs received beyond the stipulated date and time will be liable for rejection</b>

11	Date and time for opening of proposal	<b>03.07.2024 at 04:00 PM</b>
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### **3.2 General Instructions to the Applicant Firms:**

This enquiry is in the nature of Request for Proposal intended for appointment of Chartered Accountants Firm (CA firms) as Income Tax Consultants of Odisha Mining Corporation Limited, Bhubaneswar for under taking various Income Tax assignments of the Corporation.

1. The Firm shall be required to undertake the assignments as mentioned in the Scope of Work of this RfP at clause 4.
2. Please note that costs of preparing the proposal, presenting the same, if any and negotiating the contract, if any, including visits to the Client etc. are not reimbursable.
3. The Firm shall be deemed to have full knowledge of the role and responsibilities of the work.
4. The Applicant firm is expected to carefully examine all the instructions, guidelines, terms and conditions and formats in the RfP. Failure to furnish all the necessary information as required by the RfP or submission of a proposal not substantially responsive to all the requirements of the RfP shall be at the applicant firms own risk and is liable for rejection.
6. The proposal and all the associated correspondence shall be written in English only and shall conform to the prescribed formats.
7. The proposal shall be neatly typed and shall be signed by the applicant firm or its duly authorized persons to bind the applicant firm to the contract. The letter of authorization shall be indicated by written power of attorney and shall accompany the proposal.
8. The envelopes containing the proposal shall be super scribed as "Proposal for Appointment of Income Tax Consultants of OMC Limited" and mention the name and address of the applicant Firm.
9. Proposals received by facsimile shall be treated as defective, invalid and liable for rejection.
10. No applicant firm is allowed to modify, substitute or withdraw the proposal

after its submission.

### **3.3 Disqualification:**

- I. OMC may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Applicant Firm in the following cases:
  - i. The firm has made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
  - ii. Exhibited a record of abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures in any of the three preceding years by the concerned applicant firm.
  - iii. The firm is blacklisted/ declared as ineligible by GoI/ State Govt./ UT for corrupt or fraudulent practices.
  - iv. The firm or any of its partner is engaged in corrupt, fraudulent or unfair trade practices.
  - v. The firm proposes any alteration in the works specified or any conditions stipulated in this RfP.
  - vi. Any alteration made in the RfP is unauthenticated or any page or pages is/are removed or replaced.
  - vii. In-complete PROPOSAL document.
  - viii. Validity period of the PROPOSAL is less than the required validity period as stated in the RfP.
  - ix. The PROPOSAL is conditional.
  - x. Does not submit the signed RfP with enclosure documents on or before the stipulated time and date.
  - xi. Does not attach the required documents along with the PROPOSAL.
  - xii. Canvassing in any manner to influence the Authority will be liable for rejection.
- II. Withdrawal of the PROPOSAL submitted by the applicant firm after the submission due date shall lead to black listing and debarring the applicant firm in all the future assignments.

### **3.4 Conflict of Interest:**

The Firms at all times shall hold the Corporations interests paramount important and shall avoid conflicts with its other assignments.

### **3.5 Right to Accept or Reject Proposals:**

OMC reserves the right to annul the RfP process, or to accept or reject any proposal, in whole or part without assigning reasons and without any obligation to inform and without incurring any liability to any of the applicant firms.

### **3.6 Validity of RfP:**

The proposal submitted by the applicant firms shall remain valid for a period of **120 days** from the date of opening of the proposal.

### **3.7 Amendments and Clarification to RfP:**

OMC reserves the right to modify/amend the contents of the RfP before the last date of submission of PROPOSAL by issuing a corrigendum. The interested Firms are requested to visit the OMC website ([www.omcltd.in](http://www.omcltd.in)) regularly for any update(s) on the RfP. In order to provide the prospective applicant firms reasonable time to take the amendments into account in preparing their proposals, OMC may, at its discretion extend the last date for submission of proposal.

### **3.8. General instructions for the applicant firms for the submission of proposal:**

- i. The applicant firm is expected to examine the RfP Document, including all instructions, forms, terms and specifications in the RfP Document. Failure to furnish all information required as per the RfP may result in the rejection of the proposal.
- ii. The proposal should be complete in all respects and must contain all the required information and documents. Incomplete proposals are liable for rejection.
- iii. Applicant firm shall, as part of their proposal, submit a written Authorization Letter in the given format in RfP from the Managing Partner of Applicant Firm if the signatory is other than the Managing Partner.
- iv. The proposal shall be submitted by **Registered Post / Speed Post / Private Courier or else may be put in the drop box placed at Tax Cell of HO** within the stipulated time and date and place specified in the data sheet.
- v. Clarifications, if any, in respect of this RfP can be obtained from GM (Fin) - Tax, through e-mail: [rkpanda@odishamining.in](mailto:rkpanda@odishamining.in). The responses to applicant firm's queries/ clarifications raised will be furnished as expeditiously as possible. Any



modification of the RfP Document, which may become necessary as a result of the applicant firms query, shall be uploaded in the Corporation's website ([www.omcltd.in](http://www.omcltd.in)) through the issue of an Addendum/ Amendment.

### **3.9. Pre-Proposal Queries:**

Applicant firms are requested to forward their queries by e-mail to [rkpanda@odishamining.in](mailto:rkpanda@odishamining.in) / [gmohanty@odishamining.in](mailto:gmohanty@odishamining.in) on or before 25/06/2024.

### **3.10. Validity of the RfP:**

RFP proposals submitted by applicant firm shall remain valid for a minimum period of 120 days from the date of opening of the Proposal. Applicant firms without the consent in writing of OMC, shall not be entitled during the said period of 120 days, to revoke or cancel their proposal or to vary the proposal given or any term thereof.

### **3.11. GENERAL TERMS & CONDITIONS**

- i. Submission of a proposal by an applicant firm shall mean that they have read this notice and RfP documents and is aware of the scope of work and terms and conditions of the work to be done that may be required by the firm in carrying out the work, laws and by laws of the Government, OMC and other factors bearing influence on the execution of the service so proposed.
- ii. Applicant firm shall ensure that, there should not be any conflict of interest for their carrying out this assignment.
- iii. Applicant firm shall not be under liquidation, court receivership or similar proceedings.
- iv. RfP documents shall at all times remain the exclusive property of OMC Ltd.
- v. The Proposal should be complete in all respect and must be accompanied with required documents, failing which proposal shall be considered as non-responsive and may be liable for rejection
- vi. OMC shall not be responsible for any expense incurred by applicant firms in connection with the preparation and delivery of their proposals, site visit, participating in the discussion and other expenses incurred during the RfP process.
- vii. OMC reserves the right to accept or reject any proposal and to annul the RfP

process and reject all proposals at any time prior to or award of assignment without assigning any reason whatsoever, without thereby incurring any liability to the affected applicant firm or applicant firms or without any obligation to inform the affected applicant firm or applicant firms of the grounds or the reasons for the said action.

viii. Canvassing in any form by the applicant firm or by any other agency on their behalf may lead to disqualification of their proposal.

ix. In case any applicant firm is found to be involved in any cartel formation, its proposal will not be considered for evaluation/placement of order. Such applicant firm will be debarred from participation in future.

x. The applicant firm shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.

xi. The proposal(s) received after proposal submission due date and time shall not be considered and out rightly liable for rejection.

xii. OMC reserves the right to cancel / alter the RfP requirement without assigning any reasons thereof.

xiii. Competent Authority reserves the right to open or not to open any or all proposal documents without assigning any reason thereof.

#### **4. SCOPE OF WORK OF TAX CONSULTANTS:**

The applicant firms should have clear understanding of the current work culture and work flow of OMC with respect to Accounting and Taxation.

Scope of work includes the following, but not limited:

- a. To advise/give written opinions relating to Income Tax matters (Corporate/Personal/Trusts) referred from time to time as per the requirement of the Corporation.
- b. To keep aware of the Management, up to date amendments made to the Income Tax Act and to compute advance tax/ self-assessment tax/any other tax liability of each Financial Year / Assessment Year.
- c. To prepare and filing of returns/forms required in Income Tax Act.
- d. To assist in tax related accounting e.g. Current Tax, Deferred Tax, MAT,

Interest and others.

- e. To reconcile the GL codes of the Corporation in SAP System with Income Tax Authority with respect to TDS, TCS, Advance Tax, demand, refund due, etc. time to time and submit a report for necessary adjustment/ rectification in accounts and take up the matter with the Income Tax Authority if any discrepancy found.
- f. To prepare submissions/ replies for assessment proceedings, appellate proceedings and any other income tax related proceedings/notices/letters/summons etc.
- g. To prepare grounds of appeal, Fact of the case, Paper Book, etc., facilitate and file appeals before CIT (A) / ITAT/ High Court/Supreme Court.
- h. To represent/attend before AO/ CIT (A)/ITAT for hearing proceedings and to meet CIT and CCIT on behalf of the Corporation relating to any Income Tax matter/ Advance Tax/ enquiry / liaison as and when required along with preparation of grounds of appeal, Fact of the case, Paper Book, etc.
- i. To assist the appointed advocate/representative of the Corporation in appeal matters before Hon'ble ITAT/ High Court/ Supreme Court.
- j. To examine any order/communication received from Income Tax Department and advice further course of action.
- k. To follow-up with Income Tax Department for any refunds due/ TDS claims.
- l. To update about relevant changes/amendments/ case laws/ judgments in the Income Tax Act & Rules and Finance Act from time to time (more specifically having implications on OMC) regularly through mail.
- m. To arrange for any Income Tax Clearance/Exemption Certificate, as and when required.
- n. To provide consultancy services in any other work related to Income Tax.
- o. To submit a quarterly report of pending income tax disputes at the end of each quarter period with necessary comments regarding status, merit and expected date of disposal in cases pending at different forums to be submitted to the Higher Management of OMC. The report inter alia needs to elucidate pending appeals/ benefits (u/s 251/254)/ rectification (u/s 154)/ assessment proceeding (143(1)/157) and stay order for each of Assessment Years.
- p. To ensure correct computation of interest, refund and receipt of correct appeal effect benefits within 30 days of receipts of the Appeal Orders of CIT (A)/ ITAT or filling of rectification. For old cases, wherever a lapse is detected at a later

stage rectification petition to be filed within a maximum period of 15 days of communication of such lapses as per the requirement.

### 5. Eligibility Criteria:

The applicant firm must possess the following eligibility criteria and to this effect must produce supportive documents for the following along with the other documents/information as specified below:

Sl. No.	Eligibility Criteria	Documents to be furnished along with the pre-qualification proposal
1.	The applicant firm must be registered with The Institute of Chartered Accountants of India having certificate of practice.	Self-attested copy of Certificate for practice / Registration certificate of Firm and Constitution Certificate of the firm if any.
2.	The applicant firm should have its head office (HO) in Odisha and the HO / Branch Office in Bhubaneswar / Cuttack	Copy of Registered Certificate indicating the HO/Branch Office's location and address issued by respective institutes as on 31/03/2024
3.	The applicant firm should have minimum <b>10 years' experience</b> in Corporate Sector (Ref Clause No.7.2 Note1) in the field of Income Tax Consultancy Services and must have 10 years' experience in appearance/representation before appropriate forum up to the level of Income Tax Appellate Tribunal (ITAT). The Annual Average Turnover of the Corporate Assessee not be less than the Rs. 50.00 Crore in last three Financial Years i.e. 2020-21, 2021-22 and 2022-23.	In support of minimum 10 years' experience in the field of income tax Consultancy services, the applicant firm is required to furnish appellate orders passed by ITAT mentioning the name of the partner in the list of persons attended on behalf of appellant for a Corporate Assessee and letter from Corporate client(s) in support of 10 years' experience as per Criteria- 1 & 2 of <b>FORM-E</b> . Details to be furnished in <b>FORM-E</b> with copies of concerned work orders/ certificates of performance from the clients.

4.	The average annual turnover of last three financial years of the applicant firm i.e. 2020-21, 2021-22 and 2022-23 should not be less than Rs. 50 Lakh (Rupees Fifty lakh).	Details to be furnished in <b>FORM-I</b> with copies of audited Balance Sheet / statement of Profit & Loss for the given periods.
5.	The eligible firm should be a partnership firm having at least 4 (four) partners as on 31.03.2024 and two at least Fellow members.	Details to be furnished in Form –D with self-attested copies of membership certificates.

In addition to the above the applicant firms have to furnish the following documents along with the RfP:

- Covering letter (FORM-A)
- Anti-collusion Certificate (FORM-B)

## 6. Selection Process:

Technical proposal of eligible applicant firms shall be evaluated. The scoring pattern for technical proposals shall be as follows:

**6.1** The various parameters for Technical evaluation shall be as per the following:

Sl. No.	Criteria	Maximum Marks	Supporting documents required to be furnished along with this form
1	No. of years of experience of the firm in different quasi judicial forums of Income Tax (up to ITAT Level):	<b>15</b>	Firm constitution certificate of CA institute & the copy of orders passed by

	At least 10 years -10 marks, For every additional 1 years -1 mark subject to maximum of 15 marks.		different quasi judicial forums of Income Tax upto ITAT Level in the name of the firm or partner.
2	Average Turnover of the CA Firm in last three Financial Years 2020-21, 2021-22 and 2022-23: Turnover of Rs.50 lakh - 5 marks and for every additional turnover of Rs.10 lakh 1 mark subject to maximum of 15 marks.	15	Copies of Income Tax Return along with Audited Balance Sheets and statement of profit and loss for the financial years 2020-21, 2021-22 and 2022-23.
3	No. of FCA Partners –Two fellow members-5 Marks and for each additional partner 2.5 marks maximum 15 marks	15	Firm constitution certificate from respective institute
4	No. of ACA Partners @1.5 marks for each partner	15	Firm constitution certificate from respective institute
5	<b>Number of Staff:</b>		
(i)	Qualified (CA): – 1 Mark per qualified CA	5	Certificate of CA Institute and self-certification by the firm.
(ii)	Semi Qualified ( Inter CA ): At least 2 Staff - 2 Marks For each additional staff.5 mark upto maximum of 5 marks	5	Certificate of CA Institute and self-certification by the firm.
(iii)	Other Staff: 5 to 10 staff - 2 Marks > 10 staff - 5 Marks	5	Self-declaration by the firm.

7.1	<p>Corporate Assessee (PSU) Turn Over of more than Rs.50 Crore in which the Firm is dealing with Income Tax matters in Last 3 Years (2020-21, 2021-22 and 2022-23):</p> <p>1 to 2 nos. of Corporate sector as Income Tax consultant - 4 Marks</p> <p>3 to 4 nos. - 6 Marks</p> <p>5 to 6 nos. - 8 Marks</p> <p>7 to 8 nos. - 10 Marks</p> <p>9 to 14 nos. - 12 Marks</p> <p>15 and above - 15 Marks</p>	15	Copies of Mandate/letter of engagement and certificate of completion issued by the organization. Copies of the Auditors' Report, Balance Sheet, P&L Statements of the entities for the respective financial years duly self-attested by a partner of the CA Firm.
7.2	<p>Corporate Assessee (other than PSU) Turn Over of more than Rs.50 Crore in which the Firm is dealing with Income Tax matters in Last 3 Years (2020-21, 2021-22 and 2022-23):</p> <p>1 to 4 nos. of Corporate sector Income Tax consultant - 3 Marks</p> <p>5 to 7 nos. - 5 Marks</p> <p>8 to 10 nos. - 7 Marks</p> <p>11 to 14 nos. - 9 Marks</p> <p>15 and above - 10 Marks</p>	10	Copies of Mandate/letter of engagement and certificate of completion issued by the organization. Copies of the Auditors' Report, Balance Sheet, P&L Statements of the entities for the respective financial years duly self-attested by a partner of the CA Firm.
	<b>Total</b>	<b>100</b>	

A firm has to secure at least 50 % of marks out of 100 in Technical proposal to qualify for formal discussion with the management for selection of Income Tax Consultants. However, securing 50% marks do not confer any right of the firm to get selected for the assignment. The Management reserves the right to invite the eligible firms for an interface with the Committee securing above 50 marks. 60% weightage shall be given for scores in the technical proposal and 40% scores for interface with the committee in form of presentation.

**Note:**

**1. Corporate Sector:** Corporate Sector means a Company registered under Companies Act, 1956 /2013.

2. The experience of the Individual Partner will not be considered. Only the experience of the Applicant Firm shall be considered.
3. In case of merger, the experience of the old firms whose majority partners are also partners in the new firm shall only be considered along with the experience of the new firm.

#### **7. Making and submission of Proposal:**

All documents of the proposal shall be signed by the Partner / Authorized Person having valid authorization letter at the time of proposal submission. Any consequences resulting due to such signing shall be binding on the applicant firm. The applicant firm shall submit proposal as per details below:

- a. The proposal documents shall be submitted by **Registered Post / Speed Post / Private Courier or else may be put in the drop box placed at Tax Cell of HO** within the stipulated time and date and place specified in the data sheet of the RfP. The envelope containing the proposal shall be super scribed with "Proposal for Appointment of Income Tax Consultants for OMC Limited".
- b. Proposal documents received after stipulated time line specified in the data sheet of the RfP shall not be considered and out rightly liable for rejection.
- c. The Proposal documents containing the following must be bound, indexed, completely page numbered and arranged in the order:
  - i. Covering letter of proposal on Applicant firm's letter head as per **Form-A** of the RfP.
  - ii. Anti-Collusion Certificate in **Form-B** of the RfP.
  - iii. Applicant firm General Information as per **Form - C** of the RfP. In case Applicant firm is a partnership firm, certified copy of the partnership deed and Registration Certificate to be provided.
  - iv. Documents / information relating to relevant qualification and experience of eligible partners, employees, staffs, etc. to be submitted as per **Form-D** of the RfP.
  - v. Documents / information relating to experience of applicant firm to be submitted as per **Form-E** of the RfP.
  - vi. Applicant firm's Bank Account details as per **Form-F** of the RfP.
  - vii. Undertaking for compliance to RFP requirement as per **Form-G** of the RfP.
  - viii. Letter of Authorization, wherever applicable, in favor of signatory(ies) of the proposal as per **Form-H** of the RfP.



- ix. Average audited annual turnover of last three financial years of the applicant firm i.e. 2020-21, 2021-22 and 2022-23 in **Form-I** of the RfP.
- x. The RfP document and subsequent Amendments / Addendums to the RfP document duly signed and stamped by the applicant firm in token of having received and read all parts of the RfP document and having accepted and considered the same in preparing and submitting the proposal.
- xi. Any other information required in the RfP Documents or considered relevant by the applicant firm.
- xii. All documents furnished by the applicant firm as per the requirement of Technical Proposal Evaluation Criteria shall be duly signed and stamped by the applicant firm or authorized signatory of applicant firm.

**8. Opening of the RfP Proposal:**

OMC will open the proposals to the RFP in the presence of applicant firms' designated representatives at date and time as stipulated in the Data Sheet, but their absence shall not debar the opening of the proposal. The applicant firm's representatives who are present shall sign Proposal-opening statement evidencing their attendance. Applicant firm's names and any other such details as OMC may consider appropriate will be announced by OMC.

**9. Evaluation of Proposals to RfP:**

- a.No stipulation, deviation, counter terms and conditions, presumptions, basis etc. shall be stipulated in the proposal. Any conditions, if stipulated, shall be treated as null and void and may render the proposal liable for rejection.
- b.OMC, if necessary, will obtain clarifications on the RfP by requesting for such information / clarifications from any or all applicant firms, either in writing or through personal contact. All responses shall be in writing only.
- c. OMC reserve the right to assess applicant firm's capability and capacity to execute the work using in-house information including considering other aspects such as concurrent commitments, past performance, inquiries etc.

**10. Interaction / Interface:**

The eligible applicant firms will be called for personal Interaction / Interface on a date which will be intimated by e-mail.

**11. Final Evaluation & Selection:**

- a. After completion of personal Interaction / Interface process final marks will be awarded to the firms.
- b. A final selection will be made as mentioned in Clause 6 'Selection Process'.

**12. Award of Assignment:**

OMC will notify the successful applicant firm in writing for finalizing the empanelment and assignment conditions and communicate the same through Courier/Fax/e-mail as per details given by Applicant firm. The successful applicant firms will be requested to accept the appointment letter if any, in writing and communicate the same to OMC within 7 days of the intimation. After acceptance of the assignment, no variation or modification of the terms of the engagement shall be made except by written amendment signed by the parties. The selected applicant firms have to start the work within 7 days or within such time as intimated by OMC from the date of award of the contract.

**13. Legal Jurisdiction:**

All legal disputes are subject to the jurisdiction of civil court of Bhubaneswar only.

**14. Confidentiality:**

Undue use of any confidential information related to the process by any of the applicant firm may result in rejection of the proposal. Confidential Information shall mean and include any and all 'confidential' or 'proprietary' information furnished in whatever form or medium or disclosed verbally or otherwise by the OMC to the applicant firm and not limited to, financial data, personal statistics, and plans whether or not marked as confidential or proprietary.

**15. Period of Assignment:**

Initially the period of assignment will be for a period of one year, but the Management of OMC reserves the right to extend the assignment for further period of one year each subject to a maximum period of five years in total on the basis of the performance of the firm.

**16. Terms of Payment:**

- i. Payment shall be released against submission of Tax Invoice.
- ii. The payment towards fees will be made on monthly basis on receipt of Tax Invoice, after successful rendering of service during the respective month as per corporations approved scheduled rates annexed as **Form- J**.
- iii. Applicable TDS under Income Tax Act / GST Act shall be deducted and necessary Certificates will be issued to the Firm as per the applicable Act.

**17. Termination of Engagement.**

**A. Termination for Default:** OMC / Designated Authority may, without prejudice, to any other remedy for breach of agreement, by serving 30 days prior written notice of default sent to the Firm, terminate the work in whole without assigning any reason if:

- i. The qualified firm fails to deliver any or all of the obligations within the time period(s) specified in the scope of work, or any extension thereof granted by OMC or Authority Designated in this behalf.
  - ii. The qualified firm fails to perform any other obligation(s) under the assignment.
  - iii. If the firm is in material breach of the representations and warranties contained in this assignment.
  - iv. Termination for Insolvency, Dissolution etc.: OMC/Designated Authority may at any time terminate the assignment in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or affect any right of action or remedy.
  - v. If the selected firm fails to start the work within 7 days or within the time stipulated by OMC from date of allotment of the work / assignment without intimating the reason of delay of work to the client, then the contract may be cancelled and the said work will be allotted to the other subsequent merit hold firm.
- B.** Upon termination of this assignment, OMC shall have the right to enter into an agreement with any third party.

**18. Proposal Forms**

**Form-A**

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

**Covering letter for submission of offer**

TO

GM (Finance)

OMC Limited, Bhubaneswar

Our Ref: \_\_\_\_\_ Dated \_\_\_\_\_

**SUBJECT:** Appointment of Income Tax Consultants in OMC Limited

Dear Sir,

Please find herewith our offer in line with requirement of OMC RfP document. We confirm that:

- 1 Offer is in complete compliance with requirements of RfP Document and there is no deviation in the proposal.
- 2 We understand that any deviation in the proposal shall render our offer liable for rejection.
- 3 Our offer shall remain valid for a period of 120 days from the date of opening of proposal.

We declare that the statement made and the information provided in our offer is true and correct in all respects. In case, it is found that the information/ documents provided by us are incorrect / false, our application shall be rejected by OMC without any reference to us.

Thanking you,

Yours sincerely,

(Signature of Partner)

Full Name:

Designation:

Applicant firm's official Seal

**FORM –B**

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

**Anti-Collusion Certificate**

We certify that, this proposal is made in good faith and that we have not fixed or adjusted the proposal by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not taken, and we will also not take any activities as state below:

1. Enter into any agreement or arrangement with any person / Firms that they shall restrain from Participation, that they shall withdraw the proposal once offered or amend the contents of any proposal to be submitted.
2. Pay, give or offer to pay or give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other proposal or proposed proposal or the work.

(Signature of Partner)

Full Name:

Designation:

Applicant firm's official Seal

**Form-C**

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

**Applicant firm's general information**

1 Applicant firm's Name:

\_\_\_\_\_

2 Date of Birth / registration / incorporation: \_\_\_\_\_

3 Address of registered office:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4 Address of Local Office in Bhubaneswar / Cuttack:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5 Telephone No. \_\_\_\_\_

6 E-mail address \_\_\_\_\_

7 Website \_\_\_\_\_

8 Fax number \_\_\_\_\_

9 CA firm registration number \_\_\_\_\_

10 GST registration no. \_\_\_\_\_

11 Permanent Account Number PAN \_\_\_\_\_

(Signature of Partner)

Full Name:

Designation:

Applicant firm's official Seal

Note: The self-attested copies of documents at Sl. No. 2, 9, 10 and 11 to be attached.

## Form-D

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

### Details of Eligible Partners and any other qualified professional(s) and staff, if any

#### 1. Partners:

Sl. No.	Name & Designation	DOB & Age (as on 31.03.2024)	Qualification	Membership no. & Date of Registration as FCA/ACA	Relevant Experience in Income Tax matters

#### 2. Qualified professional:

Sl. No.	Name & Designation	DOB & Age (as on 31.03.2024)	Qualification	Membership no. & Date of Registration as FCA/ACA	Relevant Experience in Income Tax matters

#### 1. Semi-Qualified Staff:

Sl. No.	Name & Designation	DOB & Age (as on 31.03.2024)	Qualification (Inter CA)	Relevant Experience in Income Tax matters

#### 4. Other Staff

Sl. No.	Name & Designation	DOB & Age (as on 31.03.2024)	Qualification	Relevant Experience in Income Tax matters

(Signature of Partner)

Full Name:

Designation:

Applicant firm's official Seal

Note:

1. Applicant firms are required to furnish the complete and correct information for evaluation of their proposals. If any information furnished is found to be false/misleading/ incomplete, the same shall be considered as adequate ground for rejection of the proposals.
2. Applicant firms are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. OMC reserves the right to seek additional information or ask for supporting documents from applicant firms for verifying/ evaluating their credentials whenever required.
3. Proper proof MUST be provided to support minimum 10 years of experience of eligible Partners / Qualified Professionals dealing with income tax matter as per Clause 5 'Eligibility Criteria' of RFP document.



## Form-E

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

Relevant experience of the Consultant in Income Tax for the purpose of evaluation

### Criteria 1:

Sl. No.	Name of Corporate Clients and Address	Details of favourable orders obtained for the clients	Income Tax Authority by whom the order passed

### Criteria 2:

Sl. No.	Name of Corporate Clients with Turnover of more than Rs.50 Crore	Address & Contact details	Scope of Work	Period of Service rendered.	Assignment letter for the year ended 31/03/2024

(Signature of Partner)

Full Name:

Designation:

Applicant firm's official Seal

Notes:

Applicant firm to submit copies of the appellate orders for Criteria-1 and letter from client for Criteria-2.

**Form-F**  
**E-Payment Form**  
**Bank account particulars**

1. Applicant firm's name
2. Address of applicant firm
3. Particulars of bank account
4. Name of the bank
5. Branch code
6. Address of the bank branch
7. Type of account (SB, Current, Credit)
8. Account number
9. Bank's IFSC code for RTGS/NEFT

I hereby declare that the particulars given above are correct and complete and accord our consent for receiving payment through electronic mechanism. I also undertake to intimate the changes, if any, in bank account details in future and OMC will not be held responsible for non-payment / delay due to above change in bank details and also due to technical reasons beyond its control.

( \_\_\_\_\_ )

Signature of the authorized signatory(ies) &  
Designation

Place:

Date:

Official seal of the applicant firm

**BANK CERTIFICATION**

Certified that the particulars furnished above are correct as per our records

Bank's Stamp

Place:

Date:

Stamp & Signature of the authorized official of the bank

**Form-G**  
**Undertaking**

We hereby confirmed that all the documents submitted in this proposal are authentic, genuine copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our proposal complies with the total requirements/ terms and conditions of the RFP Document and subsequent addendum/corrigendum (if any), issued by OMC, without any deviation/ exception/ comments/ assumptions.

We hereby confirm that, we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'.

We hereby confirm that, any Partner / Director of the entity have not been convicted in any disciplinary proceedings / criminal case by regulatory authority(ies)/ court in connection with professional work.

We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / OMC Limited.

We also confirm that the contents of this proposal have not been modified or altered by us. We agree that if any such acts, noticed in future, our proposal may be rejected / terminated.

We hereby confirm that we have gone through and understood the RFP Document and that, our proposal has been prepared accordingly in compliance with the requirement stipulated in the said documents.

We are submitting Master Index of RFP Document as part of our proposal duly signed and stamped on each page in token of our acceptance and as a part of the Contract in the event of award of Contract to us.

Stamp and signature of applicant firm: \_\_\_\_\_

Name of applicant firm: \_\_\_\_\_

NOTE: To be stamped and signed by the authorized signatory on letterhead of applicant firm.

**Form-H**  
**Letter of Authorization**

(TO BE SUBMITTED ON APPLICANT FIRM'S OWN LETTER HEAD)

To  
OMC Limited

**SUBJECT:** Appointment of Income Tax Consultants in OMC Limited

Dear Sir,

We \_\_\_\_\_ hereby authorize following representative(s) to sign all Proposal/Proposal documents / attend Proposal opening against your RfP Document No. \_\_\_\_\_

Name & Designation \_\_\_\_\_

Signature \_\_\_\_\_

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

(Applicant firm)

**NOTES:**

- a) This letter of authority should be on the letterhead of the applicant firm and should be signed by a person competent and having the power of attorney to bind the applicant firm.
- b) Not more than one person is permitted to attend proposal opening.
- c) Applicant firm's authorized executive is required to carry this authority letter while attending the RFP proposal opening and submit the same to OMC. Representatives should carry their id proof.

**FORM – I**

**Financial Turnover of the applicant firm during last three Financial Years**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turn Over in INR</b>
<b>1</b>	<b>2020-21</b>	
<b>2</b>	<b>2021-22</b>	
<b>3</b>	<b>2022-23</b>	
<b>Average Audited Annual Turnover for the last three Financial Years (INR)</b>		

**Authorized Signatory**

***[In full initials and Seal]:***

**Name of the Firms:**

***(Please provide the copies of the IT Return, Audited Balance Sheet and Profit Loss Statement for the corresponding period along with the proposal).***

**Form J**  
**Approved Fee Structure**

Sl. No	Particulars of work	Fees to be paid in (Rs.)
1	Appearance fee (Inside State)	3,025.00
2	Appearance fee (Outside State).	7,260.00
3	Assessment Fee (starting from filing of return till Assessment order passed including the confirmation as regards the computation of interest/ refund adjustment and filing of rectification application if required).	72,600.00
4	Opinion Fee depending upon the complexity and amount involvement.	3,025.00 to 7,260.00
5	1st Appeal (CIT(A)): Drafting / conferencing / written submission/ expenses incurred for filing appeal/ preparation of paper book / filling of appeal in form 35 with grounds of appeals till disposal of case. This includes the passing of order u/s 251 and its confirmation, as regards the computation of interest/ refund adjustment and filing of rectification application if required.	36,300.00
6	2nd Appeal (ITAT): Drafting / conferencing / written submission/ expenses incurred for filing appeal/ preparation of paper book / filling of appeal in form 36 with grounds of appeals till disposal of case. This includes the passing of order u/s 254 and its confirmation, as regards the computation of interest/ refund adjustment and filing of rectification application if any required.	60,500.00
7	Re-assessment proceedings till finalisation of order and giving effect to such order.	30,250.00
8	Reimbursement of out of pocket expenses (once) on completion of assessment of each year.	7,260.00
9	Reimbursement of out of pocket expenses (once) for filling appeal before ITAT & only after hearing and issue of final order by the ITAT on the basis of assessment year.	15,125.00
10	Transport charges to attend ITAT/ High Court, Cuttack (if the office of the consultant is out of Cuttack).	1,815.00
11	Transport charges to attend OMC office at Bhubaneswar for attending conference/meeting/ appearing before IT Authorities at Bhubaneswar (if the office of the consultant is out of Bhubaneswar).	1,815.00
12	Fees for filling / uploading of Income Tax Return, preparing of computation in line with Ind AS & ICDS and preparing of deferred tax computation	15,125.00
13	Fees for verification and vetting of Quarterly Advance Tax Computation	3,025.00

