



**STATE INFRASTRUCTURE & INDUSTRIAL DEVELOPMENT
CORPORATION OF UTTARAKHAND LTD.**

29, IIE, Sahastradhara Road (IT Park), Dehradun

Phone No. 0135 – 2708100

Fax No. 0135 – 2708109 Web site : www.siidcul.com

NIT No. 82/SIIDCUL/2022

Date.23.07.2022

Expression of Interest (EoI) for Empanelment of Chartered Accountants Firms for Internal/Tax Audits, Taxation and other related works of SIIDCUL.

SIIDCUL a Government of Uttarakhand Enterprise, invites proposals from eligible Applicants for Empanelment of Chartered Accountants Firms for Internal Audit, Taxation and other related works of the SIIDCUL. The detailed job requirements, eligibility, other terms and conditions for submission and evaluation of bids is provided in the EOI document. The EOI document can be downloaded from www.siidcul.com. Applicants are required to submit duly filled Proposal as per the prescribed formats on or before 30/07/2022 by 3:00 PM. SIIDCUL reserves the right to accept or reject bid process without assigning any reasons thereof.

Sd/- Managing Director

EXPRESSION OF INTEREST(EOI) FOR

Empanelment of Chartered Accountants Firms
for Internal Audit, Taxation and other related works of SIIDCUL Dehradun

23rd July, 2022

Schedule

Period of availability of Eoi document: **Dt. 23.07.2022 to Dt. 30.07.2022**

(Downloadable from website : www.siidcul.com)

Last date for receipt of Eoi: **Dt. 30.07. 2022 by 3 P.M.**

(Through Speed / registered post, Courier or in person)

Place of submission of Eoi :

**MD SIIDCUL,
SIIDCUL DEHRADUN,
29, IIE Sahastradhara Road (IT Park) Dehradun (Uttarakhand) – 248001**

Date and Time of Eoi opening: **Dt 30.07.2022 at 4:00 P.M.**

For further information:
**AGM-Accounts,
SIIDCUL DEHRADUN
+91 705 551 5666**

SIIDCUL –An introduction

SIIDCUL, which is a Government of Uttarakhand Enterprise was incorporated as a Limited Company in the year 2002 with an authorized share capital of Rs. 50 Crores by Government of Uttarakhand. It was established primarily with an objective of providing overall industrial development of the state by developing necessary infrastructure and industrial in the state of Uttarakhand directly or through special purpose vehicles, investments assisted companies etc.

Assignment Objective

In order to enhance the operational efficiency and assisting SIIDCUL, the Company wishes to empanel local Chartered Accountants Firms (CA Firm) for a period of 5 years for its Internal Audit, Tax Audit, Taxation and other related work. SIIDCUL shall select the Chartered Accountant Firm from the empaneled list. The selected Chartered Accountant Firm (CA Firm) will be appointed initially for a period of 1(one) year and may be renewed for a further period based on performance and on mutually agreed terms and conditions.

Scope of Services

An indicative list of services which would be expected to be offered by the empaneled CA Firm are as follows:

- i. To prepare and finalize Books of Accounts of the Company as required under the Companies Act,2013 and the Rules made there under including areas of Internal Finance Control and Income Tax Act.
- ii. Verification of the Cash Book and Bank book on monthly basis.
- iii. To prepare quarterly receipt and payment statement to be placed before the Board.
- iv. Preparation of the Details, Verification of accuracy of TDS deduction and returns filed in prescribed forms with tax authorities, Return Filing of TDS/TCS.
- v. To ensure proper tax compliances like direct tax, indirect tax, GST, Tax Planning, filing of various returns/ reports from time to time under the statutes as applicable to the company.
- vi. All financial day to day transactions to be pre-Audited. To verify daily report submitted by operators.
- vii. To give advice/suggestion for the deposit of Advance Tax to avoid penalty.
- viii. Internal Audit to be done on a daily basis during office hour and to provide assistance on requirement basis by deputing a qualified personnel/professional
- ix. To prepare Quarterly Internal Audit Report for Audit Committee/BOD meeting.
- x. Statutory Compliance like EPF, TDS, VAT, TCS etc.
- xi. Training and Guidance to the Staff in the area of Taxation matter related to

SIIDCUL.

- xii. To appear before the Income Tax Authorities in the matters relating to Income Tax / TDS & TCS
- xiii. To make compliances to the notices received by SIIDCUL in all matters relating to the Income tax / TDS / TCS/VAT/GST including the assessment /reassessment proceedings.
- xiv. To advise the Board of Directors and Management in the matter of Income Tax and other tax related matters including GST.
- xv. To File and appear before the appellate authorities in all matters relating to Income Tax and other tax related matters including GST.

Eligibility Criteria

Chartered Accountants Firms (CA Firms) fulfilling the following eligible criteria as listed below shall be empaneled with SIIDCUL.

- a) The CA (Chartered Accountants) Firm should be a Partnership Practicing Firm of Chartered Accountants registered with ICAI.
- b) The CA Firms should be in Practice for a period of 5 Years or more and empaneled with C&AG of India for the Financial Year 2021-22 (as per the latest Certificate of ICAI as on date of Expression of Interest & C&AG empanelment letter)
- c) Have at least 2 (two) fulltime FCA partners who are associated with the firm for more than 3 (three) years.
- d) Have average professional fees of Rs.15 (Fifteen) Lakhs or above in the last 3 financial years 2019-20, 2020-21 & 2021-22 (Financial statements & ITRs to be submitted).
- e) Have Head Office at Dehradun. Proof as approved by the ICAI must be produced.

1. Submission Requirement

To be eligible for Empanelment, the applicants fulfilling the above eligibility criteria shall provide satisfactory evidence to SIIDCUL of their eligibility. In addition, all applications submitted along with covering letter (Format given at **Annexure-1**) shall include the following information:

- Letter of Expression of Interest including details of the firm (supported by Partnership Agreement and Registration Certificate issued by Institute of Chartered Accountants of India and other incorporation document).
 - Name of Firm
 - Year of establishment
 - Address and contact details
 - Address and contact details of Head Office & Branch Office(s), if any
 - Proof of C&AG Empanelment.
 - Details of Contact person(s)

- **Details of Full Time Partners of the Firm containing following information:**
 - Name of Partner
 - Address and Contact details of each Partner
 - Educational Qualification
 - Specialization in professional experience
 - ICAI Membership no. and its category like FCA/ACA (supported by its details reflected in the firm status as on the date of Expression of Interest)
 - Average Annual Turnover of the Firm for last 3 financial years 2019-2020, 2020-2021 and 2021-22 (supported by Accounts Statement/ Annual ITRs) as per **Annexure-2**
 - Name of major clients in Uttarakhand, others states and nature of services provided /assignments undertaken by the Firm as per **Annexure-3**
 - All documents should be self-signed & sealed

2. Submission of Eol-Packing, Sealing and Marking

An applicant is required to submit only **one Eol**.

The Eol must be submitted in sealed envelopes, along with applicant's name and address in the left hand corner of the envelopes and super scribed therein in-

“Expression of Interest for Empanelment of Chartered Accountants Firms for providing Internal Audit, Tax Audit, Taxation and other related works to SIIDCUL”.

The Eol envelop shall be addressed to MD, SIIDCUL, at the following address:

MD SIIDCUL,
SIIDCUL Dehradun,
29, IIE Sahastradhara Road (IT Park)
Dehradun (Uttarakhand) – 248001

3. Eol Submission Date

Eol submitted in all respect must reach SIIDCUL at the specified address on or before Dt.30.07.2022 by 3 P.M. through Speed / Regd. Post, Courier or in person.

4. Late Submission:

Eol received after the deadline for submission prescribed by SIIDCUL will be rejected.

5. Modifications and Withdrawal of Eol

No modifications to the Eol shall be allowed once it is received by SIIDCUL,

6. Clarification:

Every applicant shall be responsible for providing all information as required in this Eol document. For evaluating the Eol of the applicant, SIIDCUL may ask any further information, clarification or document from the applicant. Details of clarifications, information or additional documents, if any, required from applicant, shall be in written form and will be communicated to the applicant by SIIDCUL. The applicant will be responsible to submit the information, as requested, within a stipulated time mentioned in the clarification letter. In case of non-submission of such information/clarification/document, SIIDCUL will evaluate the Eol based on the available records/documents and as per the terms of this Eol documents. SIIDCUL reserves the right to accept or reject any application and to annul whole process without assigning any reason whatsoever.

7. Procedure for the award of work shall be as follows:-

- On the basis of application received from the CA Firms, SIIDCUL shall evaluate the applications and prepare a list of eligible Chartered Accountants firms, who shall be empaneled with SIIDCUL. The selected firms shall be intimated about their selection through a written intimation.
- SIIDCUL will communicate through a written intimation to the selected firm from and among the empaneled firms along with detailed scope of services and period of engagement and invite quotations for the same.
- On receipt of the written consent and the quotation from the said selected firms, the work shall be awarded on L1 basis.
- However, the empanelled firms shall continue to be empanelled for a period of five years so that their services can be availed by SIIDCUL for any other work if it is needed in future.

8. Final decision-making authority:

The MD SIIDCUL reserves the right to accept or reject any application; and/or to annul the process and reject all applications at any time without assigning any reason whatsoever and without thereby incurring any liability to the affected applicant and/or without informing the applicants of the grounds for the SIIDCUL's action.

9. Period of Empanelment:

The empanelment would be for a period of 5 (Five) years and can be extended by SIIDCUL at its own discretion. Notwithstanding anything contained in the EoI document, SIIDCUL would have sole irrevocable right to terminate the empanelment and /or increase the number of such empanelment and /or issue fresh invitation for similar empanelment at any reason.

10. Termination of Empanelment:

If in the review of SIIDCUL the performance of a Firm is not satisfactory, or if in its view the Firm has failed to safeguard the interest of SIIDCUL, the Managing Director or any other official of SIIDCUL Authorized by the Managing Director may at his sole discretion, terminate the engagement of the Firm with SIIDCUL by giving one month notice period. The MD SIIDCUL, in doing so, shall intimate the Firm in written termination letter. The decision of SIIDCUL in this matter shall be final and binding.

11. Jurisdiction

All disputes arising out of this appointment shall be subject to the jurisdiction of the appropriate court at Dehradun only and will be governed by the laws of Uttarakhand and India as the case may be.

12. Submission Check List:

- Letter of Expression of Interest including details of the firm (supported by Partnership Agreement and Registration Certificate issued by Institute of Chartered Accountants of India and other incorporation documents
 - Name of Firm;
 - Year of establishment
 - Address and contact details of Head Office;
 - Address and contact details of Branch Office(s), if any;
 - Proof of C&AG Empanelment
 - Details of Contact person(s) with contact Numbers

- Details of Full Time Partners of the Firms containing following information:
 - Name of Partner
 - Address and Contact details of each Partner
 - Educational Qualification
 - Specialization in professional experience
 - ICAI Membership no. and its category like FCA/ACA (supported by its details reflected in the firm status as on 01-07-2022)

- Average Annual Turnover of the Firm for last 3 years 2019-20, 2020-21 and 2021-22 (supported by Audited Accounts of the Firm)

- Name of major clients in Dehradun and nature of services provided by the Firm.

ANNEXURE-1

Covering Letter

(On the Letterhead of the applicant)

To

Date:_____

**The Managing Director, SIIDCUL
29, IIE- Sahastradhara Road (IT Park)
Dehradun, Uttarakhand-248001,**

SUB: SUBMISSION OF EOI FOR “EMPANELMENT OF CHARTERED ACCOUNTANTS FIRMS FOR PROVIDING INTERNAL AUDIT, TAXATION AND OTHER RELATED WORK TO SIIDCUL.

Madam/ Sir,

Having examined the EOI Document and application form including guidelines for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for our selection for **EMPANELMENT OF CHARTERED ACCOUNTANTS FIRMS FOR PROVIDING INTERNAL/TAX AUDIT, TAXATION AND OTHER RELATED WORK TO SIIDCUL DEHRADUN.**

We understand that SIIDCUL reserves the right to reject any application without assigning any reason thereof.

(Signature of Authorised Person)

Date:

(On letterhead of the firm)

Information of Applicants

Annexure - 1

(Part of Covering Letter)

Name of the Firm (In full):

Address:

Telephone No(s):

E-mail address:

Year of establishment:

(Enclose Certificate of Practice issued by ICAI)

C&AG Empanelment Details:

(Enclose copy of C&AG Empanelment)

Place of practice:

Contact Person:

No of Partners:

Names, Address and Contact Details of individual Partners to be given:

1. Name, Address and Contact Details:

Educational Qualifications:

ICAI Membership No. and its Category:

2. Name, Address and Contact Details:

Educational Qualifications:

ICAI Membership No. and its Category:

(Signature of Authorised Person)

Date:

(On letter head of the firm certifying the details)

Annexure - 2

Turnover

Annual Turnover for the last three financial years, 2019-20, 2020-21 & 2021-22 along with balance sheet for last three years.

<u>S.No</u>	<u>Year</u>	<u>Turnover in INR Lakhs</u>
1	2019-20	
2	2020-21	
3	2021-22	
Average Turnover		INR _____ Lakhs

(Signature of Authorised Person)

Date:

Note: It should be attested by Chartered Accountant not belonging to the applicant firm.

(On letter head of the firm)

Annexure - 3

Applicant's Experience of Relevant Assignments

1.	Client Name	
2.	Location	
3.	Start Date	
4.	End Date	
5.	Description of Actual Services Provided	
6.	Present Status of the Assignment	

Note: Separate forms for each Company/Client may be used. Copies of Assignment orders shall be attached along with the application.

(Signature of Authorised Person)

Date