



INFRASTRUCTURE DEVELOPMENT AUTHORITY

(A GOVT.OF BIHAR UNDERTAKING)

1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna.

Email md@idabihar.com Website-www.idabihar.com Phone/ 0612-2675933, 2675935 Fax: 0612-2675934

NOTICE INVITING QUOTATION FOR OBTAINING EXEMPTION CERTIFICATE U/S 197 OF INCOME TAX ACT,1961 ON BEHALF OF INFRASTRUCTURE DEVELOPMENT AUTHORITY FOR FY 2019-20

A ELIGIBILITY CRITERIA:

- 1) Practicing Firm/Company must have full fledged office at Patna, Bihar.
- 2) Practicing Firm/Company must have qualified personals amongst C.A/CWA. Preference shall be given to those Firms's /company possessing relevant work experience in field of Income Tax related work.
- 3) Copy of Membership certificate of the respective Professional Bodies, duly attested by the firm must be submitted.
- 4) Firm/ Company must be registered with their professional Bodies and a certificate from the respective Institute must be attached.

B. INDICATIVE SCOPE OF WORK

- 1) Short listed firms/LLP,s are required to obtain Certificate of exemption u/s 197 of the Income Tax Act, 1961 relating to deduction of tax at source of IDA Office for the financial year 2019-20
- 2) All other activities required for the above purpose under the provisions of the Act.
- 3) The Firms/LLPs will be required to perform all actions necessary to obtain exemption certificate u/s 197 of Income Tax Act, 1961.
- 4) Verification and reconciliation of all records pertaining to above work.
- 5) The above said scope is only indicative. Interested firms are expected to submit the enlarged scope of works at the time of their presentation.

The firms are requested to submit the quotation as per the enclosed prescribed bid document viz. (1) Part -1: Technical proposal & (2) Part-2 : Financial proposal in a seperate sealed cover and the envelops should be marked as "Exemption certificate IDA, 2019-20 PART-1" and "Exemption certificate IDA, 2019-20, PART-2 separately. These

two sealed envelopes shall then be kept in a third envelope and superscripted as "Exemption certificate IDA, 2019-20 which should be addressed to-

Managing Director, Infrastructure Development Authority, 1st Floor, Udyog Bhawan , East Gandhi Maidan, Patna-4 and shall also bear the name & address of the sender. The quotation should be submitted upto 09.07.19 till 5:00 P.M. as per the prescribed format available from the website of the Authority i.e. www.idabihar.com

It is to mention here that the scope is not exhaustive but indicative in nature. You are requested to fill up the Form-I which is the Technical proposal and Form-II as Financial proposal in A4 size paper covering all the points with due authentication. In addition to the Form-I all the supporting documents in evidence of the particulars stated in the Form-I has to be submitted with due authentication.

GENERAL INFORMATION -1

1. Interested CA/CWA Firm etc may apply in the stipulated Performa along with all the documents and a **demand Draft of Rs. 1000/- (one thousand rupees only) as a processing fee drawn in favour of Infrastructure development Authority, Payable at Patna towards the cost of processing fee (Non-refundable).** Interested firms shall also submit EMD of Rs. 5,000/- in favor of IDA at the time of submission of their proposal.
2. The fees shall be quoted in financial proposal as per Form-II only. Quotations not submitted as per 'Form-II' will be rejected.
3. Conditional quotations other than the conditions mentioned in the Quotation document will be liable for rejection.
4. The sealed Quotation should reach The Infrastructure Development Authority (IDA), Udyog Bhawan, 1st Floor East Gandhi Maidan, Patna-4 through Registered Post/Speed Post/Courier Service upto 09.07.19 till 5:00 p.m.
5. Quotations received after the schedule date and time shall not be considered.
6. The firm submitting Quotation is required to sign all pages of the Quotation Document .
7. After selection of the firms as per the procedures as above, they will be intimated in their registered address to accept the work as per the scope of the work and the date of commencement and completion of work in writing through registered letters, within seven days of receiving the offer letter they have to submit the

Acceptance letter to the Managing Director, Infrastructure Development Authority (IDA), Udyog Bhawan, 1st Floor East Gandhi Maidan, Patna-4, failing which their offer letter shall be treated as cancelled and no further communication in this regard will be entertained. The next best firm will be given the fresh offer letter.

10. If progress/ performance of the selected firm is not satisfactory, the management reserves the right to terminate the appointment of the Firm with 7 days prior notice.
11. The Management reserves the right to seek any information/ clarifications related to engagement at any time during the process of work as per the requirement.
12. The Selected Firm is not permitted to sub-contract the work to any other firm.
13. The selected Firm/LLP's shall have an obligation to work objectively and diligently while performing duties. A penalty shall be imposed on non-performance of work within stipulated date.
14. The Firm/LLP's should collect and keep information from IDA only for carrying out the assignment and should not take undue advantage of such information for personal profit or use the information in a manner contradictory to the ethics set forth by Institute of Chartered Accountants of India or Institute of Cost & Management Accountants of India.
15. Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to Managing Director, IDA and his decision in this regard shall be final and binding.
16. All disputes shall be subject to the jurisdiction of Courts situated in Patna, Bihar .

APPLICATION FORM-I

The firm(s)/LLP's shall apply with details as noted below in the application failing which the application may not be considered.

1. Year of establishment:

(Photocopy of latest Certificate of registration issued by the Institute of Chartered / Cost Accountants of India to be enclosed).

2. Name of Quoted firm:

2.A- Registration/Empanelment details

With details of Partners

(a) Qualifications (ACA/ACMA or FCA/FCMA).

(b) Date of Joining the firm.

(c) Post qualification experience of the partner (total no. of years).

(d) Membership No. of all Partners.

3. Details of the qualified assistants with

(a) Name _____

(b) Membership number (if any) _____

(c) Date of joining the firm _____

4. Details of the semi-qualified assistants with

(a) Name _____

(b) Registration number (if any) _____

(c) Date of joining in the firm _____

5. Detailed Office Address: _____

6. Contact Details: (a) Mobile No. _____

(b) L/L No. _____

(c) Name _____

(d) e-mail ID. - _____

7. Submit an undertaking for not black –listed /debarred by any Central /State Govt. or ICAI/ICWA/Central/State Agencies/PSU etc.

8. PAN No. _____

9. GST No. _____

11. Name of the Organization where the Quotation firm has worked (Pl. attach proof) 1. _____

2. _____

3. _____

12. Annual turnover of last three years (enclose Audited Statement) :-

13. Name of the Banker with Address :-

14. Account No. with IFS Code No. :-

15. Quotation document payment Details :-

16. Details of experience of the firm. a. Statutory / EXTERNAL AUDIT of Industry. b. In other PSU/ Govt./ EXTERNAL AUDIT. (Photocopy of proof of experience to be enclosed)

I/We hereby declare that the information furnished herein is true to the best of my knowledge; I/we further declare that in case of appointment I/we shall abide by the terms and conditions enumerated in quotation. In case the furnished information is found to be false at any stage, IDA will cancel the Quotation/awarded order(s) without assigning any reason thereof.

Dated _____

Full Signature with office seal of The Quoted firm

FORM-II

FINANCIAL PROPOSAL

CONSOLIDATED FEES (IN RUPEES)

Important information with respect to Financial proposal:-

1. The fees to be quoted should be consolidated and includes all taxes and
2. No out of pocket fees will be paid/ reimbursed for conducting the work.
3. Financial proposal shall be opened for those firms who have qualified in the technical proposal as per the evaluation criteria.

Full Signature with office seal of the Quoted firm.

Dated _____