



WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.

E - TENDER DOCUMENT

FOR ENGAGEMENT OF
TAX CONSULTANT FOR CONDUCTING VARIOUS INCOME TAX AND GST RELATED
WORK OF WBECSCL

ECSC/AC/A/ 2103

DATED : 31/8 /2022

Tender Documents will be available on & from 05/09/2022 from 03:00 PM
at www.wbtenders.gov.in

Tender Submission Closing Date - up to :	- 03:00 PM of	<u>19/09/2022.</u>
Technical bid Opening Date:	- 03:00 PM of	<u>21/09/2022.</u>
Financial bid opening Date :	- 03:00 PM of	<u>23/09/2022.</u>

Details of date and time schedule is provided with this tender document (Schedule-IV)

The Financial Offer of the prospective Bidder will be considered only if the Technical Aspects of such Bidder is found qualified by the authority of the Corporation. The decision of the Corporation will be final and binding upon in this regard.

Tenders, comprising of technical and financial bids, are to be submitted concurrently, digitally signed and posted in the website:

www.wbtenders.gov.in

HEAD OFFICE: 11/A, MIRZA GHALIB STREET, KOLKATA-700087.

WEST BENGAL ESSENTIAL COMMODITIES SUPPLY CORPORATION LTD.

E-tender comprising of both Technical and Financial bids are invited from Practicing Chartered Accountant or a Firm of Practicing Chartered Accountant (Firm) based in West Bengal (head-office should be in West Bengal) for selection of Tax Consultant for conducting various Income Tax and GST related work of WBECSCCL.

The Prospective bidders may download the *e-tender* document from the website www.wbtenders.gov.in. E-Tenders, comprising of both Technical and Financial bids are to be submitted concurrently, signed and posted in the website www.wbtenders.gov.in.

BACKGROUND:

West Bengal Essential Commodities Supply Corporation Limited (WBECSCCL), a fully owned company of the Government of West Bengal, was incorporated under the provisions of Companies Act, 1956 on 15th March 1974. WBECSCCL is a State Govt. Company under the administrative control of Food & Supplies Department, Govt. of West Bengal with 100% shareholding by the Govt. of West Bengal. The registered office of the Company is located at Khadya Bhawan, 11A, Mirza Ghalib Street, Kolkata- 700087.

The Company is engaged in carrying out all the activities pertaining to food grains, food stuffs and other essential commodities.

SCOPE OF WORK:

A tax consultant should engage 1 (one) no. of the team consisting of at least Three people in each team to carry on the job as Tax Consultants in accordance with the Tax laws

Outline of Services.

1.GST as dealer

1. Advice and assists In maintenance of documents necessary for availing Input Credit of SGST, CGST and IGST.
2. Ensuring a smooth transition from any existing taxes to GST.
3. Ensuring the correctness of all kinds of outputs generated from all the systems based on GST changes.
4. Ensuring correct data uploaded on GST network.
5. To guide and assist in and making in preparation of filing of Tax returns normal and GST and ensure proper & regular/ pending work for filing Tax Return of the Corporate Office.
6. To arrange, finalized and submit the above Return correctly to the Tax Department in stipulated time to avoid any levy of penalty.
7. To opine and guide on any GST issue, which may arise and also arrange compliance of the same
8. To communicate any new changes In GST law and compliance of same in respect of Corporation.
9. To collect various information relating to GST return for any previous year.
10. Assisting in preparation of various documents and reconciliation statements for assessment of any previous year.
11. Checking of ITC credit where Invoice uploaded 2A and 2B.
12. Advice the method to be followed for availing maximum input credit of SGST,CGST and IGST.
13. Communicate any notice which showed in Portal and recommend possible action within 7 days from the receipt of such notice and information.

2. Income Tax as deductor :

1. Related to income tax law which includes TDS and other matters.
2. To guide and assist identification of liability relating TDS, for proper calculations and timely payment of Tax liability and Corporate level on a monthly basis as per provisions of the Income Tax Act.
3. To guide and assist in and making in preparation of filing of Tax returns normal and TDS and ensure proper & regular/ pending work for filing Tax Return of the Corporate Office.
4. To arrange, finalized and submit the above Return correctly to the Tax Department in stipulated time to avoid any levy of penalty.
5. To opine and guide on any income Tax issue, which may arise and also arrange compliance of the same.
6. Filling income tax return of the Corporation for any previous year.
7. Calculation of Income Tax liability of individual employees for any previous year for statutory compliance.
8. Rectification of the PAN card or Challan modification in TRACES for any reason.
9. To communicate any new changes in Income Tax law and compliance of same in respect of the Corporation.
10. Generation of FORM 16/16A for TDS income Tax for current and any previous year.

3. GST as Tax Deductor:

1. Advice and assists in maintenance of documents necessary for as Tax deductor.
2. Ensuring smooth operation GST tax deductor.
3. Ensuring the correctness of all kinds of outputs generated from all the systems based on GST changes.
4. Ensuring correct data uploaded on GST network.
5. To guide and assist in and making in preparation of filing of Tax returns normal and GST and ensure proper & regular/ pending work for filing Tax Return of the Corporate Office.
6. To arrange, finalized and submit the above Return correctly to the Tax Department in stipulated time to avoid any levy of penalty.
7. To opine and guide on any GST issue, which may arise and also arrange compliance of the same.
8. To communicate any new changes in GST law and compliance of same in respect of Corporation.
9. To collect various information relating to GST return for any previous year.
10. Assisting in preparation of various documents and reconciliation statements for assessment of any previous year.
11. Communicate any notice which showed in Portal and recommend possible action within 7 days from the receipts of notice and Information.

4. Income Tax of Corporation:

1. Advice and assists in maintenance of documents necessary for the Income Tax act.
2. Ensuring smooth Compliance with Income Tax law.
3. Ensuring the correctness of all kinds of outputs generated from all the systems based on Income tax changes.
4. Ensuring correct data uploaded on the Income Tax network.
5. To guide and assist in and making in preparation of filing of Income Tax returns tax and ensure proper & regular/ pending work for filing Tax Return of the Corporate Office.
6. To arrange, finalized and submit the above Return correctly to the Tax Department in stipulated time to avoid any levy of penalty.
7. To opine and guide on any Income Tax issue, which may arise and also arrange compliance of the same.
8. To communicate any new changes In Income Tax law and compliance of same In respect of Corporation.
9. To collect various Information relating to Income Tax return for any previous year.
10. Assisting in preparation of various documents and reconciliation statements for assessment of Income Tax of any previous year.
11. Communicate any notice which showed In Portal and recommend possible action within 7 days from the receipts of notice and information.

QUALIFICATION CRITERIA:

- (I) The Applicant should be a Practicing Chartered Accountant (PCA) or a Firm of Practicing Chartered Accountant (Firm).
- (II) The PCA or the Firm should have its Head Office located in the state of West Bengal, preferably in Kolkata.
- (III) Any Partner of the Firm/ Proprietor/ Individual, under whose supervision the Tax related work will be carried out, should have continuous (without any break) experience of 5 years or more in full time practice till the date of opening of tender.
- (IV) Neither the Firm/PCA nor its Partner or Associates should have any business dealings or any other pecuniary interest in the works/business of WBECSCCL.
- (V) The PCA/Firm must have credential of similar type of job executed in an organisation whose annual turnover is more than 200 crores or any listed organisation in NSE/BSE for any one year during last three financial years from 2019-20 to 2021-22. Experience Certificate is a mandatory document.
- (VI) The Annual Turnover of CA Firm must be more than 30 Lakhs for any one year during last three financial years from 2019-20 to 2021-22. The PCA/Firm must submit Income Tax Return for the financial Years 2018-19, 2019-20 and 2020-2021.

