

**INVITATION FOR APPOINTMENT OF A CHARTERED  
ACCOUNTANTS FIRM / COST ACCOUNTANTS FIRM  
FOR DIRECT AND INDIRECT TAXATION MATTERS  
OF WEBEL TECHNOLOGY LIMITED**

**REF : WTL/EOI/TAX CONSULTANT**

**Last date for submission of application: 14.11.2023**

**WEBEL TECHNOLOGY LIMITED**

**(A Govt. of West Bengal Undertaking)**

**Plot-5, Block-BP, Sector-V, Salt Lake,**

**Kolkata-700091**

## Introduction

Webel Technology Limited (WTL) is a Govt. of West Bengal Undertaking under the administrative control of Personnel and Administrative Reforms & e-Governance Department, Govt. of West Bengal.

Incorporated in the year 2001 with its primary objective of providing IT consultancy, e-Governance, capacity building in the area of IT & ITeS, WTL is the State Nodal agency and State Implementing Agency of Government of West Bengal for implementation of all e-Governance related projects as well as projects under National e-Governance Plan (NeGP). The company is engaged in catering services in the area of IT and ITeS to various Government Departments, PSUs, Statutory Bodies, Autonomous Bodies etc. Since inception it is a profit making organization having an average annual turnover of Rs.400 crore (approx).

## Request for Expression of Interest (EOI)

Sealed offers are invited from reputed Firms of Chartered Accountants / Cost Accountants for contractual engagement as a Tax Consultant of the company on a monthly retainer-ship basis both for Direct and InDirect Taxation matters. Initially the appointment will be for one year subject to renewal of the contract depending upon performance of the Firm. Preference will be given to the Kolkata based CA Firms. The job is to be split into two categories i.e. Direct Taxes and InDirect Taxes.

Brief description of work	Application fees (Rs)	Last date and time for submission of bid
Tax Consultant for Direct & InDirect Taxes	NIL	14.11.2023 (15.00 hrs)

## SECTION – A

### SCOPE OF WORK

The selected Firm is required to handle day to day taxation matters of the company for Direct or InDirect Taxation matters of the company. Job responsibilities will include ascertainment of monthly tax liabilities, preparation of necessary working notes for Return filing and record keeping, liasoning with Tax Authorities, updating the company on various amendments in tax regulations, recommend for tax strategies, follow up with pending cases at various forums and other associated jobs. Detailed job description are as follows :

#### I. Direct Tax

- To look after the strict compliance of the Direct Taxation matters of the Company on monthly / quarterly / annual basis as per requirement of law with regard to Income Tax, TDS, TCS & other related matters as applicable for the Company.
- Examination and verification of transactions to ascertain and ensure timely payment of Taxes including Advance Tax payment, TDS, Income Tax etc..
- To ensure Filing of Income Tax Return before due date as per statute.

- To ensure filing of TDS Returns as per statute.
- Generation of TDS Certificates and reconciliation with books of account.
- To follow up and expedite regular Income Tax assessment both for the current year as well as pending assessments of previous years.
- Reconciliation of TDS Receivables
- Settlement of pending disputed demands/ disposal of petition filed under various adjudicating authorities with respect to different assessment years.
- Appear before the competent authority on behalf of the company for regular assessments as well as pending cases.
- To update and inform about latest changes in law / statutory compliances, suggest strategies enabling the company to take appropriate action in advance.
- To attend the auditors during the course of audit or any other statutory authority for any clarification required to be given to the auditor or any other statutory authority with regard to Direct Taxation matters.
- Any other work related to Direct Taxation matter

## **II. InDirect Tax**

Pending VAT / CST Related issues :

- To look after pending cases and compliances, appear before the Tax Authority for pending assessments as and when required.
- Any other work related to this job.

Pending Service Tax related issues :

- To look after pending cases and compliances, appear before the Tax Authority for pending assessments as and when required.
- Any other work related to this job.

GST related matters :

- Examination and verification of Sales Invoices, as well as Purchase Invoices on monthly basis to ascertain the correctness of taxable amount, applicable rates and available input tax credits etc.
- Ascertainment of tax liability and preparation of tax payment formalities on monthly basis.
- Submission of Return as per statute
- To appear before the Tax Authority at the time of assessment or as per requirement of the situation
- Ascertainment of GST TDS Liability and payment thereof, submission of GST TDS Return as per statute
- E-Waybill related compliances
- To update and inform about latest changes in law / statutory compliances, suggest strategies enabling the company to take appropriate action in advance .
- To attend the auditors during the course of audit or any other statutory authority for any clarification required to be given to the auditor or any other statutory body with regard to InDirect Taxation matters.
- Any other job related to Indirect Taxation matter

## **SECTION –B**

### **ELIGIBILITY CRITERIA**

1. The firm must have minimum 3 ( three) Partners holding full time Certificate of Practice and at least 5 (five) professionally qualified full time paid staff proficient in dealing with Direct and InDirect Taxation matters. Valid documents such as pay slip / PF Challan etc. to be submitted
2. The firm shall have minimum 10 years of experience in dealing with Direct and InDirect Taxation matters. Valid documents to be submitted.
3. Turnover of the Firm should be at least rupees one crore (Rs.1 crore) for each of the previous three financial years i.e. FY2020-21, 2021-22 & 2022-23. Audited accounts to be submitted
4. The firm must have job assignments of Direct & InDirect Taxation matters of at least 4 (four) companies (corporate entities including PSUs) having turnover exceeding Rs.25.00 crore for each of the last three financial years. Documentary evidence to be submitted along with the details as per Annexure-II
5. The firm must have a valid registration number as issued by the Institute of Chartered Accountants of India / Institute of Cost Accountants of India
6. The firm should have all the statutory documents such as PAN, GST, Partnership Agreements, Firms Registration etc.
7. No-Blacklisting / No- bankruptcy declaration to be submitted

**In absence of any one of the above, the offer will be treated as non-responsive and will be summarily rejected.**

## **SECTION – C**

### **INSTRUCTION TO APPLICANTS**

**Interested Chartered Accountants Firms / Cost Accountants Firms are required to submit their technical and commercial proposal in two separate envelopes as per instructions given below :**

The Firm shall seal and mark various parts of the proposal as follows :

- A) Technical Bid in one envelope super-scribed with words :

**“Technical Bid for appointment of Direct & InDirect Tax Consultant of Webel Technology Limited”** along with Annexure-II

- B) Financial proposal in one envelope super-scribed with words :

**“Financial proposal for appointment of Direct & InDirect Tax Consultant of Webel Technology Limited”** in Annexure-I

- C) Both the envelopes (A) & (B) shall be sealed in a covering envelope super-scribing with the words

**“Technical Bid and Financial proposal for appointment of Tax Consultant of Webel Technology Limited”**

The sealed envelope as mentioned in “C” above should be sent to the **Chief Executive Officer, Webel Technology Limited, Plot -5, Block-BP, Sector-V, Salt Lake City,**

**Kolkata-700 091** through speed post / courier or can be dropped physically within the stipulated date and time. Late submission of application will not be accepted.

### **TECHNICAL BID**

The Technical Bid should consist of the following documents:

1. Proposal submission cover letter on the letterhead of the firm clearly indexing the enclosures.
2. Detailed profile of the Firm and Registration No. of the firm as provided by ICAI.
3. Details of Experience of the firm in Tax Consultancy matters. Proof of job assignments as Tax Consultant to be submitted as per **Annexure-II**. Any kind of audit assignments will not be considered for evaluation. Tax consultancy assignments of companies constituted as per Companies Act will only be considered.
4. Details of the Partners viz. name, qualification, membership no. and experience in dealing with taxation matters (i.e. name of organization served, capacities in which worked, nature of job done, No. of years served in each capacity, experience as practicing Tax Consultant etc.)
5. Detailed qualification and experience of full time paid qualified and non-qualified staff being in continuous employment of the Firm. PF, ESI challan, Payslips to be submitted
6. Audited Balance Sheet and Profit & Loss Statement of the Firm for the last three financial years i.e. FY 2020-21, 2021-22 & 2022-23 to be submitted.
7. Copy of PAN Card, GST Registration ID, Professional Tax Certificate and Firm's Registration Certificate. The Firm should operate in the same name and style at least for the last three financial years.
8. WTL reserves the right to accept or reject any or all the applications without assigning any reason thereof.

### **FINANCIAL PROPOSAL**

Financial proposal to be submitted in a separate sealed envelope as mentioned in "B" above in the prescribed format as per Annexure-I. The job may be awarded to a single Firm or two different Firms for Direct and InDirect Taxes depending upon suitability. The company exclusively reserves the right to select a Firm (s), lowest financial proposal may not be the sole criteria for selection.

### **SECTION-D**

#### **TERMS AND CONDITIONS**

**(i) Schedule of the application**

The application document shall be submitted on or before 14.11.2023, at 15.00 Hrs. to The Chief Executive Officer, Webel Technology Limited, Plot-5, Block-BP, sector-V, Salt Lake, Kolkata-700 091.

**(ii) Clarification regarding application documents**

For clarifications, if any, may please contact Mr. Rupak Roy, DGM (Finance), Mobile No. 9007881238, e-Mail : rupak.roy@wtl.co.in

**(iii) Awarding of Contract**

CA Firms fulfilling the eligibility criteria will be called for a presentation to display their strength & competency in doing the job. Webel Technology Limited strictly reserves the right to award the contract to a CA Firm (s). Initially the assignment will be for one year. It may be renewed for further one year(s) depending upon performance of the Firm.

**(iv) Proposal Currency**

Prices shall be quoted in Indian Rupees only.

**(v) Period of Validity of Proposals**

The price offers as in the Financial Bid shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of **180 Days**.

Variation in statutory rates of taxes and duties as levied by the Government on professional services will however be reflected for both reduction and escalation.

**(vii) Late Proposals**

Any proposal received by Webel Technology Limited after the deadline for submission of proposals, as referred above **shall not be accepted**.

**(vii) Payment terms**

Retainer ship fees will be paid on monthly basis upon submission of bills in duplicate. Reimbursement of statutory expenses will be made upon submission of bills on actual basis. Any other fees for attending / appearing before the statutory authorities etc. will be negotiated on case to case basis.

**(viii) Deduction of Tax at Source.**

Deduction of all statutory and necessary Tax from each bill will be made as per Government Rules prevailing at the time of payment. The Company will issue necessary tax deduction certificate in due course of time.

**(ix) Delivery**

Quarterly report to be submitted to the Chief Executive Officer with regard to the fulfillment of statutory compliances on Direct & Indirect Taxation matters of the company.

**(x) Price**

A) Price should be quoted in Indian rupees as per format of Annexure-I

- B) Price quoted should be firm.
- C) Percentage / specified amount of taxes & duties should be clearly mentioned otherwise Webel Technology Limited reserves the right to reject such offer.
- E) Statutory expenses / fees etc. incurred by the Firm on behalf of the company will be reimbursed on actual basis upon submission of bills. Other incidental professional charges will be negotiated on case to case basis.
- F) No extra cost, other than that mentioned in Price Bid would be taken into account

**(xi) Disputes and Arbitrations**

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Chief Executive Officer of Webel Technology Ltd. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. The arbitration shall be held in Kolkata only.

**ANNEXURE-I**

**Proposal for monthly retainership fees (all inclusive) for Tax Consultancy jobs**

Sl. No	Job Description with HSN / SAC Code	Amt Per month (Rs)	CGST (%)	CGST Amt. (Rs)	SGST (%)	SGST Amt. (Rs)	IGST (%)	IGST Amt (Rs)	Total Amt (Rs)
1	Direct Taxation								
2	InDirect Taxation								

(Signature of Authorised Signatory)

**ANNEXURE-II**

**Direct Tax consultancy assignments (to submit appointment letters / assignment letters)**

Sl No.	2020-21		2021-22		2022-23	
	Name of the Organization	Turnover (Rs in crore)	Name of the Organization	Turnover (Rs in crore)	Name of the Organization	Turnover (Rs in crore)
1						
2						
3						
4						

**InDirect Tax consultancy assignments (to submit appointment letters / assignment letters)**

Sl No.	2020-21		2021-22		2022-23	
	Name of the Organization	Turnover (Rs in crore)	Name of the Organization	Turnover (Rs in crore)	Name of the Organization	Turnover (Rs in crore)
1						
2						
3						
4						

