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**EXPRESSION OF INTEREST  
FOR  
ENGAGEMENT OF TAX CONSULTING FIRM  
FOR  
STATE AGENCY FOR DEVELOPMENT OF HANDLOOM  
CLUSTERS, BHUBANESWAR**

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**State Agency for Development of Handloom Clusters (SADHAC)**

**1st Floor, Directorate of Textiles, Odisha, Bhubaneswar-751007**

**Tel: 0674-2572256**

**E-Mail: [sadhacorissa@gmail.com](mailto:sadhacorissa@gmail.com)**

**STATE AGENCY FOR DEVELOPMENT OF HANDLOOM  
CLUSTERS (SADHAC)**

(An autonomous Organization under Handlooms, Textiles & Handicrafts Department, Government of Odisha) Directorate of Textiles, Satyanagar, Bhubaneswar-751007, Odisha  
Email: [sadhacorissa@gmail.com](mailto:sadhacorissa@gmail.com), [www.sadhacodisha.org](http://www.sadhacodisha.org)

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**EXPRESSION OF INTEREST FOR ENGAGEMENT OF TAX CONSULTING  
FIRM FOR STATE AGENCY FOR DEVELOPMENT OF HANDLOOM  
CLUSTERS, BHUBANESWAR**

**No.623/**

**Date-12.08.2024/**

Expression of Interest (EOI) in sealed cover along with requisite documents are invited from reputed and experienced Chartered Accountant firms based in Bhubaneswar, to be engaged as Tax Consulting firm for State Agency for Development of Handloom Clusters (SADHAC), Bhubaneswar for a duration of two years from the date of engagement.

The Bid documents can be downloaded from the website [www.sadhacodisha.org](http://www.sadhacodisha.org) . The last date of receipt of the sealed offers in the office at SADHAC is up to **5 PM on dtd.21.08.2024** at 1st Floor, Directorate of Textiles, Odisha, Satyanagar-751007. The "Technical Bids" will be opened at **11.30 AM on 22.08.2024**. The "Financial Bids" will be opened on the same day in presence of the technically qualified bidders.

The bidders have to submit documents as specified along with technical bid in conformity with detail terms & conditions in bid documents.

**The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.**

**-Sd-  
Member Secretary**

## DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Client	State Agency for Development of Handloom Clusters(SADHAC), Handloom, Textiles & Handicrafts Dept, Govt. of Odisha
2	Method of Selection	Least cost based
3	Date of Issue of EOI	12.08.2024
4	Deadline for receipt of proposal	21.08.2024
5	Date of opening of Technical Proposal	22.08.2024
6	Date of opening of Financial Proposal	22.08.2024 Will be intimated to the technically qualified bidders, separately.
7	Expected date of commencement of assignment	
8	Contact Person	Sri. Rushikishor Bhol, Contact No-7064616116 Email-sadhacorissa@gmail.com
9	Postal Address for submission of proposal	Chief Executive Officer, State Agency for Development of Handloom Clusters, 1st Floor, Directorate of Textiles, Odisha, Satyanagar, Near Kalimandir-751007
10	Place of opening of proposal	Conference hall, Directorate of Textiles, Odisha, Bhubaneswar
11	Website to visit for download of bid document.	<a href="http://www.sadhacodisha.org">www.sadhacodisha.org</a>

**EXPRESSION OF INTEREST FOR ENGAGEMENT OF TAX  
CONSULTING FIRM FOR STATE AGENCY FOR DEVELOPMENT  
OF HANDLOOM CLUSTERS (SADHAC), BHUBANESWAR**

**TERMS of REFERENCE**

**1. Introduction-SADHAC**

- 1.1. State Agency for Development of Handloom Clusters (SADHAC) is an autonomous organization under Handlooms, Textiles & Handicrafts Dept., Govt. of Odisha, registered under Society Act XXI of 1860 bearing No-22911/121 of 2008-09 dated 29.10.2008 with its registered office at Directorate of Textiles, Odisha, Bhubaneswar. The General Body of the society is chaired by Commissioner-cum-Secretary to Govt. H.T.&H. Dept. The Member Secretary of the organization looks after the day to day work of the organization with the assistance of Chief Executive Officer.
- 1.2. It has been created to function as an autonomous agency for all round development of Handloom sector of the state such as - to conduct survey, studies and research in the field of Handloom & Textiles. To help weavers & ancillary works in establishing facilities in public Private Partnership mode. To promote technology up gradation by local innovation or with tie ups through technical and RD institutions in India & abroad. To enter into collaborative arrangements with other organizations for transfer of improved technology, procurement of raw materials, marketing of finished goods etc.

**2. Objective**

- 2.1. SADHAC intends to appoint a Chartered Accountant firm as Tax Consulting firm for addressing different tax matters and necessary guidance on the updated Income tax/ GST Act.

**3. Duration**

- 3.1 Two years from the date of engagement and will be extended on the successful completion of the matters assigned during the engagement period.

**4. Scope of Work**

The selected Chartered Accountant firm would be required to provide end to end services for all aspects of the scope of work. The detailed scope of work, which inter alia includes but is not limited to is the following:

- 4.1. Professional advise on tax matters and filing objection memo on various tax notice and providing necessary tax support on regular basis.
- 4.2. Attending Scrutiny or Appearing in front of the Income Tax Authority pertaining to any Assessment Year will be carried out by the firm with the prior approval of SADHAC.

- 4.3. Attending appeal or Appearing before the appellate Authority of the Income Tax Dept. for refund/ rectification, pertaining to any assessment year will be carried out by the firm with the prior approval of SADHAC.
- 4.4. Uploading/e-filing on Income Tax and submission of compliance on the observation of Income Tax Dept. on Tax matters relating to current Assessment year or Previous Assessment Year.
- 4.5. Assisting the advocate of any court regarding any tax matters.
- 4.6. Obtaining certificate from Income Tax, if any.
- 4.7. Providing necessary guidance on applicability of TDS (i.e what percentage will apply and whether the TDS is applicable or not) will be provided by the Firm.
- 4.8. Professional advice on other tax related issues consequent to amendments in Income Tax Act, 1961.
- 4.9. Advice/opinion on applicability of GST on regular basis and any other matter i.e tender related matter.

## 5. Eligibility Criteria

The Chartered Account firm, registered under the relevant acts, has to fulfill the below mentioned eligibility criteria:

- 5.1. The firm should have the head office in Bhubaneswar.
- 5.2. The existence of the firm should be at least five years.
- 5.3. The Chartered Accountant firm/Partner of the Chartered Accountant Firm should have the experience in appearing before the Income Tax Authority for Scrutiny/ Appeal authority/ Tribunal. Any letter/order in relating to such experience to be attached with application.
- 5.4. The firm should have experience in audit of the govt. organization/ organization registered under Society Act/co operative Act. The Firm should have minimum 3 (three) year experience in last five financial year.
- 5.5. The Firm should be having CAG empanelment for the financial year 2024-25.
- 5.6. The Firm must have valid ICAI registration.
- 5.7. The Firm must have valid GST registration.

## 6. Terms and condition for applying

- 6.1. This Bid document will be received in sealed cover super scribed "**Expression of Interest for engagement of Tax consulting firm for State Agency for Development of Handloom Clusters, Bhubaneswar**" (containing sealed technical bid and financial bid in separate sealed covers) by the office at State Agency for Development of Handloom Clusters, 1st Floor, Directorate of Textiles, Satyanagar, Kalimandir, Bhubaneswar up to 5.00 PM on dt.\_\_\_\_\_
- 6.2. The firms must submit their proposal by **Speed Post/ Registered Post/ Courier/by hand only** to the address as specified at **Sl.No. 9 of the DATA SHEET** during the office hour only on or before the last date and time for submission of proposal as specified at **Sl.No. 4 of the DATA SHEET**.

Submission of proposal through any other mode and late bid will be rejected. The client will not be responsible for postal delay/ any consequence in receiving of the proposals.

- 6.3. Communication in writing or by email from the authorized email address of SADHAC (sadhacorissa@gmail.com) would be treated as full and final communication in all respect.

### **7. Selection of the Chartered Accountant for Tax Consultant**

- 7.1. The firm will be selected on the basis of LI mode post assessment of the technical bid documents by the designated committee.
- 7.2. The technical bid will be opened first by a designated committee on a pre-decided date and time.
- 7.3. The technically qualified bidders will be notified about the financial bid opening date and time via email.
- 7.4. The financial bid of the qualified bidders only will be opened by a designated committee on the pre- decided date and time.
- 7.5. The qualified bidders will be notified of the selection results via email.

### **8. Technical Bid**

- 8.1. The bidder has to submit the Technical Bid in the prescribed format i.e., Covering letter and other information as per the "Annexure-IV" along with following documents fulfilling the eligibility criteria.
  - 8.1.1. ICAI registration certificate of the bidder.
  - 8.1.2. Valid document to furnish necessary proof of having CAG empanelment for the financial year 2024-25.
  - 8.1.3. GST Registration Certificate and up-to-date returns of the last two assessment years.
  - 8.1.4. All documents as required to show proof of work against points mentioned under Pt.5.
  - 8.1.5. Undertaking that there is no criminal case pending in any court of Law against the firm or against the Proprietor/Director/Persons to be deployed by the firm. (Annexure-1).
  - 8.1.6. Undertaking that the firm have not been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II).
  - 8.1.7. Undertaking regarding trueness and correctness of the information submitted by the firm (Annexure-III).
- 8.2. Anyone found guilty of furnishing false information shall liable to be blacklisted by the H.T.&H. Department, Govt. of Odisha.

### **9. Evaluation of Technical Bids**

- 9.1. The technical bid will be evaluated by the designated committee on the basis of bid documents submitted by the bidders.
- 9.2. Only those bidders that have qualified in "Technical Bid" evaluation will be eligible for opening of their Financial Bids.

## **10. Financial Bid**

10.1. The **Financial Bid** shall be the individual amounts per deliverable as mentioned in (Annexure-VI).

10.2. Bid Documents to be submitted in the prescribed format, which is to be submitted with the prescribed Covering Letter as per the Annexure-V)

### **10.3. Evaluation of Financial Bids**

10.3.1. The Financial Bids in respect of the qualified bidder in qualifying the "Technical Bid" would be opened on the scheduled date and time.

10.3.2. The lowest financial bid will be selected as L1.

## **11. Terms & Conditions for selected bidder:**

11.1. Selected bidder has to abide by any conditions/ alterations as imposed by the authority time to time.

11.2. No advance payment will be made. Payment will be made only on the work executed as per the scope of work at point 4.

11.3. Applicable income tax, shall be deducted at source from all accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.

11.4. The selected bidder may be engaged for other projects under the H.T.& H. dept. on similar terms and conditions after mutual negotiation.

11.6. Communication through letter or by email from the authorized email address of SADHAC (sadhacorissa@gmail.com) would be treated as full and final communication in all respect.

11.7. Any dispute arising out of the EOI, the decision of the Principal Secretary to Government, Handlooms, Textiles and Handicrafts Department, Government of Odisha shall be final & binding.

## UNDERTAKING

### Annexure-I

(On the Bidder's Letter Head regarding not have any pending judicial proceedings for any criminal offence)

I, hereby undertake that there is no criminal case pending in any Court of Law against our firm or against the Proprietor/Director/Persons to be deployed by our firm.

I/we further certify that Proprietor/Director/Persons to be deployed by our company have not been convicted of any offence in any Court of Law during the recent past. I understand that I am fully responsible for the contents of this undertaking and its truthfulness.

Yours sincerely,

Authorized Signature  
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:



## UNDERTAKING

### Annexure-II

(On the bidders letter head regarding that firm has not been blacklisted)

1. hereby undertake that, our firm has not been blacklisted/debarred by any of the Central Government/State Government Department/Office or by any Public Sector undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature  
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

UNDERTAKING

(On the Bidder's Letter Head regarding trueness of the submitted information).

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Proposal.

Yours sincerely,

Authorized Signature  
(in full and initials)

Name and Designation of the Signatory:

Name of the Bidder and Address:

**TECHNICAL BID COVERING LETTER  
(ON BIDDER LETTER HEAD)**

[Location Date]

To

[Name and Designation of  
Tender Inviting Authority]  
(Office Address and Location]

Sub:- EOI for engagement of Tax consulting firm for State Agency for Development of Handloom Clusters, Bhubaneswar (Technical Proposal).

Sir,

I, the undersigned, offer to participate in the tender process to provide services in accordance with your EOI Notice No:\_\_\_\_\_ Date\_\_\_\_\_. We are hereby submitting our proposal, which includes Technical Proposal sealed in an envelope.

I, hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the EOI document. In case any provision of this tender is found violated by our firm, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory  
with Date and Seal

Name and Designation of the Signatory:

Name of the Bidder and Address:

## (ON BIDDER LETTER HEAD)

SI.	Specification	Details
1	Name of the Bidder	
2	Name of the Chartered Accountant Firm	
3	Date of constitution of the firm	
4	Whether empanelled in CAG for the Financial Year-2024-25 (Please Provide the empanelled no)	
5	Whether having experience in appearing before the Income Tax Authority for Scrutiny/ Appeal authority/ Tribunal (Yes/No) If yes, please provide the supporting documents.	
6	Whether having minimum three years of experience in audit as mentioned in point (Yes/No) If yes, please provide the supporting documents	
7	Full Address of Registered Office if any	Postal Address:
		Telephone No.
		FAX No.
		Email Address
8	Name & telephone number of the authorized person signing the bid	
9	Bank Name	Account Number:
		Bank and Branch Name:
		IFSC Code
10	PAN No.(Attach self-attested copy)	
11	GSTIN (Attach self-attested copy)	
12	ICAI Registration No Region Name Region Code No	
13	Acceptance to all the terms & conditions of the tender(Yes/No)	
14	Power of Attorney/authorization letter for signing of the bid documents (submitted/ not submitted)	
15	Please submit an undertaking that no criminal case is pending with the police at the time of submission of bid. (submitted/ not submitted)	
16	Kindly mention the total number of pages in the tender document	
17	No. of Samples of Previous Work done	

(Signature of Authorized Representative with seal)

Membership No. \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosures:

- i) Bid processing Fee in the form of Demand Draft in original.
- ii. EMD in the form of Demand Draft in original.
- iii. Copy of tender document (each page must be signed and sealed)
- iv. Duly filled Technical Bid
- v. List of Documents as applicable.

**FINANCIAL BID COVERING LETTER**  
(ON BIDDER LETTER HEAD)

[Location Date]

To

[Name and Designation of  
Tender Inviting Authority]  
(Office Address and Location]

Sub:-Tender for engagement of Tax consulting firm for State Agency for Development of Handloom Clusters, Bhubaneswar (Financial Proposal)

Sir,

I, the undersigned, offer to provide the services for **(insert title of the Service)** in accordance with your EOI No.:\_\_\_\_\_Dated\_\_\_\_\_. Our attached financial price is for the proposed service is herby attached herewith at Annexure-VI. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the tender document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations. I have carefully read and understood the terms and conditions of the tender to provide the services accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorised Signatory  
(in full and initials)

Name and Designation of Signatory with Date and Seal: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

**FORMAT FOR FINANCIAL PROPOSAL**

Sl. No.	Related Assignment	Fees in INR (Excluding GST)
1	Filing objection memo/other replies before the Assessing Officer/Commissioner of Income. Tax and drafting grounds of appeal/ filing of appeal before the Commissioner of Income Tax (Appeal) and the Chief Commissioner of Income Tax & Income Tax appellate Tribunal, CBDT	
2	For Appearing / Arguing before the Assessing Officer/ the Commissioner of Income Tax & Commissioner of Income Tax (Appeal) Against each appearance and the Chief Commissioner of Income Tax & Income Tax appellate Tribunal, CBDT - Against each appearance	
3	Filing of Return of Income and related matters	
4	Obtaining certificate from Income Tax Department, if any	
5	Assisting the advocate of any court regarding any tax matters.	
6	Providing professional assistance of a Chartered Accountant	

The above fees are excluding of travelling expenses. In case of any travelling undertaken, the expenses will be reimbursed on actual basis as applicable to the Member Secretary of the organization.

Besides above, if any other professional work is assigned, the fees for the same will be decided mutually.

Authorised Signatory  
(in full and initials)

Name and Designation of Signatory with Date and Seal: \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

## BID SUBMISSION CHECK LIST

Sl. No.	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID (ORIGINAL)</b>			
1	Covering letter along with information in Bidders Letter Head		
2	ICAI registration certificate of the bidder		
3	Valid document to furnish necessary proof of having CAG empanelment for the financial year 2024-25		
4	GST Registration Certificate		
5	Copy of PAN Card		
6	The copy of work orders in support of executing similar kind of projects for past 5/3/2 years up to March 2024		
7	Power of Attorney in favour of the person signing the bid on behalf of the bidder.		
8	Undertaking that no criminal case is pending with the police at the time of submission of bid. (Annexure-I).		
9	Undertakings in office letter head not have been blacklisted by any Central/ State Govt/ any autonomous bodies during the recent past (Annexure-II).		
10	Undertaking regarding trueness and information submitted by the firm (Annexure-III).		
11	The bid submission checklist (Annexure-VII)		
<b>FINANCIAL BID (ORIGINAL)</b>			
1	Covering Letter in Bidders Letter Head		
2	Duly filled in Financial Bid		

***It is to be ensured that:***

All information has been submitted as per the prescribed format only.

Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.

All pages of the proposal need to be sealed and signed by the authorised representative.

Authorised Signatory (in full and initials): \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_