



The Singareni Collieries Company Limited  
(A Government Company)

**Sub: Notice Inviting Tenders for appointment of Indirect Tax Consultants.**

The Singareni Collieries Company Limited, Kothagudem, herewith invites Tenders from Indirect Tax Consulting Firms to be engaged for providing consultancy for Indirect Taxes related work (i.e., Excise Duty, Customs Duty, Service Tax, VAT, Entry Tax, Professional Tax, Central Sales Tax etc.) of the company for a period of One year for the Financial Year 2015-16.

For further details, please visit the website of The Singareni Collieries Company Limited – [www.scclmines.com](http://www.scclmines.com)

Last date for receipt of the Tender before **01.00 PM of 10<sup>th</sup> March, 2015** at the following address:–

General Manager (Finance & Accounts)  
The Singareni Collieries Company Limited  
Kothagudem Collieries- 507 101  
Khammam District  
(Telangana)

Tenders will be opened at **03.00 PM on 10.03.2015** at the above address.

In case of further clarifications, please contact us at

[fad\\_taxation@scclmines.com](mailto:fad_taxation@scclmines.com)



The Singareni Collieries Company Limited  
(A Government Company)

Ref: CRP/FAD/X/752

Dated 27.02.2015

SELECTION AND APPOINTMENT OF INDIRECT TAX CONSULTANT

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The Singareni Collieries Company Limited  
(A Government Company)

## **SELECTION AND APPOINTMENT OF INDIRECT TAX CONSULTANT**

### **1. Introduction:**

The Singareni Collieries Company Ltd. (SCCL) is a Coal producing Company with an annual turnover of more than Rs.10,000 Crores, operating in four districts of Telangana and jointly owned by Central and State Governments having Registered office at Kothagudem. The Company is also into Power Generation and is expected to commence Power Generation operations in 2015-16. The Company's operations are spread over the four districts of Adilabad, Karimnagar, Warangal and Khammam with 12 Area Head quarters.

### **2. Scope of Work:**

SCCL is looking for engagement of eligible Indirect Tax Consulting Firms and the scope of services would include the following work. The list is indicative and not exhaustive:

#### **VAT/CST/ENTRY TAX/PROFESSIONAL TAX / SERVICE TAX/ CENTRAL EXCISE / CUSTOMS DUTY / CLEANENERGY CESS:**

- a) Verification of monthly VAT/CST Returns before filing by SCCL and scrutiny of Input Tax Credit claim of each Area and report the adequacy or otherwise in respect of ITC claims of Areas and consolidated VAT/CST Returns of Corporate Office.
- b) Verification of revised returns before filing by SCCL and scrutiny of the return with the respective monthly VAT/CST returns already filed by SCCL.
- c) Verification of monthly CENTRAL EXCISE returns before filing by SCCL and scrutiny of CENVAT Credit claim of each Area and report the adequacy or otherwise in respect of CENVAT claims of Areas and consolidated Central Excise return of Corporate Office / Hyderabad office.
- d) Verification of Quarterly/Half yearly/Annual returns before filing by SCCL and scrutiny of the return with monthly Central Excise returns filed by SCCL during the respective quarter / Half yearly / Annual.

- e) Verification of monthly Service Tax remittance as well as CENVAT credit Eligibility under Direct Charge as well as Reverse Charge of each Area and report the adequacy or otherwise in respect of provisions relating to Service Tax and consolidated Service Tax remittances made at Corporate Office;
- f) Verification of Half yearly returns (ST 3) before filing by SCCL and scrutiny of the return with monthly Service Tax remittances made by SCCL during the respective half year.
- g) Expert advice, opinion, clarifications (written or verbal) on Indirect Tax matters whenever needed by SCCL within 48 hours of request made. Updating management on changes in the Finance Bill, any amendment, changes in the Act/Rules/ Circulars/Notifications issued during the FY 2015-16 having any bearing/impact on SCCL.
- h) Advising the company on the procedure to be followed for issuing the stores items viz., Explosives, Cement, Steel, HSD Oil, etc., to suppliers, contractors and other job workers keeping in view the compliance requirements under VAT/CST Act, Central Excise and Service Tax.
- i) Assisting SCCL in classification issues and determining the rate of tax under the VAT/CST laws, Central Excise Laws, Service Tax laws and other Indirect Tax laws as and when required.
- j) Drafting replies to Demand cum Show Cause Notices/Notices and other communications received from the Commercial Taxes authorities / Central Excise authorities / Service Tax authorities.
- k) To inform the latest Amendments/Circulars issued from time to time by Government with respect to VAT / CST / Central Excise and Service Tax related matters and conduct workshops on Indirect Tax matters for the benefit of Executives as and when requested.
- l) To attend before the Commercial Taxes authorities / Central Excise authorities / Service Tax authorities at various levels up to assessing authority level on the VAT/CST/Entry Tax/Professional Tax/Central Excise /Service Tax issues pertaining to the financial year 2015-16. The further Appeal level appearances are chargeable at mutually agreed fee.
- m) Advising on maintenance of records and required documentation for proper compliance under various Indirect Tax Acts/Rules/Laws.
- n) Assisting in review and vetting of various Contracts/NITs from the point of view of Indirect Taxes.

- o) Assisting SCCL in the Audits conducted by various Departments connected with Indirect Taxes.
- p) Review of Assessments/Appellate Orders pertaining to various Indirect Tax issues and suggesting subsequent actions thereon.
- q) To prepare the path way for implementation of any changes in the existing structure of Indirect Taxes including implementation of proposed GST and assist SCCL for successful implementation.
- r) To advise on all the VAT/CST issues relating to SCCL Stores Ltd., (Super Bazar).
- s) Though the Consultancy period will expire by 31.3.2016, you are required to advise the company on any issues raised by various statutory authorities in future in respect of VAT/Service tax/Central Excise related matters pertaining to the financial year 2015-16.

### **3. Selection Criteria:**

#### **A. Eligibility Criteria:**

1. The Firm should have Chartered Accountants as well as Legal advisors, inter alia, engaged in providing services under Indirect tax laws.
2. The Firm should have an Office in **Hyderabad / Secunderabad**.
3. The Firm should have minimum of 6 Chartered Accountants as partners / Paid Assistants with at least 3 partners / Paid Assistants (having a qualification of Chartered Accountancy) dealing in Indirect tax matters and 6 Legal Advisers as Paid Assistants having a minimum qualification of B.L/L.L.B, dealing Indirect Tax Matters.
4. The Firm should provide a team to the Company containing minimum of Four members having the qualification of Chartered Accountancy / L.L.B. / B.L. and having the 5 years post qualification experience (out of which Two Members should have qualification of Chartered Accountancy).
5. The Firm should possess a minimum of 12 years experience in the Indirect taxation field and 3 partners / Paid Assistants with at least 7 years post qualification experience in the Indirect taxation.
6. The Firm should have experience of appearing before various Assessing Authorities, Appellate Authorities and Courts including CESTAT, High Courts, Supreme Court etc.
7. The Firm should have experience of 2 years in handling indirect tax-related matters relating to Public Sector Undertakings with a turnover of Rs. 500 Crores and above, in the last 5 years prior to the date of making application.
8. Should have gross receipt of more than Rs.4.00 crores for each of the last 3 financial years prior to the date of making applications.

9. The applicant should not have been black listed/debarred/ disqualified by any regulatory/ statutory body or Government entity or any International/National agency for corrupt or fraudulent practices.
10. The applicant should not have an adverse litigation history.
11. Documentary evidences in support of each of the above mentioned criteria are required to be submitted.

**B.** The following will be the basis of marks for the selection. Selection will be done on the basis of attainment of highest marks obtained.

Sl. No.	Norms	Basis of Marks	Maximum Marks	Eligible Marks
(1)	(2)	(3)	(4)	(5)
1.	Year of establishment of Firm(s) / Date of registration.	1 mark per year	15	
2	Number of partners in the Firm.	2 marks for each Associate Member and 3 marks for each Fellow Member	25	
3	Number of Assistants of qualified Chartered Accountants & Advocates in the Firm. They should be a member of their respective Institute.	1 mark for each qualified assistant	10	
4	Number of semi qualified assistant (Chartered Accountants) in the Firm.	1/2 mark for each Semi qualified assistant	10	
5	Experience in handling indirect tax-related matters relating to Public Sector Undertakings with a turnover of Rs. 500 Crores and above in the last 5 years prior to the date of making application.	1 mark for each year of experience with each PSU.	10	
6	Dealt cases in all proceedings before relevant Tribunal Level	1/2 mark for each case	10	
7	Dealt cases in all proceedings before High Court	1 mark for each case	10	
8	Dealt cases in all proceedings before the Supreme Court	2 marks for each case	10	
		<b>Total</b>	<b>100</b>	

Note:

- i. Marks as per the above criteria are filled in the 5<sup>th</sup> Column of the above table by the Bidders.
- ii. Documentary evidences in support of each of the above mentioned criteria are required to be submitted.
- iii. In case two or more firms get equal marks, a firm with longer experience will be preferred based on the year of establishment. If still there is a tie, a Firm with a higher number of cases dealt on behalf of PSUs will be considered.

- iv. Firm will be selected based on the lowest rates obtained subject to fulfilment of various criteria and terms and conditions mentioned in the enquiry.

#### **4. Payment Terms:**

- a. The Firm shall indicate monthly retainer fee payable for the period of engagement. The successful bidder shall submit monthly Tax Invoices for the services rendered.
- b. The Firm shall indicate the applicable taxes separately.
- c. SCCL will provide accommodation in its Guest Houses on free of cost basis as per availability except in Hyderabad during the visits to SCCL.
- d. Local Conveyance in SCCL Areas will be provided by SCCL on free of cost basis except in Hyderabad. The successful bidder shall not claim local conveyance charges in Hyderabad.
- e. Travel and Out of pocket expenses will be reimbursed by SCCL at actuals on submission of documentary evidence. Reimbursement of Air Travel expenses will be limited to Economy class fares.
- f. Applicable TDS as per Income Tax Act 1961, will be recovered from the amounts payable.

#### **5. TERMS AND CONDITIONS:**

- a) Monthly Reports on subjects dealt relating to Indirect Taxes duly quantifying the issues and monetary value involved shall be submitted by 15<sup>th</sup> of succeeding month.
- b) The Consultant team will work in strict confidence and will ensure that the information in respect of the operation of the Area is dealt in strict confidence and secrecy. A Certificate towards maintaining confidentiality to be provided by the Consulting Firm before commencement of work;
- c) No partner of the Firm shall be related to the Managing Director/whole time Director or par time Director of company;
- d) Neither the firm nor its partner or Associates have any interest in the business of Company;
- e) The Consulting Firm will be required to issue certificate of Independence;
- g) The Firm should not have been black listed/debarred/ disqualified by any regulatory/ statutory body or Government entity or any International/National agency for corrupt or fraudulent practices;
- h) The Firm should not have an adverse litigation history;
- i) The partners must be holding certificate of practice issued by Institute of Chartered Accountants of India and should be in whole time practice;
- j) The Consulting Firm will be removed from the job / debarred from getting, in future, the Consulting job in SCCL in the following cases:

- i. If the firm obtains the appointment on the basis of false information/false statement.
  - ii. If the Firm does not take up the Consulting job in terms of appointment letter.
  - iii. If the Firm does not provide the advises and submit the reports, complete in all respect in terms of appointment and in time.
  - iv. If the Firm violates any of the stipulations under clauses (a) to (h)
- k) Overwriting/correction/erase and use of white ink should be avoided. However, if any Overwriting/correction/erase is inevitable, that should be authenticated with the applicant's signature;
- l) The Consulting Firm shall undertake that data given to the Consultants of the Firm by SCCL and any information generated from the data provided shall not be used by the Consultants for any other purpose;
- m) The offer should be submitted strictly as per the terms & conditions laid down in the document. Application documents duly sealed and signed are to be submitted as a token of acceptance of all terms and conditions. All envelopes must be sealed and super scribed with the Notice No. & date mentioning 'Appointment of Indirect Tax Consultant'. The name and address of the Firm must be indicated on the body of the envelope;
- n) Application may be submitted in person or sent by post to the office of the General Manager (F&A), Head Office, Kothagudem – 507101 (Telangana). SCCL does not take any responsibility for loss of application in transit. Application sent through Telegram, Telex, Fax or e\_mail will not be considered;
- o) Applications received as stated above after due date and closing time of submission of applications shall be ignored. Any application received late, due to any reason whatsoever will not be accepted;
- p)Jurisdiction of Courts: Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of High Court of Judicature at Hyderabad for the State of Telanagana and the State Andhra Pradesh only;
- q) Disclaimer: SCCL reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.

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**Annexure**

**Format of the offer**

**1. Name of the Consulting Firm :**

**2. Address :**

- i) Permanent Address :
- ii) Correspondence Address :
- iii) Telephone Number /Cell Nos. :
- iv) Fax Number :
- v) Email Address :
- vi) Website :

Sl. No.	Norms	Basis of Marks	Maximum Marks	Eligible Marks
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6	Dealt cases in all proceedings before relevant Tribunal Level	1/2 mark for each case	10	
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		<b>Total</b>	<b>100</b>	

Note:

- i. Marks as per the above criteria are to be filled in the 5<sup>th</sup> Column of the above table by the Bidders.
- ii. Documentary evidences in support of each of the above mentioned criteria are required to be submitted along with the offer.

Sl. No.	Description	To be filled by the bidder
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
<b>1</b>	Monthly retainer fee.	Rs. _____ (In words) _____ _____
<b>2</b>	Details of applicable Taxes (Exclusive of the retainer fee quoted).	
<b>3</b>	Details of PAN(copy to be enclosed)	
<b>4</b>	Details of Service Tax Registration(Copy of Registration Certificate to be enclosed)	

All the pages of the terms & conditions and documents submitted are to be signed with the seal of the firm. All the documentary evidence submitted shall be certified by the bidder.

Station:

Date:

Signature with seal of the firm