



**NEW MANGALORE PORT AUTHORITY**  
**Ministry of Ports, Shipping and Waterways**  
**Govt. Of India**

**NIT No. NMPA/FIN/Tax/TDS Consultant/2024-29**

**TENDER DOCUMENT FOR**

**“RENDERING PROFESSIONAL SERVICES TO FACILITATE  
COMPLIANCE AND PROCEDURAL ASPECTS ON TDS AND  
TCS TO THE NEW MANGALORE PORT AUTHORITY”**

**FY 2024-25, 2025-26, 2026-27, 2027-28 and 2028-29**

**PART - I**  
**SPECIAL INSTRUCTIONS TO THE BIDDERS FOR THE E-SUBMISSION OF**  
**THE BIDS ONLINE THROUGH E-PROCUREMENT PORTAL**

NIT No. NMPA/FIN/Tax/TDS Consultant/2024-29

DATED: 19-01-2024

**TITLE OF WORK: “TENDER FOR RENDERING PROFESSIONAL SERVICES TO FACILITATE COMPLIANCE AND PROCEDURAL ASPECTS ON TDS AND TCS TO THE NEW MANGALORE PORT AUTHORITY”**

1. बोलीदाता को होम पेज में उपलब्ध क्लिक हियर टू एनरोल का उपयोग करके पोर्टल में ऑनलाइन नामांकन करना चाहिए। फिर पोर्टल पर लॉग इन करने के बाद ई-टोकन के साथ डिजिटल सिग्नेचर एनरोलमेंट करना होगा। Bidder should do Online Enrolment in the Portal using the option ‘Click Here to Enroll’ available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal.
2. तत्पश्चात बोलीधारक नामांकन के दौरान चुने गए उपयोगकर्ता आईडी / पासवर्ड पोर्टल में लॉग इन कर पाएंगे। Bidder then logs into the portal giving user id / password chosen during enrollment.
3. दूसरों द्वारा दुरुपयोग न करते हुए पंजीकृत ई-टोकन का उपयोग बोलीदाता द्वारा ही किया जाना चाहिए। The e-token that is registered should be used by the Bidder and should not be misused by others.
4. किसी खाते में मैप किए जाने पर DSC को किसी अन्य खाते में दोबारा नहीं भेजा जा सकता है। यह केवल निष्क्रिय हो सकता है। DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.
5. बोलीदाता अग्रिम रूप से अद्यतन कर सकते हैं, दस्तावेज़ जैसे प्रमाणपत्र, खरीद आदेश विवरण आदि, मेरे दस्तावेज़ विकल्प के तहत और इन्हें निविदा आवश्यकताओं के अनुसार चुना जा सकता है और फिर बोली जमा करने के दौरान बोली दस्तावेज़ों के साथ संलग्न किया जा सकता है। यह बोली दस्तावेज़ों के कम अपलोड को सुनिश्चित करेगा। The Bidders can update well in advance, the documents such as certificates, purchase order details etc., Under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.

6. निविदा कार्यक्रम डाउनलोड करने / प्राप्त करने के बाद, बोलीदाता को सावधानीपूर्वक उनके माध्यम से जाना चाहिए और फिर निविदा दस्तावेज के अनुसार दस्तावेज जमा करना चाहिए; अन्यथा, बोली अस्वीकार कर दी जाएगी। After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.

7. बीओक्यू टेम्पलेट को बोलीदाता द्वारा संशोधित / प्रतिस्थापित नहीं किया जाना चाहिए और संबंधित कॉलम भरने के बाद उसे अपलोड किया जाना चाहिए, अन्यथा बोलीदाता उस निविदा के लिए अस्वीकार किए जाने के लिए उत्तरदायी है। बोलीदाताओं को केवल बिडर नाम और वैल्यू दर्ज करने की अनुमति है। The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.

8. यदि कोई स्पष्टीकरण हैं, तो यह ई-प्रोक्योरमेंट पोर्टल के माध्यम से या निविदा दस्तावेज में दिए गए संपर्क विवरण के माध्यम से ऑनलाइन प्राप्त किया जा सकता है। बोलीदाता को पोर्टल पर ऑनलाइन या <http://eprocure.gov.in/eprocure/app> or <http://newmangaloreport.gov.in> पर बोली प्रस्तुत करने से पहले प्रकाशित किए गए कोरिगेंडम को ध्यान में रखना चाहिए, बोलीदाता को अग्रिम में बोली दस्तावेज तैयार करने चाहिए। निविदा अनुसूची में दर्शाए अनुसार प्रस्तुत किया जाना चाहिए और वे पीडीएफ प्रारूपों में होने चाहिए।

If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account the corrigendum published before submitting the bids online on the portal or on <http://eprocure.gov.in/eprocure/app> or <http://newmangaloreport.gov.in> Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats.

9. निविदाकर्ता को निविदा में निर्दिष्ट अनुसार बोली सुरक्षा घोषणा और निविदा शुल्क की व्यवस्था करनी होगी। निविदा के लिए निविदा प्रस्तुत करने की तिथि और समय के भीतर मूल को व्यक्ति को निविदा आमंत्रण प्राधिकरण में पोस्ट /कुरियर/दियाकरना होगा। Bidder should arrange for the Earnest money Deposit and tender fee as specified in the tender.

10. बोली लगाने वाले को नियमों और शर्तों को पढ़ना चाहिए और बोलियों को जमा करने के लिए आगे बढ़ने के लिए उसी को स्वीकार करना चाहिए | The Bidder should read the terms and conditions and accept the same to proceed further to submit the bids.

11. बोली प्रस्तुत करने की प्रक्रिया के दौरान किसी भी देरी या समस्या से बचने के लिए बोली लगाने वाले को निर्धारित समय से पहले निविदा दस्तावेजों को ऑनलाइन जमा करना चाहिए | The Bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.

12. सर्वर के अंत में अपलोड की गई फ़ाइल के आकार की कोई सीमा नहीं है। हालाँकि, अपलोड क्लाइंट सिस्टम पर उपलब्ध मेमोरी के साथ-साथ उस समय क्लाइंट साइड पर उपलब्ध नेटवर्क बैंडविड्थ पर तय किया जाता है। फ़ाइल का आकार कम करने के लिए, बोलीदाताओं को 75-100 DPI में दस्तावेजों को स्कैन करने का सुझाव दिया जाता है ताकि स्पष्टता बनी रहे और फ़ाइल का आकार कम हो जाए। यह बहुत कम बैंडविड्थ की गति पर भी त्वरित अपलोड करने में मदद करेगा | There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and the size of file gets reduced. This will help in quick uploading even at very low bandwidth speeds.

13. यह ध्यान रखना महत्वपूर्ण है कि, बोली लगाने वाले को फ्रीज बोली बटन पर क्लिक करना होगा, यह सुनिश्चित करने के लिए कि वह बोली प्रस्तुत करने की प्रक्रिया पूरी करता है। बोलियां, जो अवरूद्ध हुए नहीं हैं, को अपूर्ण / अमान्य बोलियों के रूप में मानकर तथा मूल्यांकन उद्देश्यों के लिए नहीं माना जायेगा | It is important to note that, the bidder has to click on the Freeze Bid Button, to ensure that, he/she completes the Bid Submission Process. Bids, which are not frozen, are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.

14. स्थानीय मुद्दों के कारण बोलीदाताओं द्वारा ऑनलाइन बोली लगाने के दौरान किसी भी प्रकार की देरी या कठिनाइयों का सामना करने के लिए निविदा आमंत्रण प्राधिकरण (TIA) को जिम्मेदार नहीं ठहराया जाएगा | The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.

15. बोलीदाता इस पोर्टल के माध्यम से ही बोली दस्तावेजों को ऑनलाइन मोड में जमा कर सकता है। इस प्रणाली के माध्यम से ऑफ़लाइन दस्तावेजों को संभाला नहीं जाएगा। तकनीकी बोली की केवल हार्ड कॉपी ईई (एम) III, एनएमपीटी को नियत तारीख से पहले पहुंचनी चाहिए | बोलीदाता यह सुनिश्चित करेगा कि न्यूनतम योग्यता से संबंधित सभी दस्तावेजों को तकनीकी बोली के साथ अनिवार्य रूप से अपलोड किया जाएगा, जिसमें असफल होने पर बोली को सरसरी तौर पर अस्वीकार कर दिया जाएगा। इस संबंध में कोई स्पष्टीकरण नहीं मांगा जाएगा। The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system. The bidder shall ensure that all the documents pertaining to minimum qualification shall be compulsorily uploaded along with the technical Bid failing which the bid shall be rejected summarily. No clarifications shall be sought in this regard.

16. बोली को फ्रीज़ करने के समय, ई-प्रोक्योरमेंट सिस्टम सभी बोली दस्तावेजों को अपलोड करने के बाद एक सफल बोली अपडेटिंग संदेश देगा और फिर बोली सारांश को बोली नंबर, तिथि और जमा करने के समय के साथ दिखाया जाएगा। अन्य सभी प्रासंगिक विवरणों के साथ बोली लगाएं। बोलीकर्ताओं द्वारा प्रस्तुत दस्तावेजों को बोलीदाता के ई-टोकन का उपयोग करके डिजिटल रूप से हस्ताक्षरित किया जाएगा और फिर प्रस्तुत किया जाएगा। At the time of freezing the bid, the e-Procurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no., date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

17. बोली प्रस्तुत करने के बाद, बोली सारांश को प्रिंट करना होगा और बोली प्रस्तुत करने के टोकन के रूप में एक एक्रॉलेजमेंट के रूप में रखना होगा। बोली सारांश निविदा के लिए बोली प्रस्तुत करने के प्रमाण के रूप में कार्य करेगा और बोली उद्घाटन कार्यक्रम में भाग लेने के लिए प्रवेश बिंदु के रूप में भी कार्य करेगा। After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

18. सिस्टम से सफल बोली प्रस्तुत करने का मतलब है, कि बोलीदाता द्वारा अपलोड की गई बोलियां प्राप्त होकर सिस्टम में संग्रहीत कर ली गयी हैं; सिस्टम इसकी शुद्धता के लिए प्रमाणित नहीं करता है।

Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.

19. बोली लगाने वाले को यह देखना चाहिए कि प्रस्तुत किए गए बोली दस्तावेज वायरस से मुक्त हैं और यदि निविदा खोलने के दौरान वायरस के कारण दस्तावेज नहीं खुल पा रहे हैं तो बोली अस्वीकार कर दी जाएगी। इसके लिए आर्गेनाइजेशन जिम्मेदार नहीं होगी। The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected. Organization will not be responsible for it.

20. टेंडर पोर्टल के शीर्ष पर सर्वर घड़ी से प्रदर्शित होने वाला समय, ई-प्रोक्योरमेंट पोर्टल में बोली प्रस्तुत करने, बोली खोलने आदि के अनुरोध के सभी कार्यों के लिए मान्य होगा। इस पोर्टल में अनुवर्ती समय भारतीय मानक समय (IST) के अनुसार है जो GMT + 5: 30 है। बोली लगाने के दौरान बोलीदाताओं को इस समय का पालन करना होगा The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

21. बोलीकर्ताओं से अनुरोध किया जाता है कि वे बोली प्रस्तुत करने की अंतिम तिथि और समय (सर्वर सिस्टम क्लॉक के अनुसार) से पहले निविदा प्रक्रिया के लिए ऑनलाइन ई-प्रोक्योरमेंट सिस्टम के माध्यम से निविदाएं प्रस्तुत करें। The bidders are requested to submit the bids through online e-Procurement system to the Tender Inviting Authority (TIA) well before the bid submission end date and time (as per Server System Clock).

22. भाग I- तकनीकी बीआईडी के साथ निविदा फार्म शुल्क और बोली सुरक्षा घोषणा जमा किया जाएगा। फीस, बोली सुरक्षा घोषणा के बिना प्रस्तुत बीआईडी, जैसा कि ऊपर उल्लेख किया गया है, मूल्यांकन के लिए विचार नहीं किया जाएगा और सरसरी तौर पर खारिज कर दिया जाएगा। Tender form Fee and Earnest Money deposit shall be submitted with the Part I- Technical BID. BID submitted without fees and EMD, as mentioned above will not be considered for evaluation and shall be rejected summarily.

23. बोली लगाने वाला / निविदाकार / ठेकेदार कर विभागों के साथ लागू रिटर्न समय में दाखिल करेगा और दस्तावेजी प्रमाण के रूप में प्रस्तुत करना होगा। The Bidder/Contractor shall file the

applicable returns with Tax departments in time and submit the same as documentary proof.

24. पोर्ट को क्रेडिट करने के लिए जीएसटी लागू टैक्स चालान में एक अलग लाइन आइटम के रूप में दिखाया जाएगा। The GST applicable shall be shown as a separate line items in the Tax invoices to avail input credit to the Port.

25. ईएमडी / एलडी / एसडी को जब्त करने की स्थिति में, जीएसटी लागू है; तथा जुर्माना लगाने के दौरान जीएसटी लागू किया जायेगा। In the event of forfeiting the LD/SD, GST is applicable and while imposing penalty, applicable GST shall be collected.

## Part II

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**NEW MANGALORE PORT AUTHORITY  
FINANCE DEPARTMENT**

**NIT No: NMPA/FIN/Tax/Consultant/2024-29**

**Date: 19-01-2024**

E-Tenders are invited by New Mangalore Port Authority, Panambur, Mangalore-575010 through <http://www.eprocure.gov.in/eprocure/app> of CPP portal from the reputed Chartered Accountant firms fulfilling the Minimum Eligibility Criteria stipulated in this notice in two cover bidding procedure for the work of "RENDERING PROFESSIONAL SERVICES TO FACILITATE COMPLIANCE AND PROCEDURAL ASPECTS ON TDS/TCS TO NEW MANGALORE PORT AUTHORITY (NMPA)".

|                                                                              |                                                                                    |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| Estimated Amount put to Tender                                               | Rs.47,60,000/- (Rs. Forty Seven Lakh Sixty Thousand Only) Excluding GST            |
| Bid Security                                                                 | Rs. 1,68,500/- (Rs. One Lakh Sixty Eight Thousand Five Hundred Only) including GST |
| Cost of Tender (Tender fee)                                                  | Rs.560/- (Five Hundred and Sixty only including GST @12%)                          |
| Document download start date and time                                        | 19-01-2024 06:55 PM                                                                |
| Seek clarification start date and time                                       | 22-01-2024 10:00 AM                                                                |
| Seek clarification end date and time                                         | 25-01-2024 05:00 PM                                                                |
| Bid submission start date and time                                           | 29-01-2024 10:00 AM                                                                |
| Bid submission closing date and time                                         | 20-02-2024 03:00 PM                                                                |
| Date & time of opening of<br>Cover - I : Technical<br>Cover - II : Financial | 21-02-2024 04:00 PM<br>Will be informed later                                      |
| Validity of Tender                                                           | 180 days                                                                           |

Amendments to the tender (if any) will be issued only through web site.

<http://newmangaloreport.gov.in> and  
<http://eprocure.gov.in/eprocure/app>

Sd/-  
**FA & CAO  
NMPA**

## **SECTION-1: PREAMBLE**

**NAME OF WORK:** RENDERING PROFESSIONAL SERVICES TO FACILITATE COMPLIANCE AND PROCEDURAL ASPECTS ON TDS/TCS TO NEW MANGALORE PORT AUTHORITY (NMPA)

### **A. SCOPE OF WORK:**

- To undertake the work of rendering professional services relating to TDS/TCS Compliance as mentioned in section 3 of this tender. This work will be for a definite period and will not amount to any kind of employment obligation on the part of NMPA.
- The Process for appointment will be for a period of 5 years i.e FY 2024-25, 2025-26, 2026-27, 2027-28 and 2028-29.

### **B. CLARIFICATION REQUESTS :**

- The written queries/ clarifications be sent to NMPA office by 25-01-2024
- Prospective bidders are required to direct all communications related to this Tender, through the Nominated Point of Contact person:

Avinash,

Sr.AO (B)

Ph:9738439100

Email.Id: [avinash.mng@nmpt.gov.in](mailto:avinash.mng@nmpt.gov.in)

## **SECTION 2: BACKGROUND OF NEW MANGALORE PORT AUTHORITY**

- **Background**

The New Mangalore Port Authority (NMPA) is one of the 12 Major Port Authorities in India. The Port is functioning under the Major Port Authorities Act 2021 under the Administrative Control of Ministry of Ports Shipping & Waterways, Govt. of India.

The Port is following Mercantile System of Accounting and complies with the various Accounting Standards issued by the Institute of Chartered Accountants of India from time to time. The Port has implemented Oracle based E.R.P. with effect from 01-04-2011.

The Port has around 360 employees, 2,332 Pensioners for whom tax calculation is carried out and deduction of income tax at source is made after taking into consideration the relevant provisions of the Income Tax Act. The Port has around 4200 entries (Line items p.a) of Contractors for whom payments towards various contracts of capital and revenue nature and towards professional charges are applicable, which also comes under the provisions of deduction of income tax at source (TDS/TCS).

- **Financial Performance**

The Cargo handled during 2022-23 by the Port was 41.42 million tonnes. The operating surplus was Rs. 466 Crores. The Profit before tax was Rs.374 crores and Profit after tax was Rs. 243 crores. The total investment held by the Port on various fund accounts as on 31.03.2023 was Rs. 3472 crores

### **SECTION 3: SCOPE OF WORK**

#### **A. The proposed professional services are sought for :**

- (a) Co-ordination with the Computer Center (Electronic Data Processing Division) of the Port for collection of data and sit with the Computer Center Staff in computing the amounts of tax to be deducted/collected and remitted by the Port as required by law.
- (b) Coordination with all section officials for all matters relating to deduction/ collection of income tax, accounting of the deduction/collection of income tax, payment of income tax, reconciliation of amounts of tax deducted/collected and tax remitted, filing of TDS/TCS returns, issuance of TDS/TCS certificates in time, replying to the queries and providing clarifications to income tax authorities in matters connected with TDS/TCS provisions.
- (c) Verification of employees/pensioners outside savings not reflected in the salary and pension and suggests various tax planning measures/options available to save Tax to the individuals.
- (d) Assisting with the issuance of TDS/TCS certificates in time to facilitate issue of Form No.16 by Central Pay Roll (CPR), Finance Pension and RCHW dealing section.
- (e) To enable issue of Form No.16A to Contractors quarterly by Finance sections concerned (viz, Works, Establishment, RCHW)
- (f) Provide to the Port officials, the computation of amounts to be remitted by the Port at least 3 working days in advance of the due date.
- (g) Assist the Port officials in remitting the taxes properly as per law so as to facilitate proper credit to the concerned employees, pensioners, contractors, professionals and to any other persons.
- (h) Preparation of Quarterly TDS/TCS returns in the electronic format as per the format provided by Income Tax Department from time to time.
- (i) Preparation of 27-A form and obtaining the signature of the Port's designated official on the same for submission to the Income Tax Department/TIN Facilitation Centre while e-filing.
- (j) Uploading and E-filing of the TDS/TCS returns electronically or any other mode as per law, with necessary attachments with the TIN Facilitation Centre or as

per the Income Tax Regulations at force at the time, at least 5 working days in advance of the due dates announced by income Tax Department from time to time and to represent before the income tax authorities on any aspect relating to the TDS/TCS returns of the Port

- (k) Furnishing the original e-filing acknowledgement to the Trust within two days after filing the returns.
- (l) Sharing a soft copy (in readable form like PDF, Word or Excel)/hard copy of the return filed, with the Port and establish and provide a proper data back up to the Port for the TDS/TCS returns filed and revision TDS/TCS returns filed by and for the Port facilitating furnishing copies and references at a later date, etc.
- (m) Advisory, opinion and regular training to Port Staff concerned on TDS/TCS provisions, procedure of deductions, remittances, preparation of e-TDS/TCS returns and filing of e-TDS/TCS returns.
- (n) If necessity arises, making corrections/additions/deletions in the data of the returns files as per the rules of Income Tax Department, filing of correction/revised statements against the defaults generated by TIN-NSDL and against the notices received from Income Tax Department during the period of engagement irrespective of the period to which the correction statement/return belongs, furnishing original acknowledgement from the Income Tax Department for such corrections/additions/deletions and sharing a copy of the soft copy (in readable form like PDF, Word or Excel)/hard copy for the same.
- (o) Facilitate issuance of TDS/TCS certificates in appropriate Forms to the employees, pensioners, contractors, professionals and to any other persons as per law in such a way that sufficient time is given to the Port Officials to verify and distribute the same to the concerned within the due date earmarked for issue within the time stipulated under the law. Computers, Printers and stationery for printing of TDS/TCS certificates will be provided by the Port.
- (p) Establish and provide a proper data back up to the Port for the certificates issued by the Port to the employees, pensioners, contractors, professionals and to any other persons facilitating issuance of duplicate certificates, reference and verification to the issued certificates, etc.
- (q) Preparation of replies and represent before the income Tax department in respect of notices /communications received by the Port in connection with the

filing of e-TDS returns during the period of engagement irrespective of the period to which the notices belong to.

- (r) Review the existing system of book keeping with respect to the TDS/TCS and suggest modifications to comply with the laws in this regard and for proper reconciliation of the 'amounts of tax deducted/collected' and 'amounts of TDS/TCS remitted' periodically.
- (s) Provide applicable software CD used for e-filing TDS/TCS returns in addition to the e-filing services provided by them.
- (t) Reconcile the balances in the various general ledger accounts of Port relating to 'amounts of tax deducted/collected' and 'amounts of TDS remitted'.
- (u) Providing the data as required for the yearly consolidation of TDS/TCS information required for the Audit to enable filing of the Income Tax of the Port under the Income Tax Regulations.
- (v) Attending Income Tax Notices/issues/demand arised due to various reasons in respect of TDS/TCS related to earlier years and replying to the queries and providing clarification and to represent before Income Tax Authorities on any aspect relating to the in matters connected with TDS/TCS provision of prior periods.
- (w) Reconciliation of pay bill report of CPR section with TDS details provided by EDP section on monthly basis.
- (x) Reconciliation of TDS reports with books of accounts on monthly basis.

**B. GENERAL:**

The above scope of work is indicative only and not exhaustive. The Audit Firm is required to carry such of those other related works pertaining to tax laws as may be decided by FA&CAO from time to time. The Audit Firm is required to explain and provide clarifications on the reports and through puts provided by them to port. The audit firm is also required to provide necessary advice to improve the current system and make the system more simple and user friendly.

## SECTION 4: ELIGIBILITY CRITERIA

Mandatory Eligibility Conditions for participation in Tender are as below. Bidder must satisfy all these condition, before participation in the tender.

| S.No | Eligibility Criteria                                                                                                                                                                                                                                      |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | The auditors firm should be a partnership firm in continuous existence for a period of at least 7 years.                                                                                                                                                  |
| 2.   | There should be at least 2 qualified Chartered Accountants as partners in the firm.                                                                                                                                                                       |
| 3.   | The firm should have at least 2 years experience out of last 5 years in handling of 24Q TDS returns of State/Central Government Offices/Departments/Undertakings/ Local Authorities/Public limited companies employing more than 200 employees            |
| 4.   | The firm should have at least 2 years experience out of last 5 years in handling of 26Q TDS returns of State/Central Government Offices / Departments/Undertakings/ Local Authorities/Public limited companies whose turnover is more than Rs.100 crores. |
| 5.   | They should have been filing the IT returns for the past 5 years.                                                                                                                                                                                         |
| 6.   | Only the Chartered Accountant firms having office in Dakshina Kannada or Udupi districts shall be considered.                                                                                                                                             |

### Note:

- 1) Consortium or Joint Ventures are not allowed.
- 2) All the credential documents as per Annexure A (Credential Bid Form) need to be scanned and submitted ONLINE only through CPP Portal.

## **SECTION 5 : BIDDING PROCESS**

- a) Bidders are advised to study the Bid Document carefully. Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms, and requirement specifications in the Tender document with full understanding of its implications. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in all respects will be at the bidder's risk and may result in the rejection of the bid. Any bids containing price bid along with technical bid is liable to be rejected. Declaration in Annexure B needs to be uploaded along with Technical bid. Any false/wrong statement in these declarations will lead to rejection of bids.
- b) All the bids must be valid for a period of 180 days from the date of Tender opening. If necessary, NMPA will seek extension in the bid validity period beyond 180 days. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their EMD.

## **SECTION 6 : BID COMPOSITION**

- a) The bid(s) shall be submitted through CPP Portal only.
- b) Credential Bid/ Technical Bid(s): Documents as per the eligibility criteria and Credential Bid shall be scanned and submitted ONLINE only through CPP Portal.
- c) Financial Bid/ Price Bid(s): Financial bid(s) are required to be submitted through CPP portal only.

## **SECTION-7: TENDER FEE, EARNEST MONEY DEPOSIT (EMD), AND SECURITY DEPOSIT**

### **I. Tender Fee & Earnest Money Deposit**

- i. The tender fee of Rs. 500/- + 12% GST shall be remitted through RTGS/NEFT to the Bank account mentioned in Point (vi) below.
- ii. The Bid security (EMD) of Rs. 1,68,500/- (Rupees One Lakh Sixty Eight Thousand Five Hundred only) shall be remitted through RTGS/NEFT to the Bank account mentioned in Point (vi) below.



- iii. In the event of bidder withdrawing his tender before the expiry of tender validity period of 180 days from the date of opening of technical bid, the tender submitted by the bidder shall be cancelled and EMD shall be forfeited.
- iv. The Earnest Money Deposit of unsuccessful bidder shall be returned on award of assignment to the successful bidder. No interest shall be payable on the amount of EMD in any case. The Earnest Money Deposit of the successful bidder shall be refunded (without interest) after he has signed the agreement and furnished required performance security.
- v. NMPA reserves the right to forfeit the Earnest Money Deposit in respect of successful bidder, if he fails to furnish the acceptance letter within 30 days from the date of receipt of Work order and fails to furnish the required performance security.
- vi. The NMPA bank details are as follows:-
  - 1. Name of the Bank: State Bank of India
  - 2. Branch: Panambur, Mangalore -575 010.
  - 3. Bank A/C No: 10205649448
  - 4. IFSC Code: SBIN0002249
  - 5. MICR Code: 575002011
- vii. The benefit of Exemption of EMD & Tender Fees to all micro and small Enterprises (MSME) will be considered subject to submission of valid registration certificate.
- viii. The Earnest Money Deposit can be forfeited if a Bidder withdraws his bid during the period of bid validity.
- ix. In case successful Bidder fails to sign the contract or furnish the required Bid Security within the stipulated time, the bid shall be liable for rejection
- x. In the event of forfeiting the EMD / SD and while imposing penalty, GST as applicable will be collected.

## **II. Security Deposit**

- i. The Performance Security at 3% of the Contract amount including GST should be submitted as Bank Guarantee within 30 days of receipt of letter of acceptance.
- ii. Bank Guarantee shall be issued by a Nationalized /Scheduled Indian bank having its branch at Mangalore. Format of Bank Guarantee is specified in Annexure D of this tender document.
- iii. In case of termination of the contract for any reason, the Security Deposit shall stand forfeited, either wholly or partly and the contractor(s) shall have no claim whatsoever against NMPA in consequence of such termination of contract.
- iv. In case the contractor(s) gives up the work before expiry of the contract or is unable to service the contract for whatever reason, the Security Deposit shall stand forfeited.
- v. No interest shall be payable on the Security Deposit.
- vi. The NMPA shall also be entitled to make recoveries from the contractor's bills, Security Deposit or from any other amount due to him, against any over payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.
- vii. The Security Deposit paid by the contractor towards satisfactory performance of the contract shall, subject to necessary deductions, if any, be returned to him after three months on expiry of the contract.

**Note:** The Penalty for the delay in submission of the Performance guarantee within the stipulated date above shall be at the rate of 0.25% of the amount of performance guarantee for each week or part of the week for the number of weeks delayed beyond the stipulated date of submission.

## **SECTION 8: LAST DATE FOR BID SUBMISSION**

- a. E-Bids, complete in all respects as mentioned in section 4, 5, 6 and 7 must be submitted through CPP Portal as per the date and time for closing of submission of E-bid(s).
- b. Port may at its own discretion, extend the date for bid submission. In such a case all rights and obligations of port and the Bidders shall be applicable to the extended time frame.
- c. The bids submitted by telex/telegram/fax/Email or any manner other than specified above will not be considered. No correspondence will be entertained on this matter.
- d. At any time prior to the last date for receipt of bids, Port may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender document by an amendment. The amendment will be notified on E-tendering portal: <http://eprocure.gov.in/eprocure/app> and NMPA official website and should be taken into consideration by the prospective bidders while preparing their bids.
- e. In order to give prospective bidders reasonable time to take the amendment into account in preparing their bids, NMPA may, at its discretion, extend the last date for the receipt of bids. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the bidder in the bid. Withdrawal of a bid during this interval may result in forfeiture of Bidder's EMD.
- f. The bidders will bear all costs associated with the preparation and submission of their bids. NMPA will, in no case, be responsible or liable for those costs, regardless of the outcome of the tender process.
- g. Printed terms and conditions of the bidders will not be considered as forming part of their bid. In case terms and conditions of the contract applicable to the Invitation of bid are not acceptable to any bidder, they should clearly specify the deviations in their bids.

## **SECTION 9: OPENING OF BIDS**

- a. Bids received from the Bidders shall be opened on due date and time. The opening of the Bids shall be carried out in the physical presence of the designated representatives of NMPA and the Bidders. However, this tender does not mandate the physical presence of the Bidders. The absence of the physical presence of the Bidders shall in no way affect the outcome of the evaluation of the Bids. During bid opening, only two authorized representatives of each bidder shall be allowed to be present.
- b. NMPA shall subsequently examine and evaluate the Bids in accordance with the provisions set out in this Chapter.
- c. Opening of Financial Bid: Financial bids will be opened only for bidders; whose bids qualify based on evaluation of credential/Technical Bids.

## **SECTION 10: BID VALIDITY**

All the E-Bids must be valid for a period of 180 days from the date of tender opening for placing the initial order. If necessary, NMPA will seek extension in the bid validity period beyond 180 days. The bidders, not agreeing for such extensions will be allowed to withdraw their bids without forfeiture of their EMD.

## **SECTION 11: EVALUATION OF BIDS**

- a) When deemed necessary, NMPA may seek clarifications on any aspect of their bid from the bidder. However, that would not entitle the bidder to change or cause any change in the substance of the tender submitted or price quoted. This would also not mean that their bid has been accepted.
- b) Any effort by a bidder to influence NMPA E-Bid(s) evaluation, bid comparison or contract award decisions may result in the rejection of the bidder's bid and forfeiture of the bidder's EMD.
- c) NMPA reserves the right to accept any bid, and to cancel/abort the tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or bidders and of any

obligation to inform the affected bidders of the grounds for Port's action and without assigning any reasons.

### **Credential Evaluation**

The credential E-Bids will be evaluated by a duly nominated Tender Committee. E-Bids, not satisfying the eligibility criteria will be rejected. Tender committee will evaluate information submitted in Annexure-A as per Tender terms. On request from the tender committee, the bidders may have to submit additional information. The tender committee may call the eligible bidders for a presentation of the work handled by them. The time limit, in which the bidders have to submit the additional information or present their work, will be decided by the tender committee and its decision will be final in this regard. Bidders failing to adhere to the specified time limit will be rejected.

## **SECTION 12: SIGNING OF CONTRACT AND AWARD OF CONTRACT (APPOINTMENT)**

- a) On written communication from Port for having qualified for appointment, the bidder will sign the contract (letter of appointment) within 7 days of such communication. Failing which the offer will be treated as withdrawn and EMD forfeited. NMPA reserves the right to extend the offer to the next eligible bidder.
- b) The conditions stipulated in the contract will be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the Port. In addition, Port will be free to forfeit the EMD/Security deposit and getting the assigned work done from alternate sources at the risk and cost of the defaulting bidder.

## **SECTION 13: DURATION**

- a) The audit firm is expected to provide above mentioned services for a period of two years with effect from 01.04.2024.

#### **SECTION 14: TERMINATION OF CONTRACT**

- a) The contract is liable for termination for any deficiency in any service by giving One month notice. No compensation is payable under any circumstances on account of such termination. The fees shall be payable only up to the period of serving the notice of termination. The decision of New Mangalore Port Authority in this regard is final and binding.

#### **SECTION 15: CHANGE OF NAME OF THE FIRM**

- a) During the period of engagement, if the bidder's name got changed due to acquisition, amalgamation etc., bidder must inform Port with all required documents within one month of its name change. Port will not entertain any name change requests during the bidding process. In this case the bid will be rejected straightaway.

#### **SECTION 16: CONFIDENTIALITY**

- a) The Bidder and their personnel will not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or business or operations of NMPA or its clients without the prior written consent of Port.

#### **SECTION 17: SECURITY**

- a) The agency or its deployed personnel, by virtue of working on NMPA, can't claim any rights on the work performed by them. NMPA will have absolute rights on the work assigned and performed by them. Neither any claims of the agency or its deployed professionals will be entertained on the deliverables.
- b) The agency will ensure that no information shall be leaked out about the software, hardware, including Electronic form or otherwise, by the manpower posted by them.

## **SECTION 18: TERMS OF PAYMENT**

- a) The fees shall be quoted on financial year basis for the Financial years 2024-25 to 2028-29. No escalation is allowed. NSDL uploading fees / charges will be reimbursed on actual basis.
- b) The payment will be made on quarterly basis after deducting applicable taxes within 30 days of receipt of the claim upon submitting all documents of filing returns for that quarter and issue of TIN (NSDL TRACES) generated TDS/TCS Certificates for the respective quarter and submission of all documents for filing of Annual Return in case of 4<sup>th</sup> quarter of the Financial year.

## **SECTION 19: GENERAL TERMS AND CONDITIONS**

- a) The Chartered Accountant Firm shall depute sufficient number of staff as and when required.
- b) The Audit firm shall nominate a Partner to deal with all relevant matters. Such nominated partner of the Audit firm i.e. Chartered Accountant shall personally attend to all scope of work relating to TDS/TCS.
- c) The service team should sit with the concerned NMPT Officials, thoroughly verify the data before uploading the same to NSDL so as to get the full TDS/TCS credit to the employees, pensioners and contractors.
- d) The nominated partner of the audit firm will visit the port as and when required at short notice for discussions / opinions and the cost of transport and other incidental expenses shall be borne by Audit firm themselves. Meeting and discussions shall take place only during Office Hours and at the Port Office only. Non-compliance will be considered as deficiency in service which may lead to termination of Contract.
- e) Any meeting / discussion all by the Port shall be attended to only by the nominated partner.
- f) Any representation on behalf of Port before any authority shall only be by the partner nominated by the Audit firm. Any default in this regard will be construed as deficiencies in service
- g) The bidder will not outsource the work to any other associate/franchisee/third party under any circumstances. If it so happens then NMPA will impose

sanctions which will include: forfeiture of the security deposit and termination of the contract for default.

- h) All bidders automatically agree with NMPA for honouring all aspects of fair trade practices in executing the work orders placed by NMPA.
- i) The bidder will be responsible for any damage to equipment's, property and third-party liabilities caused by acts on part of its deployed person at NMPA/User's premises.
- j) The staff deployed by the bidder will maintain office decorum. They will be courteous, polite and cooperative.
- k) The firm shall make their own arrangements for office stationary and other office equipment facilities. A separate sitting facility with table, chairs & one computer system for the firm and their staff shall only be provided by New Mangalore Port Authority.

#### **Section 20: REPORTING PATTERN**

- a) A detailed report comprising of the compliance to the law and procedures relating to TDS regulations shall be provided to the F.A.&C.A.O. on a quarterly basis within 30 days of completion of every quarter, i.e. within 30<sup>th</sup> April, 30<sup>th</sup> July, 30<sup>th</sup> October and 30<sup>th</sup> January every year.
- b) This report shall cover the section-wise compliance for deduction, remittance, filing of TDS returns, issues noticed, issues resolved and issuance of certificates.
- c) Any non-compliance shall be duly highlighted.
- d) All correspondence relating to the proposed services shall be addressed to the F.A.&C.A.O. Any change suggested by the Port in the contents and format/pattern of the report shall be brought out in the subsequent reports.



## **SECTION 21: FORCE MAJEURE**

Force majeure shall mean –

- War, hostilities (whether war be declared or not), invasion, act of foreign enemies.
- Rebellion, revolution, insurrection or military or usurped power or civil war,
- Ionizing radiation or contamination by radio-activity from any nuclear fuel, or from any nuclear waste from the combustion of nuclear fuel, radioactive toxic explosive or other hazardous properties of any explosive nuclear assembly or nuclear component thereof.
- Pressure waves caused by aircraft or other aerial devices travelling at sonic or supersonic speeds.
- Riot, commotion or disorder, unless solely restricted to employees of the Contractor or of his Subcontractors and arising from the conduct of the Works.

## **SECTION 22: ARBITRATION AND JURISDICTION**

- a) The parties through respective signatories shall settle any dispute or disagreement with respect to performance, non-performance or defective performance of respective obligation amicably. In the event of disputes remaining unresolved, the parties shall refer the matter to a single arbitrator under arbitration law that may be applicable, whose appointment shall be done by Chairperson, New Mangalore Port Authority. The place of arbitration shall be Mangalore and the language used shall be English.

## **SECTION 23: APPLICABLE LAW**

- a) The work orders will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing. Any default in the terms and conditions of the tender by the bidder will lead to rejection of bid/work order and forfeiture of EMD/Security Deposit.

**Annexure A****Credential Bid Form**

| S.No | Item                                                                                                                                                                                                                                                     | Supporting Evidence                                                                                                                                                                         |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | The Auditors firm should be a partnership firm in continuous existence for a period of at least 7 years                                                                                                                                                  | Attach Constitution Certificate generated online from The Institute of Chartered Accountants of India                                                                                       |
| 2.   | There should be at least 2 qualified Chartered Accountants as partners in the firm                                                                                                                                                                       | Attach Constitution Certificate generated online from The Institute of Chartered Accountants of India. The firm shall furnish the profile of the partners of the firm and their experience. |
| 3.   | The firm should have at least 2 years experience out of last 5 years in handling of 24Q TDS returns of State/Central Government Offices/ Departments/Undertakings/ Local Authorities/Public limited companies employing more than 200 employees          | Attach Work order Copy                                                                                                                                                                      |
| 4.   | The firm should have at least 2 years experience out of last 5 years in handling of 26Q TDS returns of State/Central Government Offices / Departments/Undertakings/ Local Authorities/Public limited companies whose turnover is more than Rs.100 crores | Attach Work order Copy                                                                                                                                                                      |
| 5.   | They should have been filing the IT returns for the past 5 years                                                                                                                                                                                         | Attach the copies of ITR and audited balance sheet for last 5 years                                                                                                                         |
| 6.   | CA firms with office in the districts of Dakshina Kannada or Udupi                                                                                                                                                                                       | Attach the Firm card downloaded from the website of Institute of Chartered Accountants of India which mentions the address clearly                                                          |

OFFER LETTER

To,

FA & CAO,  
New Mangalore Port Authority,  
Panambur Mangalore -575010

Subject: - Appointment for Rendering Professional services to facilitate Compliance and Procedural aspects on TDS/TCS to the New Mangalore Port Authority.

I/We \_\_\_\_\_ (kindly mention PAN No, Date of Constitution of firm and ICAI firm registration number-Mandatory) have read the various conditions detailed in Tender documents attached here to and hereby agree to ABIDE BY THE SAID CONDITIONS.

**I/We have completed all the works/ contracts awarded by New Mangalore Port Authority satisfactorily.**

I/We also agree to keep this offer open for acceptance for a period of 180 days from the date of submission and in default thereof, I/We will be liable for forfeiture of my/our Earnest Money.

I/We offer to provide above services at the rates quoted in the Price Bid and hereby bind myself/ourselves to complete the work within the prescribed period as mentioned in LOA.

I/We also hereby agree to abide by the Various Conditions of Contract and to carry out the services as per the Standards prescribed by the Institute of Chartered Accountant of India/Institute of Cost & Works Accountants of India.

EMD of Rs 1,68,000 and tender fees of Rs.500+12% GST has been paid. Details as mentioned below:

| SL.No | Type       | Bank Detail | Ref.No | Amount |
|-------|------------|-------------|--------|--------|
| 1     | EMD        |             |        |        |
| 2     | Tender Fee |             |        |        |

The full value of Earnest Money shall stand forfeited without prejudice to any other rights or remedies if, I/We withdraw or modify the offer within validity period or do not deposit the security deposit (Performance Bank Guarantee) within 7 days after receipt of call to sign Contract Agreement.

Signature of Bidder

Date:

Bidder address.

SIGNATURE OF WITNESS:

- 1.
- 2.

**PRICE BID**

| <b>Sl. No.</b> | <b>Description</b>                                                                                                                      | <b>Total</b> |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1              | Professional Charges for services in relation to TDS and TCS matters for Financial years 2024-25, 2025-26, 2026-27, 2027-28 and 2028-29 |              |
|                | <b>Grand Total (Excluding GST)</b>                                                                                                      |              |

**Note:**

1. Rate quoted shall be inclusive of all local travelling, conveyance, printing, stationery and all other taxes and duties excluding Goods & Service tax. The applicable percentage of Goods & service tax shall be paid.
2. Price bid should only be submitted through CPP portal in provided form. If price bid is submitted along technical bid, bid is liable to be rejected.

**Annexure D**

**PERFORMANCE BANK GUARANTEE**

To: \_\_\_\_\_ [name of Employer]  
\_\_\_\_\_ [address of Employer]

WHEREAS \_\_\_\_\_ [name and address of CA Firm (hereinafter called "CA Firm")] has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to execute \_\_\_\_\_ [name of Contract and brief description of Works](hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the CA Firm shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract; AND WHEREAS we have agreed to give the CA Firm such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the CA Firm, up to a total of \_\_\_\_\_ [amount of guarantee]<sup>1</sup> \_\_\_\_\_ [In words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand, and without cavil or argument, any sum or sums within the limits of \_\_\_\_\_ [amount of guarantee]<sup>1</sup> as a foresaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the CA Firm before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between you and the CA Firm shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 28 days from the date of expiry of the Defects Liability Period.

Notwithstanding anything mentioned above,

Our liability against this guarantee is restricted to Rs. .... (Rupees ..... only) and unless a claim in writing is lodged with us within 3 months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

IN WITNESS WHEREOF this guarantee has been duly executed on this ..... day of .....

Signature and seal of the guarantor \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> An amount shall be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract and denominated in Indian Rupees.