



OIL INDIA LIMITED

(A Govt. of India Enterprise)

D.NO: 11-4-7 (3rd FLOOR), NOOKALAMMA TEMPLE STREET,

KAKINADA, ANDHRA PRADESH – 533004

PH: 0884-2302176, FAX: 0884-2352383, Email: kgbasin@oilindia.in

Tender Notice No. ECP1557P17

FOR

HIRING OF PROFESSIONAL SERVICES FOR ISSUE AND UPLOADING OF 15CA & 15CB CERTIFICATES AND E-FILING OF SERVICE TAX/INCOME TAX/VAT RETURNS OF KG BASIN PROJECT OF OIL INDIA LIMITED

1.0 INTRODUCTION.

Oil India Limited (OIL), KG Basin Project, Nookalamma Temple Street, Ramaraopeta, Kakinada, Andhra Pradesh, PIN – 533004, a Government of India “NAVARATNA” category Enterprise with its Field Headquarters at Duliajan, Assam, India engaged in the business of Exploration, Production and Transportation of Crude Oil & Natural Gas and Production of LPG, invites Offers for **“Hiring of professional services for issue and uploading of 15CA & 15CB Certificates and E-filing of Service Tax/Income Tax/VAT Returns”** from experienced firms for a period of 2 (two) years.

2.0 SCOPE OF WORK.

The Service provider shall have to carry out primarily the following assignment:-

- A.** Issuance of Form 15CA and uploading of Form 15CB relating to release of payment to non-residents u/s 195 of I Tax Act
- B.** Filing of quarterly Income Tax return u/s 192/194c/194j/194i/194h and 195 of IT Act
- C.** Filing of Monthly AP VAT & CST Returns
- D.** Filing of Service Tax Return
- E.** Issue of CA Certificate for any purpose relating to OIL's business

3.0 BIDDER'S ELIGIBILITY CRITERIA.

- a)** At least three (3) qualified Chartered Accountants/Cost & Management Accountants must be engaged permanently by the firm during the last 3 years prior to bid closing date (documentary proof must be provided). Membership Number of the C A's/CMA's along with the Firm Registration number must be attached along-with the Offer.
- b)** The firm must have an office in Kakinada
- c)** Firms must have experience of providing professional services to at least one Oil & Gas Industry in India during last 5 years. Documentary evidence shall have to be attached with the Offer.

OIL'S offered rates for the services (yearly)

SL.NO.	Particulars	Unit Rate(Rs)	Estimated Qty	Total Amount (Rs)
1.	Issuance of Form 15CA and uploading of Form 15CB relating to release of payment to non-residents u/s 195 of I Tax Act	1,500.00	200	3,00,000.00
2.	Filing of quarterly Income tax return u/s 192/194c/194j/194i/194h and 195 of IT Act.(Kakinada office & Bhubaneswar office)	4,000.00	16	64,000.00
3.	Filing of Monthly AP VAT & CST Returns	500.00	24	12,000.00
4.	Filing of Service Tax Return. (Kakinada office & Bhubaneswar office)	750.00	8	6,000.00
5.	Issue of CA Certificate for any purpose relating to our business	1,000.00	20	20,000.00
	Total			4,02,000.00
	Service Tax will be payable extra as applicable			

4.0 SPECIAL NOTES

1. The above quantity is tentative, however payment will be made on actuals.
2. On receipt of request for a particular service by OIL the service provider has to complete the assignment within 3 (three) working days.
3. Payment will be released on monthly basis through OIL's e-payment portal.
4. Contract shall be entered into for Two years in OIL's standard Format.

5.0 SELECTION CRITERIA: The firms who respond to this Tender shall be deemed to have accepted OIL's offered rates, however if two or more firms meet the eligibility criteria OIL may award the contract to any one of them selecting through draw of lot.

6.0 BID SUBMISSION PLACE: Interested Parties having relevant experience and expertise as above are invited to submit their Offer, complete with all requisite documents through courier/post superscribing on the envelope **"Offer under Tender No. ECP1557P17"** at the following address:

Executive Director (KGB&BEP)
OIL INDIA LIMITED,
D.No.11-4-7, 3rd Floor,
Nokalamma Temple Street,
Ramaraopeta, Kakinada-533004,
Andhra Pradesh

7.0 BID CLOSING/OPENING SCHEDULE:

Due Date for Bid Submission : **22.07.2016** (04.00 PM)
Bid Opening Date/ Place : **22.07.2016** (04.00 PM) at the above Office

8.0 OIL reserves the right to (a) accept or reject any/all Offers submitted by parties; (b) cancel the process at any time without any liability and assigning any reason thereof.