

CHARTERED ACCOUNTANT IN THE OFFICES OF THE LEGAL REMEMBRANCER, GOVT. OF MEGHALAYA AND ADVOCATE GENERAL, MEGHALAYA.

Introduction: There is a proposal under consideration of the Government of Meghalaya for engaging the service of a Chartered Accountant which is required particularly for the assessment of taxes (Tax Deduction at Source) from professional fees of Advocates engaged by Law. The main role of the Chartered Accountant is for preparing the returns for tax purposes in respect of professional fees of the Government Advocates, representing the Department/Office before the Income-Tax authorities, rendering general advice on taxes and requirement under the Income-Tax law for compulsory maintenance of audit and accounts in the Offices of the Legal Remembrancer and the Advocate General.

1. Conflict of Interest: The selected individual shall not engage in activities that are in conflict with the interest of the client (Law Department) under the contract and he/she would not engage in any assignment that would be in conflict of interest with their current obligations to the same or other clients.

2. Pre-Qualification Criteria:

- (i) The Chartered Accountant should have an experience for at least 5 years as on September 2019.
- (ii) The Chartered Accountant should have significant domain knowledge of the Tax Deduction at Source for professional bills through prior experience in similar assignments.
- (iii) The Chartered Accountant should have proven track record of having executed works similar to the assignment proposed in the last 3 years.
- (iv) The Chartered Accountant should have in-house capability to take up the assignment and not through any associate friendly organizations, subsidiaries, contacts etc.
- (v) The Chartered Accountant should not have been blacklisted/debarred/disqualified by any regulator/ statutory body or Government entity or national agency for corrupt or fraudulent practices.
- (vi) The EOI and all associated correspondence shall be written in English and shall conform to prescribed formats.
- (vii) Two hard copies duly signed by the authorized signatory and one soft copy (on a non-rewriteable CD) of the EOI prepared in accordance with the procedures enumerated in the EOI document should be submitted in a sealed envelope to the Law Department, Government of Meghalaya not later than the date and time laid down herein. In case of any difference in hard copy and CD the contents of hard copy will prevail.
- (viii) All documents submitted by the applicant should be signed on each page by an authorized signatory.
- (ix) Chartered Accountant who do not have any past experience in providing services for works similar to the proposal shall be summarily disqualified.
- (x) The applicant(s) should not be involved in any unfair activity and should not have any charge of financial or criminal misconduct.

3. Validity of Proposals: Responses to this EOI submitted by the bidders shall remain valid for a period not more than a period of 1 months from the last date for submission of EOI response. Law Department reserves the right to reject any proposal which does not meet this requirement.

4. **Amendment of EOI:** At any time prior to the deadline for submission of responses, Law Department for any reason may modify the EOI by amendment by updating the Government website (www.meglaw.gov.in) and such amendment shall be binding on bidders. Law Department, at its discretion, may extend the deadline for the submission of responses.
5. **Confidentiality:** Information relating to the examination, clarification and comparison of the EOI shall not be disclosed to any persons not officially concerned with such process until the process is over. Undue use of confidential information related to the process by any firm may result in rejection of its EOI.
6. **Clarification Note:** The bidders may seek clarifications in writing regarding the EOI document within one week of issue of EOI. The Law Department shall respond in writing to any such request for the clarifications.

7. Criteria for Evaluation:

The EOIs would be evaluated on the basis of the following criteria: Serial No.	Criteria	Weightage
1.	Past Experience of the Firm	
a.	Number of years of experience of functioning as Chartered Accountant in assignments of similar nature (Minimum 5 years) – as on September 2019.	100 For less than 4 years – 50
b.	Experience of 1 or 2 assignment(s) of similar nature	100 For 1 – 50
2.	Experience of Chartered Accountant	
	In at least one assignment of similar nature	100 For 1/2 performance - 50

8. Process to be followed:

- (a) This is not a Request for Proposal (RFP) and commercials should not be submitted with the EOI response. Any EOI response received with commercials will be rejected summarily
- (b) The cost of preparing and submitting the EOI shall have to be borne by the applicant(s) and the Law Department reserves the right to reject any or all of the EOIs and/or annul the entire process without assigning any reason what so ever.
- (c) Interested Chartered Accountant(s) are requested to submit his/her EOI as per the prescribed covering letter/application format given in **Annexure-A.(PART-I,PART-II &PART-III)** Documentary proof must be submitted for all claims made by the consulting firms/agencies. The EOI, in the prescribed format on firms' letter-head, must be submitted in a sealed cover titled **“EXPRESSION OF INTEREST(EOI) FOR ENGAGING AS A CHARTERED ACCOUNTANT IN THE OFFICES OF THE LEGAL REMEMBRANCER, GOVT. OF MEGHALAYA AND ADVOCATE GENERAL, MEGHALAYA”** and DELIVERED on any working day (Monday to Friday – 1000 to 1700 (hours) upto 20 -11-2019,1700 hrs (IST) to the following address:

Shri. D.Lyngdoh
Deputy Secretary to the Govt. of Meghalaya,
Law(A) Department,
Main Secretariat Building, Room No.110.

- (d) EOI responses received after this time and date will NOT be entertained under any circumstances. In case of the designated last day being declared a public holiday, the same will be extended to the next working day.
- (e) This request for Expression of Interest is not an offer by the Law Department, Government of Meghalaya, but an invitation to receive response from eligible interested Chartered Accountant(s) to be engaged in the offices of the Legal remembrance, Government of Meghalaya and Advocate General, Meghalaya.

Sd/-

Deputy Secretary to the Govt. of Meghalaya,
Law Department.

Annexure-A

PART-I

Format for Covering Letter

[On the Letter head of the Applicant]

Date:

To

The Deputy Secretary to the Govt. of Meghalaya,
Law (A) Department,
Meghalaya Main Secretariat Building, Room No:110,
Shillong -793001.

Ref: **EXPRESSION OF INTEREST (EOI) FOR ENGAGING AS A CHARTERED ACCOUNTANT IN THE OFFICES OF THE LEGAL REMEMBRANCER, GOVT. OF MEGHALAYA AND ADVOCATE GENERAL, MEGHALAYA.**

Sir,

Being duly authorized to represent and act on behalf of.....
(hereinafter referred to as “the Applicant”), and having reviewed and fully understood the evaluation criteria and information provided, the undersigned hereby apply in response to the EOI document to function as a Chartered Accountant in the offices of the Legal remembrance, Government of Meghalaya and Advocate General, Meghalaya.

I am enclosing my Expression of Interest with the details as per the requirements of the EOI document, for your evaluation.

Yours faithfully,

(Signature of Authorised Signatory)

(Name, Title and Address)

PART-II

FORMAT FOR SUBMISSION OF EOI

Project Title: **EXPRESSION OF INTEREST (EOI) FOR ENGAGING AS A CHARTERED ACCOUNTANT IN THE OFFICES OF THE LEGAL REMEMBRANCER, GOVT. OF MEGHALAYA AND ADVOCATE GENERAL, MEGHALAYA.**

1. Details of the Chartered Accountant:

(a) Name:

(b) Legal status: Individual/Association/Joint Venture/Consortium:

(c) Registered Address, Telephone No.; Fax No:

(d) Contact person, Designation and Address including Telephone No.; Fax, E-mail:

2. Brief Profile of the Chartered Accountant:

3. Past Experience of the Firm:

Self-certified copy of the Certificate in support of having been as Chartered Accountant for at least 5 years as on 30.09.2019 to be submitted.

(a) Number of years in experience:

(b) Experience in performing as Chartered Accountant for assignment(s) of similar nature as the proposal.

Experience certificate from the concerned firm/authority, etc. in support of experience in providing service as Chartered Accountant

Date:

Place:

(Signature of the bidder)

Name: