

Request for Proposal (RFP) for Engaging Tax Consultant Firm for the FY 2026-27

RFP No. IIM Ranchi/RFP/Tax Consultant/2025/28 dt. 07.10.2025



INDIAN INSTITUTE OF MANAGEMENT RANCHI

(Under Ministry of Education, Govt. of India)

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RFP for Engaging Tax Consultant firm for the FY 2026-27

RFP No. IIM Ranchi/RFP/Tax Consultant/2025/28 dt. 07.10.2025

RFPs are invited only from CAG Empaneled Chartered Accountant (CA) firms with firm station Ranchi for engagement as the tax consultant for the Financial Year 2026-27 at the Indian Institute of Management Ranchi, hereinafter termed as 'Institute.' The tax consultant firm will be required to conduct the tax consultancy services at the institute for the period 1st Apr 2026 to 31st March 2027.

Interested CAG-empanelled CA firms with a firm station in Ranchi may submit their bids in the prescribed format provided herein. All prospective bidders may download the RFP document from the institute's website @ www.iimranchi.ac.in

The sealed bids may be submitted in Two bid system, super-scribing the envelope as "RFP for Engaging Tax Consultancy Firm for the FY 2026-27 vide RFP No. IIM Ranchi/RFP/Tax Consultant/2025/28 dt. 07.10.2025 containing sealed and signed RFP document, technical & financial bids(separately) and other supporting documents in a single envelope duly sealed and sent to the:

Administrative Officer - Purchase & Stores
Indian Institute of Management Ranchi
Prabandhan Nagar, Nayasarai Road,
Ranchi, Jharkhand – 835303

Through Post/ Courier/ by Hand on or before 29.10.2025 till 3:00 PM. Bids received by Fax/ Email or any other mode will not be accepted.

The Technical and Financial bids will be opened at IIM Ranchi on 29.10.2025 at 4:00 PM, in the presence of the bidders who wish to be present at IIM Ranchi Campus (Birsa Munda Block, Nayasarai Road, Ranchi). Interested CA firms are advised to read carefully the entire RFP document before submitting their bid/ proposal, and the bids not received in the prescribed format and/or are found to be incomplete in any respect will be summarily rejected.

The prospective bidders are requested to submit their pre-bid queries, if any, through email id purchase@iimranchi.ac.in by 15.10.2025. Any query received after this date will not be entertained further. Reply to valid pre-bid queries will be given in the email.

Amendment/ Corrigendum, if any, will be notified on the above websites only. No press notification will be issued in this regard. Bidders are therefore requested to regularly visit the above websites for updates.

Opening and Evaluation of Bids:

The institute reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid, if required. Such clarification(s) or additional information/ document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/ document(s) within the prescribed time, the proposal shall be liable to be rejected. Bidder who meets the PQ/ Eligibility Criteria shall be shortlisted as the technically responsive bidders.

Selection of Successful Bidder:

The bidder offering the lowest 'Lump-Sum Annual Fee' will be declared as the successful service provider. In the event of receiving more than one financial bid quoting the same lowest 'Lump-Sum Annual Fee', the final selection of successful bidder shall be made in the following manner: -

- a) The one with the highest tax consultancy service experience in educational institutions during the last five years put together;
- b) If more than one bid having the same total audit experience, then the one having highest turnover during the last 3 years put together;
- c) If more than one bidder having the same turnover, then by "Draw of Lots".

Eligibility Criteria:-

- The firm should have a minimum annual turnover of Rs. 20.00 lakhs (Rupees twenty lakhs) during the past three financial years ending on 31st March 2024.
- Profit and loss statement, audited annual statement of accounts and Income Tax Return in proof of having a minimum annual turnover of Rs. 20.00 lakhs (per annum) for the past three financial years (Financial Year ending 31st March 2024) should be enclosed with the technical bid document.
- The tax consultant firm should have **C&AG empanelment for Head Office at Ranchi Station only.**
- Past experience along with present assignment of the last 03 years of major clients (not less than 02) handled at the level of IT Tribunal/AAR are required to be submitted.

- Bidder shall preferably demonstrate similar experience of rendering consultancy services in the area of Direct and Indirect tax to Educational Institutes of eminence/PSU/ state/central government organizations/state/central financial/educational Institution during the last three financial years.
- Major clients served by the bidder organization in the past along with the present assignments enlisting the nature of work, copies of work/contract order, details of references, work experience certificate, work completion certificates etc., should be enclosed along with the technical bid document. IIM Ranchi may contact the clients' of the bidder to ascertain performance of the bidder.
- Brief detail of qualified professionals employed by the bidder organization along with complete detail of team members proposed for IIM Ranchi assignment including their name, experience, profile, specialization etc. keeping in view the requirement mentioned in bid evaluation criteria are required to be furnished by the bidder.
- For the execution of IIM Ranchi assignment, the bidders are required to furnish a work plan for effective execution of the assignment after clear understanding of the requirement keeping in view the Evaluation Criteria prescribed in the tender document. The details of team members proposed for IIM Ranchi assignment is to be provided as below:

Sl. No.	Name of team member	Level in the Bidder organisation	Post qualification and other relevant experience

Resume of the proposed team members should also be attached separately, clearly indicating their name, qualification (with year/date of passing), experience, contact details, etc.

- The team members must be promptly available for the assignment as and when required. The bidder must demonstrate in their bid to the satisfaction of IIM Ranchi that the proposed team members possess the relevant and suitable capability and experience for the assignment.

- Bidders have to provide the number of “qualified tax professionals” employed on full-time basis in their firm.

Introduction and Scope of Work

1. BACKGROUND

Indian Institute of Management Ranchi, is an institute of national importance as per IIM Act, 2017. IIM Ranchi is an institute of eminence imparting quality management education. It also provides management consultancy to industry from time to time. GST is applicable to the services of management consultancy provided by the Institute in India / Abroad.

The appointment of the Tax Consultant/firm will be for one year with a provision to renew the same for two more years on a yearly basis at the same terms and conditions.

2. SCOPE OF WORK

IIM Ranchi intends to engage a firm of tax consultant (herein after Consultant) having vast experience in handling various direct and indirect taxation issues arising from time to time regarding Indian taxation. Experts in the GST matters, all direct and indirect taxations followed in India and being implemented by the Govt of India are invited to participate in this bidding process. The Consultant shall provide consultancy services as per the scope of work indicated below:

Indirect Tax

A. Goods and Services Tax (GST)

Computation of monthly GST liability including reverse charge mechanism IMPORT/EXPORT of services in India/Outside India, Input Tax Credit available, net payable liability after utilization of available credit and recommend management for payment of due monthly tax liability. Proper record should be kept for every transaction for future audit trail.

Post payment of due tax liability as advised in above para, preparation and submission of the monthly/quarterly/half-yearly/yearly returns along with annual reconciliation statement in Form-9/9C in appropriate applicable form of

GST before due date and further record keeping of the submitted returns are necessarily required.

Scrutinizing documents from time to time to ensure proper compliance with GST law without any fail.

Providing updates on statutory changes in GST related matters to IIM Ranchi employees.

Preparation and submission of replies against the notice issued by the GST authorities from time to time including completion of the assessment proceedings in all respect (if any) with the GST authorities.

Attending the queries, raised by the C&AG audit (if applicable).

Providing assistance and guidance for any changes required in the ERP system for GST implementation at present/future.

Handling the appeals and notices – drafting the replies/appeals, filing of the reply/appeal and attending the hearings w.r.t. appeals/notices are the liability of tax consultant firm (if applicable).

Briefing the legal counsel, if any, appointed for handling critical litigations (if applicable).

B. Other Litigations w.r.t Indirect Taxation:

Handling all appeals and notices – drafting the replies/appeals, filing of the reply/appeal and attending the hearings on the issues related to the other litigation of the indirect tax matters (if any).

Briefing the legal counsel, if any, appointed for handling critical litigations (if applicable).

Direct Tax

A. Annual Tax Return, TDS, Other Returns, Assessment/Appeals etc.

- i. Filing of Annual Income Tax Return in applicable form, Form-10B/10BB or other applicable forms related to compliance of Section 12A/12AA, 80G, 10 (23C) etc. of the IIM Ranchi as per the provision of the Income Tax Act 1961.
- ii. Under the Indian tax laws, educational institutions are required to deduct the tax at source on various payments made on account of both domestic and international transactions. The firm should check and advice tax deduction obligation on domestic and international transaction on timely basis and the firm should ensure

deposition of deducted tax within the due time into Government Treasury without any fail. The firm should also ensure filling of quarterly TDS return with the tax authorities and issuance of TDS certificates for the tax deducted at source (TDS) to the payee. TDS Return correction statement if required to be filed for any error/omission/ mistake the same should be taken care within due time.

- iii. Failure to comply with the ITR/TDS/Other Returns provisions will attract levy of interest and penalty so without fail the firm should comply with the applicable ITR/TDS/Other Returns provisions on IIM Ranchi. Any penalty levied by the taxation authorities on IIM Ranchi due to negligence of work of the firm then the firm is liable to pay the applicable interest/fine/penalty to IIM Ranchi for its onward submission to the exchequer.
- iv.

Assessment Proceeding:- Handling all assessment proceedings initiated by taxation authorities including drafting/filing of replies and submissions of representation before the tax authorities for completion of the assessment proceedings.

Rectification Process:- Drafting/filing of submissions with tax authorities regarding rectification applications including any penalty proceedings (if applicable).

Stay of Demand:- Drafting/filing the submissions for stay of any demand, review of orders, etc. and attend hearing (if applicable).
- vi.

Advising IIM Ranchi for further course of action consequent to assessment/reassessment/rectification orders passed/issued by the Income Tax Authorities. Further filing of appeals before CIT (Appeals) including drafting of Grounds of Appeal, Statement of Facts, Filing of written submissions/paper book and representation and finally take an order of CIT (Appeals) for closure of referred case (if applicable).

Representing IIM Ranchi at various Statutory Authorities including ITAT/AAR to take their final order for closure of pending cases (if applicable).
- vii. Rendering expert opinion as and when required by IIM Ranchi for all the taxation issues, including international taxation matters, etc. Updating IIM Ranchi on all day to day changes in relevant taxation laws and suggesting measures for effective adaptation of changes wherever required.
- viii. The consultant is requested to obtain lower/NIL withholding tax certificates (if required).

B. Other Litigations w.r.t direct Taxation:

Handling all appeals and notices – drafting the replies/appeals, filing of the reply/appeal and attending the hearings on the issues related to the other litigation of the direct tax matters (if any).

Briefing the legal counsel, if any, appointed for handling critical litigations (if applicable).

Need Based Services

The service of the Tax Consultant would include advice on issues pertaining to tax and other regulatory matters including matters relating to tax treaties which may arise from time to time in the course of operations.

The aforesaid service would cover the following statutes:

Income Tax Act, 1961 including DTAA Provisions along with updated amendments and changes.

GST Act 2017 including updated amendments and changes.

Exchange Control Laws.

Registration of Section-8 Company for IIM Ranchi Incubation Centre.

Registration in MCA to receive CSR Fund for IIM Ranchi.

Professional Tax/ ESIC/EPF.

Any other advisory support and execution thereon if required will be taken care at your end.

FCRA

Presently, the Institute do not have any registration under Foreign Contribution (Regulation) Act 2010. If required, the tax consultant will assist all necessary assistance to IIM Ranchi for furnishing preparing and submission of requisite documents and details for registration of Institute under FCRA and also will render all assistance of Annual Returns and other necessary compliances in regard to FCRA.

On site visit

- i. The representative of the Tax Consultant Firm, having knowledge of Tax matters, will be required to visit IIM Ranchi on timely basis to complete the work related to deduction of tax, preparation/payment of challan, filling of monthly/quarterly/half-yearly/yearly returns, Reconciliation Statement in Form-9/9C, Necessary Forms related to compliance of provisions of Section 10B/10BB, 12A/12AA, 80G, Assessment, Rectification, Appeals and other miscellaneous compliance related to Direct Tax / Indirect Tax / Other Tax Law / Other Applicable Statutory Laws. The Consultant will be required to visit the IIM Ranchi on a short notice for discussing on urgent matters with the Director/FA&CAO/Accounts Department/Any other Officer of IIM Ranchi, as the case may be.
- ii. One senior level person of the Tax Consultant firm should be available at least **one day in a month** to discuss the important and pending issues w.r.t. taxation matters of IIM Ranchi.

3. OTHER TERMS AND CONDITIONS

1. Duration of Contract

The appointment of the Tax Consultant/firm will be for one year with a provision to renew the same for two more years on yearly basis at the same terms and conditions, unless terminated by IIM Ranchi by giving two-month notice without prejudice to the rights and obligations of the parties up to date of notice of termination by IIM Ranchi.

2. Execution of Assignment

For execution of complete scope of work, the tax consultant will establish a team of qualified professionals as per the requirement of IIM Ranchi. The Tax consultant is solely and exclusively responsible for all the acts of its team members. The deputed professionals shall visit IIM Ranchi on regular intervals, as mentioned in the tender document and the contract agreement being executed for completion of all the assigned work, getting clarifications/documents. The tax consultant firm will also be responsible for rendering of advisory services as and when required by IIM Ranchi and all services as required and strictly adhering to all terms and conditions of the subject tender and contract agreement being executed.

3. Terms of Payment

On successful completion of the assigned work to the tax consultant firm on yearly basis payment will be made against submission of the Tax Invoice after deduction of applicable taxes subject to regular and error free compliance with all taxation matters of IIM Ranchi for which no demand is pending on IIM Ranchi.

4. Confidentiality

Tax Consultant shall during the tenure of the Contract and at any time thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by IIM Ranchi, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through Tax consultant or its personnel or agents.

5. Others

Tax consultant is required to certify that it will adhere to the Policy for Prevention of fraud in IIM Ranchi and not indulge or allow anybody else working in our organization to indulge in fraudulent activities and would immediately apprise IIM Ranchi of the fraud/suspected as soon as it comes to its notice.

6. Terms of Appointment

The Institute reserves the right to appoint separate Tax Consultant for Income Tax Matters, for Indirect Tax and Direct Tax.

7. Award of Contract:

- i. After selection of the successful bidder, a 'Letter of Award' (LOA) shall be issued in duplicate by the Institute to the successful bidder and the successful bidder shall within seven (7) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.
- ii. The successful bidder will be required to execute a contract agreement on a Non-Judicial Stamp Paper worth Rs.100/- (Rupees One Hundred Only) within a period of fourteen (14) days from the date of issue of Letter of Award. The cost of the stamp paper and stamp duty should be borne by the successful bidder issued with the LOA.

ANNEXURE - I

BID FORWARDING LETTER

(To be submitted on the letterhead of the bidder)

Date : _____

To
The Administrative Officer
Purchase & Stores Dept.
Indian Institute of Management Ranchi
Prabandhan Nagar, Nayasarai Road, Ranchi - 835303

Subject: Bid Forwarding Letter.

Ref: RFP No. IIM Ranchi/RFP/Tax Consultant Firm/2025/28 dt. 07.10.2025.

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the RFP document therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the RFP.

I/ We also keep the offer open for 90 (Ninety) days from the end date of RFP or any amendment thereon.

Yours faithfully,

(Name & signature with stamp of the bidder)

Self-declaration about Non-Blacklisting

(To be submitted on the letterhead of the bidder)

Date : _____

To
The Administrative Officer
Purchase & Stores Dept.
Indian Institute of Management Ranchi
Prabandhan Nagar, Nayasarai Road, Ranchi - 835303

Subject: Self-declaration about Non-Blacklisting.

Ref: RFP No. IIM Ranchi/RFP/Tax Consultant Firm/2025/28 dt. 28.10.2025.

Sir,

In response to your RFP under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past five years from the last date of submission of proposal.

If this declaration is found to be incorrect, then without prejudice to any other action that may be taken, my/ our performance security may be forfeited in full, and the RFP, if any, to the extent accepted, may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)

Technical Proposal Checklist
(To be submitted on the letterhead of the bidder)

Ref: RFP No. IIM Ranchi/RFP/Tax Consultant Firm/2025/28 dt. 28.10.2025

Sl. No.	Particulars	Supporting Documents Submitted (Y/N)	Remarks, if any
1	The firm must be empanelled with the CAG for the year 2024-25 for the firm station RANCHI. Valid empanelment letter for the year 2024-25 issued by the CAG should be submitted.		
2	The firm must be registered with the Institute of Chartered Accountants of India (ICAI) under the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988. Valid registration letter having particulars of partners, year of establishment, addresses of HO and Branch etc., issued by the ICAI should be submitted.		
3	The firm should have Average Annual Financial Turnover from related services during the last three financial years, ending on 31st March 2024 should be ₹20.00 Lakh (Rupees Twenty Lakh). Copy of Audited Profit & Loss Account statements, Balance Sheets and ITRs of above FYs must be enclosed as proof in support of this.		
4	The firm running a regular office in Ranchi should only apply; outstation firms who are not having regular office in Ranchi should not apply. Proof in support of a regular office in Ranchi should be submitted.		
6	The firm should have experience of completing minimum two (02) tax consultancy services Audit in any Central/ State Govt. Department, Central/ State Universities, Public Sector Undertakings, Public Sector Banks, Autonomous Bodies, Institutions of National Importance like IIMs/ IITs/ NITs/ Central Universities or any other CFTIs and Commercial/ Industrial Organizations of repute during past five years from the last date of submission of RFP. The order/agreement should be in the name of the bidder/firm only. Copy of work order/ contract		

	agreement / successful completion certificate of contract in any of the above organizations should be submitted as proof.		
7	Forwarding Letter as per the format in Annexure - I		
8	Self-declaration about Non-Blacklisting as per the format Annexure-II		
9	A declaration on the letterhead duly signed by an authorized partner of the firm stating that No partner of the firm has been found guilty of professional/ other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Company Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner.		
10	A declaration on the letterhead duly signed by an authorized partner of the firm verifying that the applicant is independent of the entity to be audited that they have no relationship with the entity to be audited (in particular, the auditor should not be employed by, serve as director for, or have any financial or close business relationship with the entity during the period(s) covered by the audit.		
11	Power of Attorney/ Authorization Letter, if RFP is submitted by the authorized partner/ representative of the firm (on the letterhead of the bidder)		
12	Duly signed and stamped of the entire RFP document along with its addendum/ corrigendum, if any		

DECLARATION

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place:

(Name & signature with stamp of the bidder)

Date:

ANNEXURE - IV

FINANCIAL BID

(To be submitted on the letterhead of the bidder)

Date of Submission of Financial Bid :	
Ref: RFP for Engaging Tax Consultant Firm for the FY 2025-26 RFP No.: IIM Ranchi/RFP/Tax Consultant Firm/2025/28 dt. 07.10.2025	
Name of the Agency: Correspondence Address: Tel/ Mob No.: Email Id:	

(Amount in INR)			
Sl. No.	Particulars	Amount (in Figures)	Amount (in Words)
1.	Annual Professional fee for the tax consultancy services for the Financial Year 2026-27 including expenses to be incurred for boarding/lodging of staff for providing Statutory Audit services to IIM Ranchi		
	Grand Total		

- GST shall be paid extra as applicable.
- Payment shall be released after statutory deductions as per extant rules of Govt. of India.
- Institute will not accept any claim other than professional fee/charges etc. specified in financial bid.
- Selection Method: LCS (Least Cost System). The least cost proposal (L-1) of technical responsive bidder will be considered for award of contract.
- The professional fee will remain unchanged throughout the period of contract.

DECLARATION

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place:

(Name & signature with stamp of the bidder)

Date: