



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

EXPRESSION OF INTEREST (EOI) No. OIL/KGB/EOI-41

FOR

“HIRING OF PROFESSIONAL SERVICE FROM CHARTERED ACCOUNTANCY FIRM FOR FILING OF VARIOUS MONTHLY/QUARTERLY/HALF-YEARLY AND ANNUAL RETURNS UNDER INCOME-TAX ACT, SERVICE TAX ACT, AP VAT ACT, CST ACT ETC. AND OBTAINING CERTIFICATES FROM CA FIRM FOR RELEASING PAYMENT TO NON-RESIDENT CONTRACTORS/SUPPLIERS OF KG BASIN PROJECT OF OIL INDIA LIMITED”.

1. 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 Expression of Interest (EOI) for **“Hiring of professional service from Chartered Accountancy Firm for filing of various monthly/quarterly/half-yearly and annual Returns under Income-tax Act, Service Tax Act, AP VAT Act, CST Act etc. and obtaining Certificates from CA firm for releasing payment to Non-resident contractors/suppliers”** from reputed firms for a period of 1(one) year, extendable by another 1(one) year on mutually agreed rates, terms & conditions.

2. SCOPE OF WORK:

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

- A.** Issuance of Form 15CB and uploading of Form 15CA 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 our business

3. APPLICANT’S ELIGIBILITY CRITERIA:

- a)** At least three (3) qualified Chartered 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 CA’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 such services to (as mentioned in scope of work) at least one Oil & Gas Industry 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 15CB and uploading of Form 15CA relating to release of payment to non-residents u/s 195 of I Tax Act	1,500.00	100	150,000.00
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	8	32,000.00
3.	Filing of Monthly AP VAT & CST Returns	500.00	12	6,000.00
4.	Filing of Service Tax Return. (Kakinada office & Bhubaneswar office)	750.00	4	3,000.00
5.	Issue of CA Certificate for any purpose relating to our business	1,000.00	10	10,000.00
	Total			2,01,000.00
	Service Tax will be payable extra as applicable			

4. SPECIAL NOTE:

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 initially valid for one year which will be extendable by another year with mutually agreed rates, terms & condition.

5. SELECTION CRITERIA: The firms who respond to this EOI shall be deemed to accept our 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.

Interested Parties having relevant experience and expertise as above are invited to submit their EOI, complete with all documents as asked at e-mail id: **oilkgbprojecteoi@gmail.com** within **19.05.2016**, followed by hard copies of the same through courier/post super-scribing **“Expression of Interest No. OIL/KGB/EOI-41”** at the following address:

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

The offer(s) may also be uploaded in Parties' FTP server/File sharing website (portal) and the link(s) may be provided to us at OIL's e-mail within above specified period.

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