

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEV. CORP. LTD.
N-36, BOMBAY LIFE BUILDING, CONNAUGHT CIRCUS, NEW DELHI-110001

APPOINTMENT OF GST AUDITORS FOR THE FINANCIAL YEAR 2017-18

DATE: 05/07/2018

SECTION-I

DSI IDC Ltd. invites tenders in sealed covers through two bids system i.e. Part-I (Technical Bid) and Part-II (Financial Bid) on behalf of the MD, DSI IDC from Chartered Accountant/Cost Accountant firms meeting all the conditions in the eligibility criteria as section II for conducting GST audit for the financial year 2017-18.

Interested Firms fulfilling the eligibility criteria shall submit their applications along with profiles of their firms for technical bid (Experience & Eligibility Criteria) in Annexure-A and Financial Bid (Professional Fee) as per Annexure-B. Terms & Conditions as per section IV and Scope of work as per section V.

The interested firms shall submit their applications in the office of Chief Accounts Officer (HQ), DSI IDC Ltd

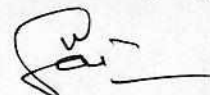
Estimated Cost-Rs 50,000/-

Contact person- CAO (HQ), DSI IDC Ltd.

Tel. No. (O):-011-23718394

S.No.	Schedule of Tender	Scheduled Date	Scheduled Time
1	Date of Release of Bid.	09/07/18	10.00 AM
2	Last Date and time for bid submission.	23/07/18	3.00 PM
3	Date and time of opening of Part-I (Technical Bid).	23/07/18	4.00 PM
4	Opening of Financial Bid.	Will be intimated in due course	

Technical Bids shall be opened in the presence of the representatives of bidders and committee appointed by competent authority for this purpose. The financial bids of only those bidders shall be opened who fulfil the eligibility criteria as per Section-II. The Managing Director, DSI IDC reserves the right to reject any bid without assigning any reason.



SECTION-II

ELIGIBILITY CRITERIA

For conducting the GST audit of the Corporation, the firms fulfilling the following eligibility criteria shall be eligible for opening of financial bid.

1. It should be a Chartered Accountants/Cost Accountant firm having minimum 10 years of standing with its head office or branch office in Delhi / New Delhi.
2. The firm should have at least 3 partners.
3. At least 2 partners should have association of minimum 10 years with the firm. The firm should also have at least 10 employees.
4. The Firm should have at least 3 years of experience of conducting Vat/Service tax/excise audits of PSU's or Ltd. Company having turnover of more than 2 Crores per annum. Preference will be given to the firm having experience of conducting Vat/Service tax/Excise tax audit of public sector undertaking.



SECTION-III

BID DOCUMENT

A. The bids shall be submitted in two parts i.e. Technical Bid and Financial Bid in the following manner:-

I. Technical Bid, which shall contain:-

- (a) Covering Letter
- (b) Profile of the CA/CMA Firm as per eligibility criteria specified in section II.

The Applicant shall seal the technical bid in an envelope duly marked as "Technical Bid". **With the subject clearly super-scribed as "DSI IDC-Technical Bid for Appointment of GST auditor for the financial year 2017-18"**.

II. Financial Bid shall contain:-

- (a) The financial Bid shall be submitted in the format specified in. The Financial Part of the tender of the Applicant firm shall be the lump sum Professional fee (the "Professional Fee") which the Applicant proposes to charge for his services. The Financial Part shall be inclusive of all charges and out of pocket expenses incurred by the applicant towards travel, documentation and communication, except GST as applicable. DSI IDC will not accept any claim other than professional fee/ charges etc. mentioned in financial bid.

The Applicant shall seal the financial bid in an envelope, duly marked as "Financial bid". **With subject clearly super-scribed as "DSI IDC-Financial Bid for Appointment of GST auditor for the financial 2017-18"**.

Both envelopes (Technical and Financial bid) shall be placed in separate envelop duly sealed and marked as **"Bid for appointment of GST auditor for the financial year 2017-18."** Envelope shall be addressed to: **Chief Accounts Office (HQ), Delhi State Industrial & Infrastructure Development Corporation Limited, N-36, Bombay Life Building, and Connaught Place, New Delhi-110001.**

B. The Bid Proposal shall be signed by 'Authorized Signatory' of the Applicant.



SECTION-IV

(B) TERMS & CONDITIONS

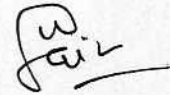
- 1) The contract shall be initially for the GST audit of the accounts for the FY 2017-18
- 2) GST Auditor should invariably discuss the draft GST audit report. So that the minor discrepancies are rectified initially in their presence. They should not merely point out shortcomings weaknesses but should give concrete suggestions for the system improvement and ensure compliance of the observations.
- 3) The firm is liable to give his opinion on the GST matter whenever required by the corporation.
- 4) The firm shall maintain strict confidentiality regarding any sensitive information obtained in course of audit and shall not use such information for any purpose other than audit. It shall also not accept cases or render advice against the corporation so long as its contract is continued with the DSIIDC.
- 5) The firm shall be entitled for payment towards fee for GST audit work on completion of GST audit for the related financial year i.e. 17-18 subject to satisfaction of the work performed by the firm. Statutory taxes as applicable shall be deducted from the payment released.
- 6) The GST auditor shall submit the GST audit report within a period of one month from the date of appointment.
- 7) 'The corporation shall not provide any conveyance facility and any other out of pocket expenses during the course of GST Audit.
- 8) The DSIIDC reserves its right not to accept any or all the proposals or to accept or reject a particular proposal at its sole discretion without assigning any reasons what so ever at any point of time.
- 9) The DSIIDC reserves the right to reject the proposal in case the firm fails to provide sufficient proof in support of any such information.



SECTION-V

(A) SCOPE OF WORK

1. GST Auditor shall conduct audit as per sec 35(5) of CGST Act' 2017.
2. GST Auditor shall submit record statement as prescribed u/s 44(2) and a reconciliation statement, reconciling the value of supplies declared in the return furnished for the financial year with the audited annual financial statement, and such other particulars as may be prescribed.



Chief Accounts Officer

PROFILE OF THE FIRM

S.No.	Particulars	Details
1.	Name and Address of the Firm (in Capital Letters)	
2.	PAN No. of the Firm	
3.	GST registration No.	
4.	ICAI Registration No.	
5.	Date of constitution of the Firm	
6.	Name of Partners with their date of joining the firm	
7.	Name of full time CA Employees	
8.	Number of Audit Staff employed full time with the Firm (a) As Articles (b) Other Audit Staff	
9.	Details of experience of VAT/Service Tax/Excise audit of PSUs or Ltd. Co.	
10.	Details of Experience of PSUs(Included in 9 above)	
11.	Average Turnover of the Firm for the past three years	
12.	Whether there are any Court cases/arbitration/any other legal cases against the Firm (If yes, please provide details in separate annexure)	

Note: - All the documents in support of the above details must be enclosed by the bidder.

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Annexure-B

Financial Bid (Price Schedule)

SL	Description of items	Qty Nos.	Professional fee inclusive of all expenses
1.	GST AUDIT	01	In figures Rs..... In words Rupees

Signature of the Bidder along with seal

Notes:-

1. The Financial Part shall be inclusive of all charges and out of pocket expenses towards travel, documentation and communication etc. except GST as applicable.

W. S.