

INDIAN STATISTICAL INSTITUTE DELHI CENTRE

Request for Proposal for "Appointment as Auditor for GST Compliance Audit"

Indian Statistical Institute-Delhi Centre (ISIDC) invites proposal from the Chartered Accountant/Cost Accountant firms for appointment as Auditor for GST Compliance Audit for the F.Y. 2017-18. The details RFP as under:-

1.	RFP No. & Date	ISIDC/Accounts/18-19/196 dt.26.11.2018
2.	Scope of Work	Appointment as Auditor for GST Compliance Audit at ISI Delhi Centre for the F.Y. 2017-18.
4.	Issue of RFP Document	The bidder can download RFP document from www.isid.ac.in
5.	Last date & Time for Submission of proposal	3 rd December, 2018 at 15.00 Hrs.
6.	Date & Time for Opening of proposal	3 rd December, 2018 at 15.30 Hrs.

BRIEF INTRODUCTION AND GENERAL INFORMATION:-

1. Indian Statistical Institute (ISI) is an academic institute of national importance. ISI functions under the Ministry of Statistics and Program Implementation, Govt. of India. Detailed profile of ISI Delhi Centre may please be browsed from URL www.isid.ac.in.
2. The bidder has to carry out GST Compliance Audit of **ISI Delhi Centre** for the FY 2017-18.
3. The bidder will complete the GST Compliance Audit of ISI Delhi Centre where books of accounts are being maintained.
4. The audit of the Centre has to be conducted immediately on award of contract and report will have to be submitted on or before 15th December 2018.
5. The bidder has to ensure the compliance of all statutory and regulatory provisions as defined under GST Act/ Rules.
6. Bidder has to provide its GST Compliance Audit report, Annual Return and reconciliation statement GSTN wise strictly as per the proforma provided in concerned Act.
7. Bidder has to verify each voucher/transaction as well as tax credit of transitional period along with its relevant documentary evidence and ensure that all the transactions are properly accounted for in the books of accounts as per the GST Act/ Rules and ITC has been availed/utilized properly.
8. Bidder has to reconcile the monthly output liability of GST and claim of input tax credit computed by ISIDC including exercise of matching of input tax credit as per FORM GST 2A with the accounts.

9. The Bidder will be required to conduct the annual GST Compliance audit as required under Section 35(5) of CGST Act and file the Annual Return electronically in such form and manner as prescribed under the concerned GST Act/Rules.
10. Any Liability arising vis-à-vis late fee due to non-filing of annual return as per Section 44 within due date shall be borne by the Auditor. However, if the delay is on the part of ISIDC, the same shall be borne by ISIDC. Any other work related to GST Compliance Audit as well as reconciliations during the period of the contract will be carried by the bidder.
11. In addition to professional fees, ISIDC will not provide any TA/DA/conveyance, accommodation charges, out of pocket charges etc.
12. **Payment Terms:** 100% Payment will be released to the successful bidder on completion of the Audit work and acceptance thereof by the centre.
13. Duly filled in tender documents shall be submitted to the following address in sealed covers within 3rd December 2018 clearly superscripting the envelope with the words "Tender for GST Auditor":

Dy. Chief Executive (Administration)
Indian Statistical Institute
Delhi Centre
7 SJS Sansanwal Marg
New Delhi – 110016

Please contact at the following no. for any tender related query:

Accounts Officer: 011-41493989

The tender document may be downloaded from the URL <https://isid.ac.in> along with the standard formats prescribed in the Tender displayed on the said URL.

The following documents to be attached with the bid.

1. Copy of PAN number.
2. Copy of GST number.
3. Copy of ICAI/ICMAI Registration number.
4. Copy of Profile of the Bidder along with copies of certificate of registration issued by the governing body.
5. Copy of profile of the Associate members along with copies of certificate of registration issued by the governing body/Institute.
6. Copy of Declarations that bidder is not blacklisted from any Government/Ministry/Department/PSU.

Sd/-
Dy. Chief Executive (Administration)
ISI, Delhi Centre

Professional/Technical Bid

1. (a) Name of the Bidder :

(b) Postal Address :

(i) Telephone No. :

(ii) Fax No. :

(iii) Email :

2. Date of its Establishment :

3. Associate's Details :

(Attach profile of associate)

4. Experience of Bidder :

(Documentary Proof need to be attached)

5. Experience of Associate's :

(Documentary Proof need to be attached)

6. PAN (Copy enclosed) :

7. GST No. (Copy enclosed) :

8. ICAI/ ICMAI Reg. no. (Copy enclosed) :

9. Any other information :

I.....(designation).....of (Name of the bidder).....hereby declare to accept the Terms & Conditions of the RFP document for appointment as Consultant/Auditor for GST Compliance Audit for the FY2017-18.

Authorized Signatroy
OFFICE SEAL

Date : _____

Place : _____

FINANCIAL BID

1.	Professional fees for GST Compliance Audit : (as per the Scope of Work defined in the NIT)	
2.	Taxes, if any :	
3.	Total	
Total in words:		

Authorized Signatory
OFFICE SEAL

Date: _____

Place: _____