



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**  
**(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)**  
**12, SUDDER STREET, KOLKATA – 700 016**

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Fax: 91-33-22522872/22521026  
91-3322527993/22521723  
Website: www.icmai.in

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### **REQUEST FOR EOI**

The Institute of Cost Accountants of India invites quotations from CMA firms for conducting GST audit for the F.Y. 2017-18, GST No 19AAATT9744L1ZP as per the details below:-

#### **SCOPE OF AUDIT**

- a. Auditor will be required to issue GST audit report including requisite reconciliation and certifications of specific, incidental and ancillary records as per requirements of GST legislation or any other authority and as per the timelines fixed for timely compliance of GST legislation.
- b. Audit report shall also be filled electronically as per the provision of GST laws by the appointed firm/LLP. In connection with the above audit, guidelines issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India, If any shall be followed by the auditors.
- c. GST auditors shall apply their expertise in bringing out the deviations and irregularities and provide support in streamlining the activities.

#### **ELIGIBILITY CRITERIA**

1. The firm should have at least 2 partners.
2. The firm should be in existence for at least 03 years
3. Quotation for conducting the work as per scope mentioned above in the format enclosed.
4. A Firm will not be eligible for empanelment if any of its partners or staff ( as a related party define in Company's Act 2013) is/was associated as an office bearer in any Managing Committee of Chapter/Regional Council/Central Council of the Institute for the last years. A declaration confirming such non association should be given by the partner along with the application for empanelment.

Self Attested documents i.e. latest certificate of the firm issued by ICAI in support of the above criteria may be enclosed.

Quotation not accompanied with requisite documents shall be summarily rejected.



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The sealed envelope containing quotation should be superscribed "**QUOTATION FOR APPOINTMENT OF GST AUDITOR FOR THE FY 2017-18**". Quotation shall be sent by registered A.D post or delivered by hand latest **10<sup>TH</sup> Dec 2018 at 5 PM**. At **The Institute of Cost Accountants of India, CMA BHAWAN, 12 Sudder street, Kolkata – 700016**. For any late receipt/wrong delivery the Institute will not be liable. In case of any dispute or quotation of equal amount by parties, decision of the Institute shall be final and binding upon the parties. Institute reserves the right to accept or reject any/all tenders without assigning reason thereof.

**Details of Quotation given below:-**

Last date & Time for submission of quotations: 10.12.2018 at 5.00 pm

Encl: Annexure I & II

CMA Arup Sankar Bagchi  
Director - Finance

Dated 4<sup>th</sup> December, 2018  
Kolkata



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**ANNEXURE - I**

**Terms & Conditions**

1.	Description of Service	GST Audit for FY 2017-18 of the Institute of Cost Accountants of India having GST number 19AAATT9744L1ZP.
2.	Scope of Work	<p>a. Auditor will be required to issue GST audit report including requisite reconciliations and certifications of specific, incidental and ancillary records as per requirement of GST legislation or any other authority and as per the timelines fixed for timely compliance of GST legislations.</p> <p>b. Audit report shall also be filed electronically as per the provisions of GST laws by the appointed firm/LLP. In connection with the above audit, guidelines issued by Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India, if any shall be followed by the auditors.</p> <p>c. GST auditors shall apply their expertise in bringing out the deviations and irregularities and provide support in streamlining the activities.</p>
3.	Fee	Fee should be quoted excluding GST which shall be paid separately.
4.	Selection Criteria	<p>1. The firm should have at least 02 partners.</p> <p>2. The firm should be in existence for at least 03 years.</p> <p>3. Quotation for conducting the work as per scope mentioned above, in the format enclosed in Annexure-II.</p>
5.	Delivery	The audit report as per scope must be submitted within 15 days of award keeping in view the timeline fixed for timely compliance of GST legislation.
6.	Payment	<p>100% Payment will be released to the successful bidder on completion of the Audit work and acceptance thereof by the centre. Provide details for releasing the payments</p> <p>1. Name and Address of Bank</p> <p>2. Pan No....</p> <p>3. IFSC Code of the branch</p> <p>4. Type of Account</p> <p>5. Account No .....</p>

Signature of partners with full address of the firm  
& with rubber stamp

Telephone No .....



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**ANNEXURE –II**

<b>SL NO</b>	<b>PARTICULARS</b>	<b>FEES (EXCLUDING GST)</b>
<b>1</b>	Fees for conducting GST audit for the FY 2017-18 as per the scope mentioned in annexure -I	

Signature of partners with full address of the firm  
& with rubber stamp

Telephone No .....