

**Expression of Interest for engagement of a Chartered Accountant
as GST Auditor**

1.	Introduction	
	<p>Andaman and Nicobar Islands Khadi & Village Industries Board, Port Blair is a Statutory Body functioning in A&N Islands. It is engaged in implementation of PMEGP Scheme, Providing Marketing Assistance through its Khadi Gramodyog Bhavan, and other activities of Khadi & Village industries Board. The Khadi Gramodyog Bhavan is engaged in sale of Village Industries Products, Khadi products, Handicrafts etc. The annual turnover of KGB is approximately Rs.3.50 Crore.</p>	
2.	Tender document	
	<p>The tender document containing the terms and conditions can be obtained from the A&NI Khadi & V.I Board, Port Blair – 744101 on any working day from the Office up to 20/12/ 2018 on free of cost. Tender document and terms and conditions can also be downloaded from the website: www.and.nic.in/tenders</p>	
3.	Submission of Tender	
	<p>Sealed offer superscribed as "OFFER FOR ENGAGEMENT AS GST AUDITOR" alongwith Earnest Money Deposit (EMD) to be submitted in the office of the A&NI KVIB, Port Blair on or before 10 am. on 20/12/2018. Technical and financial bid must be sealed separately in a envelope and submitted to the office of A&NI KVIB, Udyog Parisar, Middle Point, Port Blair-744101.</p> <p>The technical bid will be opened on the same day at 3.30 p.m. The unsealed tenders which are not properly addressed or identified will be rejected. Unsigned offers will also be rejected. The technical bid must contain the following:</p> <ul style="list-style-type: none">i) EMD.ii) Name, correspondence address with Tel. No. and contact person of the firmiii) Documentary proof of meeting the eligibility criteria as per column-4.iv) PAN No. with copy of PAN Card.v) Copy of GST Registration No. <p>The Financial bid must contain quoting their audit Fees excluding GST.</p> <p>The financial bid of only eligible firms will be opened and the date of opening shall be intimated subsequently.</p>	

4.	Pre-Requisite Criteria	
	The Chartered Accountant / Cost Accountant Firm should possess enough knowledge in the field of GST Returns filling/ Tax Audit .	
5.	<p>Earnest Money Deposit</p> <p>Tender must be accompanied by an EMD of ₹. 1000/- (Rupees One Thousand only) in the form of Demand Draft /Pay Order/ Bankers cheque of a Nationalized Bank or Scheduled Bank drawn in favour of Khadi Gramodyog Bhavan, Port Blair. Tenders submitted without EMD will not be considered.</p> <p>The EMD should remain valid for a period of 45 days beyond the bid validity period.</p> <p>Bid validity period will be 30 days.</p> <p>The EMD of unsuccessful tenderers will be released after awarding the tender.</p> <p>The EMD will be forfeited to Khadi Gramodyog Bhavan, Port Blair, if the tenderer withdraws his tender.</p>	
6.	<p>Minimum professional charges:</p> <p>Minimum audit fee may be charges for an amount of Rs.16000/-</p>	
7.	Scope of work:	
a)	Examination of records; checking of Returns maintenance and other documents maintained by the Khadi Gramodyog Bhavan under the GST Acts.	
b)	Examine correctness of turn over declared; Taxes paid; Refund; Input Tax Credit (ITC) availed and to assess its compliance with the provisions of the GST Acts.	
c)	Determine Tax liabilities in complex cases.	
d)	Checking / guidance for correctness of the value declaration	
e)	Checking whether the credit availed is within the normal limits from the date of acceptance of engagement letter.	
f)	To submit a report for such audit within the period of 15 days duly signed and certified by him.	
g)	To suggest/clarify doubt on any act of indirect tax raised with reference to return filing.	
h)	GST return filing work may be completed on or before 31.12.2018.	

8.	The Audit is under new GST environment and no GST audit was conducted in previous years.	
9.	Other Terms & Conditions	
a)	Khadi Gramodyog Bhavan will make payment for GST audit after deduction of applicable Tax if any.	
b)	The firm shall submit a pre-receipted bill for releasing payment.	
c)	The firm shall not utilize or publish or disclose or part with any statistics, data/proceeding or information collected with the assignment. The firm shall be duty bound to hand over the entire records of assignment to the A&NI KVIB on completion of various assignments.	
d)	The appointment of firm as GST Auditor will be decided on the basis of the lowest financial offer of eligible firms.	
e)	The financial offers of those firm who are not eligible will not be considered.	
f)	Those firms which qualifies in the technical bid shall only be considered.	
g)	The time period for engagement of GST auditor shall be extended if the date of GST auditing is extended by the Government. The time for completion of work shall be accordingly extended.	
10.	Performance Security Within ten days after the issue of acceptance letter by the Chief Executive Officer, KVIB the supplier shall furnish performance security to the Khadi Gramodyog Bhavan for an amount equal to five percent of the total value of the contract, the performance guarantee shall be valid up to sixty days after the date of completion of all contractual obligations by the CA firm/Auditor.	
11.	Financial Offer	
	The Professional fees excluding GST for discharging the scope of work and assigned responsibilities must be submitted with the tender. GST will be paid at actual.	
	The payment shall be released to CA firm only after completion of GST audit work.	
	In case of non completion of work in time according to the date notified by the Govt., the performance security may be forfeited. Any action which deems fit may be taken against the CA firm by appropriate authority of the Board.	
12.	Validity of the offer	
	The offers should be valid for a period of three months from the date of opening.	
13.	Assigning of Tender	
	The successful tenderer cannot assign or sub-contract the work awarded to them.	
14.	Arbitration	

	All disputes relating to this offer shall be referred to a sole Arbitrator to be appointed by the Chairman, KVIB.
15.	Jurisdiction of Court
	All disputes arising out of this offer shall be subject to jurisdiction of Courts at Port Blair.
16.	Saving Clause
	In respect of any matter for which no provisions has been made in this tender the provisions contained in the general instructions of the Government on the subject shall apply.


06/12/18
Chief Executive Officer


TECHNICAL BID

Name of the Firm :

Sl.No.	Particulars	
	i. EMD.	
	ii) Name, correspondence address with Tel. No. and contact person of the firm	
	iii) Documentary proof of meeting the eligibility criteria as per column-4.	
	iv) PAN No. with copy of PAN Card.	
	v) Copy of GST Registration No	

Signature of Partner

Membership No:

Seal

To

Chief Executive Officer,
A&NI KVIB, Udyog Parisar,
Middle Point,
Port Blair

FINANCIAL BID

Sl.No.	Particulars	Amount (₹.)
	Fee for GST Audit (excluding GST)	

Amount of Rupees (in word) -----

-----only)

Signature of Partner
Membership No:

To

Chief Executive Officer,
A&NI KVIB, Udyog Parisar,
Middle Point,
Port Blair