

Invitation Document for
Shortlisting / Appointment of GST Auditor(s)
For Financial Year 2017-18



High Pressure Boiler Plant (HPBP) &
Seamless Steel Tube Plant (SSTP)
Bharat Heavy Electricals Limited
Tiruchirappalli, Tamil Nadu

**SHORTLISTING / APPOINTMENT OF GST AUDITORS FOR
FINANCIAL YEAR 2017-18**

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Last Date for Submission of Offers

08-11-2018 by 15.00 Hrs.

At BHEL, HPBP, Tiruchirappalli.

**INVITATION OF PROPOSAL FOR SHORTLISTING / APPOINTMENT
OF GST AUDITOR(S) FOR FINANCIAL YEAR 2017-18**

I. Introduction:

Bharat Heavy Electricals Limited (BHEL, hereinafter referred to as Company) is a Maharatna PSU under the Ministry of Heavy Industries, Government of India. In the State of Tamil Nadu, BHEL has the following Manufacturing Units/ Offices

1. High Pressure Boiler Plant (HPBP) & Seamless Steel Tube Plant (SSTP), Trichy
2. Boiler Auxiliary Plant (BAP), Ranipet
3. Power Plant Piping Unit (PPPU), Tirumayam
4. Piping Centre Office
5. PSSR Chennai Office
6. ROD Chennai Office
7. PSSR Project Sites -12 locations

All the above Manufacturing Units/ Offices in Tamil Nadu are covered in a Single GSTIN.

2. Scope of Work:

The broad scope of work would be:

To conduct GST audit of the Company in accordance with the provisions of the GST Act, 2017 and Rules made thereof.

The audit shall be conducted at the Principal Place of Business and Additional place of businesses (+Trichy, Chennai and Ranipet).

BHEL/Trichy is the Nodal agency and registered as Principal Place of Business under GST Act for the Operations in the State of Tamil Nadu. There are 16 Nos of additional place of business registered in the same certificate. The accounts, records and all relevant documents are maintained at Trichy (HPBP), Ranipet (BAP) and Chennai (for all PSSR Sites in TamilNadu and Piping Centre).

There will be three separate Audited Annual Financial statements each one for HPBP-Trichy (including SSTP, PC and PPPU), BAP-Ranipet and PSSR-Chennai (Including turnover from Sites located in other States where separate GSTIN is available).

The Audit firm so appointed shall commence GST audit and submit necessary reports/ consolidated reconciliation statement latest by 15/12/2018 along with reservation or qualification or observations or suggestion, if any in form GSTR-9C and annexures as per notification or any other instructions issued by Central Government from time to time in this regard.

3. Selection Criteria:

- 3.1 Firms/LLPs of practicing Chartered Accountants/ Cost Accountants registered with the Institute of Chartered Accountants of India (ICAI) or Institute of Cost Accountants of India (ICAI) having its office(s) in Tamilnadu & Pondicherry region shall be considered for appointment as GST Auditors for conducting GST Audit of the Company.
- 3.2 The following will be the basis of Points for shortlisting of auditors and the firm with highest points will be appointed as the GST auditor for the year 2017-2018.

Sl. No.	Selection Criteria	Basis for awarding Points	Maximum Points
1	Proximity to Unit	3 Points for firms located Within 40 Km. radius from HPBP/Trichy, BAP/Ranipet , Chennai.	5
		2 Points for additional branch office located in Trichy or Chennai or Ranipet Reduction of 1 Point for each interval of 40 Km. increase in distance thereafter.	
2	Experience in practice (No. of years from COP)	1 Point for every 2 years of Firm's Registration.	5
3	Experience of PSU Audit (VAT audit)	1 Point for each completed VAT Audit of a PSU Unit/ Company.	5
4	No. of Partners / Members	1 Point for each Partner.	3
5	Experience in GST implementation of Majors clients (i.e., Companies with Annual Turnover > Rs. 100 Crores)	1 Point for each such Client.	2
6	Experience in Monthly GST return filing of major clients(i.e Companies with Annual Turnover > Rs. 100 Crores)	1 Point for each such Client.	2
7	Strength of Audit team	1 Point for every 3 persons devoted for audit of BHEL.	3
TOTAL			25

Clear and complete details in separate sheets, for determination of Points in support of information against Item Sl. No. 1 to 7 above are to be furnished.

4. Pre-requisites for considering rankings:

- 4.1 Documentary evidence(s) in support of Criteria at (1) to (7) mentioned in table to para-3.2 above is required to be submitted. Proposals without the required documentary evidence(s) shall be ignored for evaluation.
- 4.2 In case of a tie, the following sequence shall be adopted for selection:
- Firm with longer experience will be preferred based on the year of establishment.
 - Firm with a higher number of Fellow and or Associate Members of the Institute of Chartered Accountants/Cost Accountants as partners will be considered.

5. Terms and Conditions:

- 5.1 The tenure of appointment shall be for one year only (FY 2017-18)
- 5.2 The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever thereof.
- 5.3 Overwriting/correction/erase and/or use of white ink should be avoided in the Offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorised person of applicant firm.
- 5.4 Documentary evidence(s) in respect of all the information above by the applicant firm(s) must be furnished along with the proposal.
- 5.5 All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorised signatory of the applicant firm(s) with the firm's seal.
- 5.6 The proposal should be submitted strictly as per the terms & conditions laid down in the document.

The Offer in the Prescribed Format at Annexure – I & III, can be submitted in physical form or in electronic form to following address:

**Dy. General Manager (Finance),
Indirect Taxation Section,
Bharat Heavy Electricals Limited,
High Pressure Boiler Plant,
Tiruchirappalli, Tamilnadu – 620 014.
Ph. No. 0431-2577719/2577658/2577306**

The sealed offer for appointment of GST Auditor should be submitted separately for technical and financial bid in the office of above mentioned address on or before 08.II.2018 up to 03:00 PM. The Technical bid (Annexure I) envelope must be sealed and super – scribed with “Offer for Appointment of GST Auditor – Technical Bid “and the Financial bid (Annexure III) envelope must be sealed and super - scribed with “Offer for Appointment of GST Auditor – Financial Bid”. The Name & Address of the Applicant firm must also be mentioned on the body of both envelope. Date of opening of Bid will be on the same day at 3.30 PM at 24 Building, 2nd floor, Accounts Conference hall.

If submitted through electronic form all the documents should be signed and scanned sequentially into one PDF file (Maximum 7 MB) and e-mailed to priyajercy@bhel.in. The proposals received through e-mails should be followed by the originals.

Offers submitted in any other form shall not be considered.

- 5.7 The Company reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.
- 5.8 The Firms are required to submit their GST registration number in their offers, if available.
- 5.9 The last date for receipt of the proposal is **8th November 2018 by 15.00 Hrs. at BHEL, HPBP, and Tiruchirappalli**. Proposals received after this date and time shall not be considered.

6. Compliances / Declarations /Certificates by firm(s) on appointment:

The audit firm(s) shall have to comply with and furnish declarations and certificates as required under Statutory/Company rules, upon appointment as GST auditor(s), as under:

6.1 The Audit Firm shall not sub-contract the audit work.

6.2 The audit team will work in strict confidence and will ensure that the data and any other information in respect of the operation of the location / work center / Company is dealt with in strict confidence and secrecy.

6.3 No partner of the audit firm should be related to either Managing Director or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act, 2013,

6.4 Neither the audit firm nor its partner(s) or associates should have any interest in the business of the Company,

6.5 The GST auditor(s) will be required to issue & submit certificate of Independence and arm's length relationship.

6.6 The partners should be holding certificate of practice issued by Institute of Chartered Accountants of India / Institute of Cost Accountants of India and should be in full time/whole time practice.

6.7 The GST Auditors shall ensure that the data given to the Auditor by Company and any information generated from the data provided shall not be used by the Auditor for any other purpose.

6.8 The audit firm(s) shall be free from any disqualification under The Companies Act, 2013. In addition to this, the audit firm(s) must not be holding any assignment as Statutory Auditor(s) or Internal Auditor(s) or Cost Auditor(s) of the Company.

6.9 Payments shall only be made through NEFT, hence Bank Details as per Annexure – II need to be submitted at the time of acceptance of the appointment

7. Debarring Provisions:

The Audit Firm will be debarred from getting, in future, the audit of BHEL:

7.1 If the Firm obtains the appointment on the basis of false information / miss-statement.

7.2 If the Firm does not take up audit in terms of appointment letter.

7.3 If the firm does not submit the audit report, complete in all respect as per the terms of appointment letter

7.4 If the Firm fails to maintain/honour confidentiality and secrecy of the Company's financial data, financial statements and financial information.

7.5 If the Firm fails to comply with any of condition laid down in clause 6 above.

(Preferably to be given on the Audit Firm's Letter Head)

Annexure - I

Format for submission of Offer

1. Name of the Audit Firm:
2. Registration Number of the Audit Firm
with ICAI (CA) or ICAI (CMA):
3. Particulars of Audit Firm:
 - i) (a) Address of the Firm as registered with ICAI:

(b) Address of branches of the Firm :
 - (c) Distance (approx.) from BHEL units :
 - ii) (a) Telephone Number with STD Code:
(b) Mobile No. of the Senior Partner (for Contact Purpose)
 - iii) Fax Number with STD Code:
 - iv) Email address of the Firm:
 - v) Website of the Firm, if any:
 - vi) PAN No. of the Firm:
 - vii) GSTIN of the Firm
4. Technical Details

Sl. No.	Selection Criteria
1	Proximity to Unit
2	Experience in practice (No. of years from COP)
3	Experience of PSU Audit (VAT audit)
4	No. of Partners / Members
5	Experience in GST implementation of Majors clients (i.e., Companies with Annual Turnover > Rs. 100 Crores)
6	Experience in Monthly GST return filing of major clients(i.e Companies with Annual Turnover > Rs. 100 Crores)
7	Strength of Audit team

5. We hereby confirm the acceptance of all provisions and the terms & conditions of the Invitation without any deviation.

Place :
Date :

Authorized Signatory
With Official Stamp

Details of Bank Account:

- 1 NAME & ADDRESS OF THE BANK
- 2 NAME OF THE BRANCH
- 3 BRANCH CODE
- 4 MICR CODE
- 5 ACCOUNT NUMBER
- 6 TYPE OF ACCOUNT SAVINGS/CURRENT /OD/CASH CREDIT
- 7 BENEFICIERY'S NAME
- 8 IFSC CODE OF THE BRANCH
- 9 EMAIL ID
- 10 TELEPHONE/MOBILE NO.

CERTIFICATE

I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED by the National Electronic Funds Transfer and/or RTGS Transfer mode by credit to my / our above mentioned Bank Account. I / We also agree that payments made to the above mentioned Account is a valid discharge of the liability of Bharat Heavy Electricals Limited. A Copy of the cheque leaf/cancelled cheque leaf of the above account is sent herewith.

AUTHORISED SIGNATORY WITH NAME SEAL

Banker's Certification

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of _____ (Name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:

(Manager / Officer's)

DATE:

Signature Under Bank stamp and Name Seal
With Membership No.

(Telephone / Mobile No.)

FINANCIAL BID ON LETTER HEAD

I. Name and Address of the Applicant Firm:

2. Professional Fee in figure and word for the Financial Year 2017-18:

Please tick mark the exclusive/inclusive of GST portion while quoting your professional fee.

Signature of the Applicant with Stamp

Membership Number.:

Declaration of Ineligibility (By the CA/CMA Firms/LLPs)

I/ We, M/s (Name of Chartered Accountant/Cost Accountant Firm/LLP) hereby certify that I/we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.

(Signature and seal of the Firm/LLP)

Appendix A

Sl. No.	Name of Partner	Membership No.	Date of joining as a Partner	Date of Issue of Certificate of Practice	Date of Fellow Membership

Note: - Copy of Partnership Deed / Relevant Document issued by the Institute/available at Institute's site and copy of Certificate of Practice of each partner are to be enclosed.

Appendix B

Sl. No.	Name of PSU Company	F.Y. for which Audit Conducted	Remarks

Note: -Copy of Letter of Award/Relevant Documents in support of completing such assignment