

Calling Tenders for work relating to e-filing of GST returns and other related work for all units of CITCO located in the Chandigarh from Registered CAs / CA firms

1. INTRODUCTION

Chandigarh Industrial and Tourism Development Corporation Limited, (CITCO) an undertaking of the Chandigarh Administration was incorporated on 28.3.1974 under the Companies Act, 1956 in the name and style "Chandigarh Small Industries Development Corporation Ltd". The following is the detail of the units of CITCO for which GST return monthly/annually has to be filed:-

- i) Hotel Mountview
- ii) Hotel Shivalikview
- iii) Hotel Parkview
- iv) Sales Depot
- v) Head Office consisting of all small units i.e. Chef Lakeview, Rock Garden Snack Bar, Stop N Stare and various canteen and cafeterias (3)

2. Broad Scope of Work and Services:

The Broad scope of work is as follows:

Sr. No.	Scope of Work
i	<p><u>Filing of all GST Returns, Handholding & other GST related work:</u></p> <p>Filing of all GST Returns for CITCO Hotels and its units initially for a period of one year i.e. up to July 2020 from the date of award of the work (extendable for a further period as may be decided by the competent authority on the same terms and conditions subject to satisfactory performance).</p> <p>This work shall include:</p> <ul style="list-style-type: none">• Filing of all GST monthly returns as well as annual GST returns in the requisite format prescribed under the GST regime from time to time <p>Annual GST return for the period 01.04.2018 to 31.03.2019 and 01.04.2019 to 31.03.2020.</p> <ul style="list-style-type: none">• Monthly GST returns for the period from the date of award of the work for a period of one year.• Generating/ Filing all requisite periodical (monthly as well as annual) returns under the GST regime for CITCO Hotels and its units covering assistance in outwards/inwards information of

Sr. No.	Scope of Work
	<p>matching /un-matching transactions and reconciliation thereof.</p> <ul style="list-style-type: none"> • Advise necessary checks to be exercised to ensure authenticity of data being received at the individual GST numbers of CITCO. • Generating Challans for payment of GST on behalf of CITCO. The Primary data concerning all transactions for e-filing will be provided by the CITCO.
	<ul style="list-style-type: none"> • On site assistance to CITCO Hotels and other units on a month to month basis to ensure that the GST laws are complied with. The Bidder/ Tenderer shall ensure for handholding for a period of the work order/ agreement to ensure that proper taxes are paid, credits in full are availed of and reporting & compliances envisaged in the GST laws are complied with <i>inToto</i>. • Ensure proper records as prescribed under GST Acts and rules made there under are being maintained by CITCO Hotels and its units. • Render advices and provide clarifications to CITCO on GST related issues. • Time to time advice on other compliances to be undertaken by the CITCO Hotels and its units under the GST regime and any other eventual queries that may arise along with timely implementation of any relevant circulars/ notifications/ amendments in CITCO Hotels and its units, during the engagement of the consultant. • Guide / advice for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime and preservation of related records in digital form. • Assist and suggest suitable changes required under GST regime for minimizing the tax burden, effective utilization of available Input tax credits (ITC) and suggestion for review mechanism for availing all eligible input tax credits and utilization under GST, etc. • Provide guidance regarding valuation, classification and tax rate of transfer / permanent disposal of assets, job works, goods used both for exempt and taxable services, etc. to ensure availing of maximum eligible tax benefits under the GST regime. • Highlight areas of potential non-compliance for immediate regulation.
ii	<p>Identification of additional issues and render advice to CITCO Hotels and its units.</p> <p>Assist reconciliation procedure for monitoring Input/ Output/ final monthly returns and guidance to track on Un-reconciled transactions, etc.</p>

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iii	Audit as mandated under GST Acts and rules thereto Conduct of Audit of CITCO Hotels and its units as mandated under GST Acts and rules thereto and issue of various certificates, if required, for GST compliance.
iv	Addressing notice from GST authority If a notice/ query is served to CITCO by GST authority then it will be the duty of the consultant to resolve the issue without charging any extra remuneration.

Note: The above-mentioned Scope of Work is illustrative and not exhaustive i.e. Terms of reference shall include providing professional assistance for all activities required for all the work relating to GST Rules and subsequent Notifications as and when issued by GOI/CBEC.

3. ELIGIBILITY CRITERIA:

S. No.	Description	Criteria	Supporting documents to be submitted by Applicant for Pre-qualification
a.	Type of Entity	The Entity should be a registered CA / CA firms having valid COP. The entity should have valid PAN issued by Income tax Department	<ol style="list-style-type: none"> 1. Certificate issued by the concerned Institute. 2. Name(s) and other details of the authorized signatory (ies) that are authorized to execute the contract & other documents. 3. Copy of valid PAN issued by Income- Tax Department.
b.	Experience of the CA/ Firm.	The firms/CA should have completed minimum 5 (Five) years of Indirect Tax (Excise/ Service Tax/ VAT/ CST) assignments, including consultancy of Indirect taxation in India. The Entity/Firm should have continuous operations of minimum 5 years with annual turnover of Rs 10 lakhs per annum.	<p>List of clients whose Indirect tax (Service Tax/GST assignments undertaken in last five years. Copy (ies) of award of Work and documentary evidence in support of successful completion of such assignment(s) to be appended. Balance Sheet & Income Tax Return of the preceding 3 years i.e. 2016-17, 2017-18 and 2018-19.</p> <p>Note: The copy of letter for award of work specifically mentioning the nature of work,</p>

S. No.	Description	Criteria	Supporting documents to be submitted by Applicant for Pre-qualification
			period and amount of Contract.
c.	Declaration about black-listing	The entity should not have been blacklisted for supply of any items or services to CITCO. A self- declaration to this effect should be provided by the entity's Authorized Signatory in the technical bid.	A self declaration by the entity on the letterhead of the organization.
d	Related party disclosure	The Entity's firm should not be owned or controlled by any Employee (or any of his/her relative) of CITCO.	A self declaration by the entity on the letterhead of the organization.

Note:

- (i) The successful firm has to ensure that all the key team members deployed personnel on the project matches the job profile with the Scope of Work.
- (ii) The firm shall submit necessary documentary proof showing that they meet the eligibility criteria along with their bid. All documents submitted should be self-attested by the Authorized Signatory of the firm.
- (iii) Validity of price Bid will be 30 days from the date of opening of E-Tender.

4. Documents to be Submitted for technical bid:

The Technical bid should be giving all the details of proposal except price. The requisite documentary evidence needs to be submitted by the CA/firms for each of the eligibility criteria. The following information/data shall be provided by the bidders in the Technical bid:

- (a) Bidder's details along with all supporting documents/ annexures.
 - (b) Work experience along with documents
 - (c) Declaration on Non-Disclosure
 - (d) Copy of PAN card and COP.
 - (e) EMD of Rs. 10,000/- in form of Bank Draft/Bankers Cheque.
- Self-declaration needs to be signed by authorized signatory. Entity shall be under a duty to ensure that it fulfills the eligibility criteria

and other essential conditions

- Entity shall be under a duty to ensure that it fulfills the eligibility criteria and other essential conditions.

5. Financial Bid

The Financial/ Price bid should be filled as per BOQ in the E-tender.

6. General Terms:

- MD CITCO reserves the right to verify information submitted by the entity. In case the information is found false/incorrect, the offer shall be rejected and shall also be liable for other action as per CITCO Policy.
- MD CITCO reserves the rights to accept or reject any tender without citing any reason/ explanation.

7. Terms and conditions for payment:

The payment shall be made on submission of bill by the agency on monthly basis after the successful filing of the returns for the said month/quarter. The final payment after deduction of applicable taxes shall be released on filing of annual return and mandatory audit certificate. All mandatory deductions of taxes shall be made as per rules. The payments shall be released subject to completion of the work detailed in the scope of work.

8. Other Terms and condition:

- CITCO shall recover liquidated damages / losses in the event of imposition of penalty/ interest imposed by GST authority and if the same is attributable to the consultant. Loss will be recovered from the consultation charges payable to the consultant.

(This is to be given on the letter head of the Applicant)

BIDDER'S DETAILS

Name of the Firm	
Address	
CA/CA firm (Date of commencement of practice)	
Date of Registration	
Registration No./Certificate of practice (COP) Number (Please attach copy) :	
PAN Card Number (Please attach copy)	
GSTIN (GST registration number) (please attach copy)	
Name of the Authorized Partner / Associate / Others	
Telephone Nos.	
Fax No.	
Mobile No.	
Email Address	
Date of Establishment	
Web Site Address (if any)	
Please enclose copy of IT return for last 3 assessment years, up to FY2018-2019	

Declaration:

All the information provided by me/ us is correct.

I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying annexure. I/We hereby undertake that, I will not sub contract the work assigned to me or my firm.

Signature of Authorized Signatory of Applicant Name: Designation: Date:
Place: Seal of Organization:

(This is to be given on the letter head of the Applicant)

Relevant experience of the applicant in the field of Indirect Taxation in India during last 5 financial years

S.No.	Nature of Client & nature of Business	Nature of Assignment	Nature of Experience (whether Excise, Service Tax, VAT/Entry Tax)
<i>(1)</i>	<i>(2)</i>	<i>(3)</i>	<i>(4)</i>

Signature of Authorized Signatory of Applicant Name: Designation: Date:
Place:

Seal of Organization:

DECLARATION ON NON DISCLOSURE

M/s..... is willing to provide GST related services to CITCO Hotels and its units do hereby undertake to comply with the following in line with information security of CITCO:

1. To maintain confidentiality of documents & information used during the execution of the contract.
2. The documents & information shall not be revealed to or shared with third party in a manner which is detrimental to the business interest of CITCO.

Signature of Authorized Signatory of Applicant Name: Designation: Date:

Place:

Seal of Organization:

Procedure for e-tendering

1. The Bids shall be received electronically only through the website etenders.chd.nic.in.
2. Bid Document can be downloaded from the website of Chandigarh Administration <http://etenders.chd.nic.in/nicgep>.
3. The Bidders shall have to submit their Bids (Technical Bid & Financial Bid) online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on <http://etenders.chd.nic.in/nicgep>. On registration they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificate (DSC).
4. The Bids shall be uploaded in Electronic Format on the website <http://etenders.chd.nic.in/nicgep>. **Scanned copies of, Document and Eligibility Documents shall also be uploaded along with Technical Bid within prescribed time limit.**
5. The Agency has to produce the original documents as and when asked for by CITCO. The failure of the Agency to furnish the said original documents will entail rejection of its tender summarily.
7. Instructions to Bidders regarding e-tendering process:
 - a) Tenders without digital signatures will not be accepted by the Electronic Tendering system. **No Tender will be accepted in physical form and in case it has been submitted in the physical form it shall be rejected summarily.**
 - b) Bids will be opened online as per time schedule mentioned above.
 - c) Before submission of online Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid.
 - d) It will be mandatory for all the Bidders to upload all the documents mentioned under 'Tender Details' template.
 - e) **CITCO will not be responsible for any delay in online submission of the Bids due to any reason whatsoever.**
 - f) The details of EMD specified in the Tender documents should be the same as submitted online (scanned copies) otherwise tender will be rejected summarily.
8. For any technical issue related to Electronic Tendering Portal, Bidders may contract IT Cell, The Department of Information Technology (DIT), Additional Deluxe Building, 5th Floor, Sector-9, Chandigarh, or email at etender@chd.nic.in, Phone No.0172-2740641, 0172-2740003.