

**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT OF INDIA UNDERTAKING)



**"REGIONAL OFFICE"**

SCOPE MINAR, Core-3, 1<sup>st</sup> Floor,  
Laxmi Nagar District Centre, Delhi - 110 092  
Phone : 011-22444371/22444372,  
Fax: 011-22444375

**No. /RO-DLI/GST Audit /2018-19/**

**Dated: 22.11.2018**

**REQUEST FOR QUOTATION**

The Regional Manager, CWC, RO, Delhi invites quotation from CA/CMA firms for conducting GST audit for the F.Y. 2017-18 of Regional Office-Delhi, Central Warehousing Corporation GST no. 07AAACC1206D1ZI as per details below-

**SCOPE OF AUDIT**

- 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.
- 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.
- GST auditors shall apply their expertise in bringing out the deviations and irregularities and provide support in streamlining the unit's activities.

**SELECTION CRITERIA-**

- The firm should have at-least 2 partners (Chartered Accountants/Cost Accountants).
- The firm should be in existence for at-least 03 years.
- Quotation for conducting the work as per scope mentioned above in the format enclosed.

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

**Quotation not accompanied with requisite documents shall be summarily rejected.**

The sealed envelope containing quotation should be superscribed "**QUOTATION FOR APPOINTMENT OF GST AUDITOR FOR FY 2017-18**". Quotations shall be sent by Registered A.D. post or delivered by hand **latest by 01.12.2018 11.30am** at Central Warehousing Corporation, Regional Office, Scope Minar, Core-3, 1<sup>st</sup> Floor, Laxmi Nagar, Delhi-110092. For any late receipt/ wrong delivery, the Corporation will

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not be liable. In case of any dispute or quoting of equal amount by parties, decision of the Corporation shall be final and binding upon the parties. Corporation reserves the right to accept or reject any / all tenders without assigning reason thereof.

**Details of quotation given below:-**

Date & Time of acceptance of quotation:

**01.12.2018 upto 11.30hrs**

Date of opening of quotation:

**01.12.2018 at 12.00hrs.**

The quotations will be opened in presence of quotationers/authorized representatives who wish to be present at their own cost.

Encl: **Annexure I & II.**

**(Binay Chirania)**  
**Manager (Accounts)**  
**For Regional Manager**

To: Name of parties

**For Regional Manager**

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**Terms & Conditions**

**ANNEXURE-I**

1.	Description of service	GST audit for FY 2017-18 of Regional Office, Delhi, Central Warehousing Corporation, Scope Minar, Delhi-110092 having GST number 07AAACC1206D1Z1.
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 unit's activities.</p>
7.	Fee	Fee should be quoted inclusive of all expenses but excluding GST which shall be paid separately.
8.	Selection Criteria	<p>1. The firm should have at-least 02 partners (Chartered Accountants/Cost Accountants).</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>
9.	Delivery	The audit report as per scope must be submitted within <b>15</b> days of award keeping in view the timeline fixed for timely compliance of GST legislation.
12.	Payment	<p>The payment will be arranged by the Regional Manager, CWC, RO, Delhi on receipt of duly certified bill in duplicate on completion of work. As the payment will be released by this office through ECS system, you are requested to inform this office.</p> <p>A Name &amp; address of the branch of Bank. B PAN no: C IFSC Code No. of the Branch. D Type of Account: E Account No:</p>

**Signature of partner**  
**With full address of the firm**  
**& with rubber stamp**  
Telephone No. -----

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**ANNEXURE-II**

S. No.	Particulars	Fee Inclusive of all expenses (excluding GST)
1	Fee for conducting GST Audit for FY 2017-18 as per scope mentioned in Annexure-I	

**Signature of Partner**  
**With full address of the firm**  
**& with rubber stamp**

**Telephone No. -----**