



Tender Document for engagement of practicing Chartered Accountant or practicing Cost Accountant for Certification and Filing of GST Annual Return in form GSTR-9 and GSTR 9C for Assam, Bihar, Jharkhand, Odisha, Tripura and West Bengal states of Area-IV (East), CONCOR for FY 2020-21

CONTAINER CORPORATION OF INDIA LIMITED

(A Navratna Company)

Govt. of India Undertaking under Ministry of Railways

Tender Doc Ref No. CON/Area-IV/F&A/GST/Tenders/20-21/01

TENDER DOCUMENT FOR ENGAGEMENT OF PRACTICING CHARTERED ACCOUNTANT OR PRACTICING COST ACCOUNTANT FOR CERTIFICATION AND FILING OF GST ANNUAL RETURN IN FORM GSTR-9 AND GSTR 9C FOR ASSAM, BIHAR, JHARKHAND, ODISHA, TRIPURA AND WEST BENGAL STATES OF AREA- IV (EAST), CONCOR FOR FY 2020-21

**Container Corporation of India Limited,
Area-IV (Delhi Office), 3rd Floor, NSIC MDBP
Building, Okhla Industrial Estate, New Delhi, 110020**

(Document is not transferable)



Tender Document for engagement of practicing Chartered Accountant or practicing Cost Accountant for Certification and Filing of GST Annual Return in form GSTR-9 and GSTR 9C for Assam, Bihar, Jharkhand, Odisha, Tripura and West Bengal states of Area-IV (East), CONCOR for FY 2020-21

- **THIS TENDER DOCUMENT CONSISTS OF 9 PAGES**
- **THE TENDER DOCUMENT IS NOT TRANSFERRABLE UNDER ANY CIRCUMSTANCES**
- **ALL FOLIOS OF THIS DOCUMENT SHOULD BE SIGNED BY INTENDING BIDDER AND EMBOSSED WITH OFFICIAL SEAL AT THE TIME OF SUBMISSION**
- **THE BIDDER MUST SUBMIT THE BID ONLY THROUGH THE GEM PORTAL**



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TENDER NOTICE DETAILS

Inviting Tenders for Engagement of practicing Chartered Accountant or practicing Cost Accountant for Certification and Filing of GST Annual Return in form GSTR-9 and GSTR 9C for Assam, Bihar, Jharkhand, Odisha, Tripura and West Bengal states of Area-IV (East), CONCOR for FY 2020-21.

Name of the work	Engagement of practicing Chartered Accountant or practicing Cost Accountant for Certification and filing of GST Annual Return in form GSTR-9 and GSTR 9C for Assam, Bihar, Jharkhand, Odisha, Tripura and West Bengal states of Area-IV (East), CONCOR for FY 2020-21.
Estimated Cost Approx.	₹1,00,000 (approx.) (excluding GST)
Period of Engagement	From the date of issue of Letter of Intent to the date of filing of GSTR 9 and GSTR 9C Return for all the states within the due date prescribed by CBIC.
Last date & time for submission & opening of Tender bid	08-11-2021 on or before 15.00 hours and opening at 15.30 hours on same day at Container Corporation of India Limited, Area-IV (Delhi Office), 3rd Floor, NSIC MDBP Building, Okhla Industrial Estate, New Delhi, 110020.

Notes / Instructions:

- (i) The bid form is not transferable under any circumstances.
- (ii) Each folio of bid document shall be signed by the intending bidder or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- (iii) Failure to comply with conditions will render the bid liable to be rejected.
- (iv) Bid Documents complete in all respects shall be submitted through GeM on or before 15:00 hours of 08-11-2021.
- (v) In case of Incomplete/Conditional bid, CONCOR reserves the right to reject the bid.

**Container Corporation of India Limited
(A Navratna Govt. of India Undertaking)**



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SCOPE OF WORK AND TERMS & CONDITIONS GOVERNING THIS ENGAGEMENT

1. PREAMBLE

Container Corporation of India Limited (hereinafter referred as CONCOR) is a Public Sector Undertaking under the administrative control of Ministry of Railways with its main objective of being a catalyst for promoting containerization and to give boost to India's International and internal trade and commerce by organized multimodal logistics support.

CONCOR has various terminals in Assam, Bihar, Jharkhand, Odisha, Tripura and West Bengal apart from other states. Now bids are invited for Engagement of practicing Chartered Accountant or practicing Cost Accountant for certification and filing of GST Annual Return (GSTR-9) along with reconciliation statements for financial year 2020-21 for the above mentioned six states.

The books of accounts of the company are maintained in Oracle R-12 Platform. Presently CONCOR has various Oracle R-12 Modules in operation such as Accounts Payable, Accounts Receivable, Fixed Assets, and General Ledger Module.

The Commercial Activities of CONCOR are carried out through in house developed applications namely Export Terminal Management System (ETM) and Domestic Terminal Management System (DTMS). CONCOR uses Cygnet GSP application for filing of GST Returns.

The other details of the company are available on website www.concorindia.co.in.

2. SCOPE OF WORK

The successful bidder will be required to provide the following services -

- 2.1 Checking and Certification of the values in Annual return in Form GSTR 9 for FY 2020-21 in respect of 6 States of Area IV (East), CONCOR (viz., Assam, Bihar, Jharkhand, Odisha, Tripura and West Bengal states).
- 2.2 Preparation, submission and electronic filing of GST Annual Return in Form GSTR 9 for FY 2020-21 in respect of 6 GSTINs of Area IV (East), CONCOR (viz., Assam, Bihar, Jharkhand, Odisha, Tripura and West Bengal).
- 2.3 Checking, Certification of reconciliation statements and certification of specific, incidental and ancillary records as required with respect to GST Annual return for FY 2020-21 (reconciling the values of supplies, tax liability, input tax credit declared in the return furnished for the financial year with the audited annual financial statements)
- 2.4 To opine and guide on any GST issue, which may arise and also arrange compliance of the same.
- 2.5 Any other work as assigned by the management in relation to filing of GST Annual Returns for the FY 2020-21



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At present the Certification services as mentioned in the Scope of Work is required to be carried out for the following states

1. Assam (Approx. Outward Invoices - 8278, Turnover - ₹35.60 Crores)
2. Bihar (Approx. Outward Invoices - 2199, Turnover - ₹ 115.07 Crores)
3. Jharkhand (Approx. Outward Invoices - 47, Turnover - ₹1.11 Crores)
4. Odisha (Approx. Outward Invoices -9512, Turnover - ₹257.65 Crores)
5. Tripura (Approx. Outward Invoices - Nil, Turnover - ₹ Nil)
6. West Bengal (Approx. Outward Invoices - 66183, Turnover - ₹385.68 Crores)

The necessary certification work in respect of the above locations can be carried out from our Area-IV Kolkata/Delhi Office. However, if necessary, for engagement, the bidder may visit the CONCOR terminals/locations falling under relevant GSTN at their own expense.

The bidder is required to issue necessary certification of the values in Form GSTR 9 and Form GSTR 9C for the six states of Area-IV (East), CONCOR.

3. TENURE OF THE ENGAGEMENT

- 3.1 The engagement shall be valid from the date of issue of LOI up to the date of filing of GST Annual Return within the time limits prescribed by CBIC. The Engagement should be planned to be completed well within the due dates prescribed by CBIC for filing of Annual Returns for Financial Year 2020-21 but not later than 15-12-2021. CONCOR reserves the right to extend the validity of the engagement in case the request furnished by the service provider is considered to be acceptable. CONCOR also reserves its right to cancel the engagement if the performance is not found satisfactory.
- 3.2 No request for any change in rates will be entertained during the currency of the engagement.
- 3.3 CONCOR also reserves the right to extend the validity of this engagement for another one year on same terms and conditions.

4. TIME LIMIT FOR SUBMISSION OF BILLS

A claim for the services rendered under this engagement shall be made by the Chartered Accountant firm or Cost Accountant firm not later than four months after rendering such service. However, GGM/F&A/Area-IV (East) reserves the right to condone the delay in case reasons submitted by the firm are found to be reasonable and acceptable.



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5. PAYMENTS

- 5.1 The Chartered Accountant firm /Cost Accountant firm shall have to perform all the services mentioned in the scope of work and shall be paid at the rates quoted by the firm and accepted by CONCOR, subject to the **Terms and Conditions** of this engagement.
- 5.2 Payment will be made through online i.e., NEFT/RTGS mode within 30 days from the receipt of the invoice after successful satisfactory completion of the work. Deduction of income tax at source will be made from money payable in accordance with the provisions of the Income Tax Act of 1961 or any statutory modifications of the said act and a certificate of such deductions shall be issued. PAN number, GSTIN and Bank Account details must be quoted in all bills.
- 5.3 In case of un-satisfactory performance of the bidder, the CONCOR management reserves the right to exit the engagement by giving one week advance notice to the bidder or levy suitable penalty at the discretion of the management.

6. ELIGIBILITY CRITERIA

- 6.1 The Chartered Accountant firm or Cost Accountant firm should have presence either in Kolkata or New Delhi.
- 6.2 The Chartered Accountant firm or Cost Accountant firm should have at least 5 full time partners and further at least 2 partners should have been in full time practice for at least 10 years.
- 6.3 The Chartered Accountant firm or Cost Accountant firm should have considerable experience in conducting GST Audits of entities having multiple registrations and having aggregate turnover as per GST laws more than ₹200 Crores in any of the financial year 2017-18, 2018-19, 2019-20. The bidder is required to enclose the necessary experience certificate in this regard.
- 6.4 The team to be deputed for the assigned work must consists of atleast one qualified chartered accountant assistant/partner apart from the signing partner. The bidder should share the staff deployment plan along with the bid document.
- 6.5 The bidder should be registered under the GST Laws and should also be registered on GeM portal.
- 6.6 Necessary self-certified proof of documents may be provided with bid in relation to experience of firm, Number of partners, location of offices of firm and turnover of the firm.



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7. General Terms & Conditions:

- 7.1 The Chartered Accountant firm or Cost Accountant firm shall not sublet, transfer or assign the engagement or any part thereof without the prior written approval of CONCOR.
- 7.2 The rates have to be quoted both in words and figures. In case of discrepancy between words and figures, rates quoted in words will prevail. Evaluation of bids will be done on the basis of the lowest rate, experience & past track record as quoted and submitted by the eligible bidders.
- 7.3 The rates quoted in the price bid should have a validity of 45 days from the date of opening of the bid.
- 7.4 The rate quoted shall be final (excluding GST) and no demand for escalation of rates during the currency of this engagement will be entertained under any circumstances.
- 7.5 Any dispute arising out of running of this engagement, GGM (F&A)/Area-IV (East) shall be the final authority to decide the dispute or interpreting the conditions and the agency should abide the same. For any litigation on this engagement the jurisdiction will be New Delhi only.
- 7.6 Bid is invited only from GeM registered vendors only and bid document complete in all respect is to be submitted through government e-market place: GeM (gem.gov.in/custom bid) only. No Manual bid will be accepted and any bid received manually will be summarily rejected.
- 7.7 The team will work in strict confidentiality and will ensure that the data, Statements and information in respect of the operation of the location/work centre/company is dealt with in strict confidence and secrecy. An undertaking towards maintaining confidentiality is to be provided by the firm on receipt of appointment letter and before commencement of assigned work.
- 7.8 CONCOR reserves the right to amend/alter any clause of Tender document. CONCOR reserves the right to seek clarification/documents for evaluation of bids.

For and Behalf of CONTAINER CORPORATION OF INDIA LIMITED

GGM(F&A)/Area-IV (East)



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ANNEXURE - I
LETTER OF SUBMISSION OF BID
(On the Letter Head of the bidder)

To
Group General Manager (F&A),
Container Corporation of India Limited,
Area-IV (Delhi Office), 3rd Floor, NSIC MDBP Building,
Okhla Industrial Estate, New Delhi, 110020

Dear Sir,

Sub: Inviting Tenders for Engagement of practicing Chartered Accountant or Cost Accountant for certification and filing of GST Annual Return in form GSTR 9 for FY 2020-21 for the six states of Area-IV (East), CONCOR namely Assam, Bihar, Jharkhand, Odisha, Tripura and West Bengal.

Tender Doc Ref No. CON/Area-IV/F&A/GST /Tenders/20-21/01

In response to your Tender Doc Ref No. CON/Area-IV/F&A/GST /Tenders/20-21/01 dated for inviting bids for engagement of practicing Chartered Accountant or practicing Cost Accountant for subject services for the state of Assam, Bihar, Jharkhand, Odisha, Tripura and West Bengal of Area-IV (East) CONCOR, I/We a Partnership Firm/an Association/Sole Proprietor carrying out business athereby submit our offer in the prescribed proforma at the rates quoted in the schedules attached thereto. The necessary eligibility documents as mentioned in the Eligibility Criteria section are attached with this Bid and I/We hereby declare that I/We fulfil the eligibility criteria mentioned in the bid document.

I/we hereby declare that we have read, understood and agree to abide by and fulfill the Terms and Conditions including Scope of work of engagement, which shall be deemed to form an integral part of this offer and I/we return herewith one copy thereof duly signed on each page as token of my/our acceptance thereof.

I/we hereby further agree to notify you at any time whether before or after acceptance of my/our bid of any change in the constitution of my/our firm, association/syndicate, either by exclusion or retirement of any partner or member or by the admission of a new partner or member (this clause shall apply where the bidder is a firm/association or syndicate). I/We hereby declare that this bid on acceptance communicated by you shall constitute a valid and binding engagement between us.

Date:

Yours faithfully,

(Signature and seal of the bidder)
Name & Designation of authorized person(s)
Signing the bid on behalf of the bidder(s)
(Power of Attorney to be also enclosed)

Encl:



ANNEXURE –II

SCHEDULE OF RATES (SOR)

Tender Doc Ref No. CON/Area-IV/F&A/GST /Tenders/20-21/01

Total lump sum charges for Engagement of practicing Chartered Accountant or Cost Accountant for the captioned services relating to Certification and filing of GST Annual Return for Six states of Area-IV (East), CONCOR viz. Assam, Bihar, Jharkhand, Odisha, Tripura and West Bengal to be quoted exclusive of GST in the table given below for FY 2020-21.

Description of work	Lump sum Amount in figures to be quoted (in ₹) (Excluding GST)	Lump sum Amount in words to be quoted (in ₹) (Excluding GST)
Refer Scope of Work in Section 2		

Note:

1. The above quote should be inclusive of all charges except GST and the GST will be paid extra as applicable. No Travelling Allowances and other reimbursements are admissible.
2. In case of any variance in amount in figures and amount in words, the amount in words will be considered as final.

ALL THE TERMS AND CONDITIONS LISTED IN THE TENDER BID DOCUMENT HAVE BEEN READ, UNDERSTOOD AND ARE ACCEPTED.

**Yours faithfully,
(Name & Signature of Bidder)**