



Tender Document for engagement of practicing Chartered Accountant or practicing Cost Accountant for Audit, Certification and Filing of GST Annual Return in form GSTR-9 and GSTR 9C for Himachal Pradesh, Haryana, Punjab, Uttarakhand, Rajasthan, Delhi and Uttar Pradesh states of Area-I, 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-I/F&A/GST/2020-21/01

## **TENDER DOCUMENT FOR ENGAGEMENT OF PRACTICING CHARTERED ACCOUNTANT OR PRACTICING COST ACCOUNTANT FOR AUDITING, CERTIFICATION AND FILING OF GST ANNUAL RETURN IN FORM GSTR-9 AND GSTR 9C FOR HIMACHAL PRADESH, HARYANA, PUNJAB, UTTARAKHAND, RAJASTHAN, DELHI AND UTTAR PRADESH STATES OF AREA-I , CONCOR FOR FY 2020-21**

**Container Corporation of India Limited,  
AREA-I (Delhi Office), 2<sup>nd</sup>Floor, NSIC MDBP Building,  
Okhla Industrial Estate, New Delhi, 110020**

**(Document is not transferable)**



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- **THIS TENDER DOCUMENT CONSISTS OF 9 PAGES.THE BIDDER IS REQUESTED TO CHECK THAT THE DOCUMENT IS COMPLETE WHILE RECEIVING THE SAME.**
- **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.**



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**TENDER NOTICE DETAILS**

Inviting Tenders for Engagement of practicing Chartered Accountant or practicing Cost Accountant for Audit, Certification and Filing of GST Annual Return in form GSTR-9 and GSTR 9C for Himachal Pradesh, Haryana, Punjab, Uttarakhand, Rajasthan, Delhi and Uttar Pradesh states of Area-I, CONCOR for FY 2020-21.

Name of the work	Engagement of practicing Chartered Accountant or practicing Cost Accountant for Audit, Certification and filing of GST Annual Return in form GSTR-9 and GSTR 9C for Himachal Pradesh, Haryana, Punjab, Uttarakhand, Rajasthan, Delhi and Uttar Pradesh states of AREA-I, CONCOR for FY 2020-21.
Estimated Cost Approx.	₹1,70,000/- (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	Bidders shall submit bids on or before 22-Nov-2021 15:00Hrs through GeM. Bids will be opened at 15:30Hrs on the same day at Container Corporation of India Limited, AREA-I (Delhi Office), 2nd 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 22-Nov-2021. Bids are invited from GeM registered (gem.gov.in) vendors only and bid document complete in all respects 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.
- (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 Himachal Pradesh, Haryana, Punjab, Uttarakhand, Rajasthan, Delhi and Uttar Pradesh apart from other states. Now bids are invited for Engagement of practicing Chartered Accountant or practicing Cost Accountant for audit, certification and filing of GST Annual Return (GSTR-9) along with reconciliation statements for financial year 2020-21 for the above mentioned seven 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 (ETMS) 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](http://www.concorindia.co.in).

**2. SCOPE OF WORK**

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

- 2.1 Audit and Certification of the values in Annual return in Form GSTR 9 for FY 2020-21 in respect of 7 States of Area I, CONCOR (viz., Himachal Pradesh, Haryana, Punjab, Uttarakhand, Rajasthan, Delhi and Uttar Pradesh states).
- 2.2 Preparation, submission and electronic filing of GST Annual Return in Form GSTR 9 for FY 2020-21 in respect of 7 GSTINs of Area I, CONCOR (viz., Himachal Pradesh, Haryana, Punjab, Uttarakhand, Rajasthan, Delhi and Uttar Pradesh).
- 2.3 Compiling data, 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.



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- 2.5 Any other work as assigned by the management in relation to filing of GST Annual Returns for the FY 2020-21

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

1. Himachal Pradesh (Approx. Outward Invoices – 2,916, Turnover - ₹ 6.42 Crores)
2. Haryana (Approx. Outward Invoices – 10,379, Turnover - ₹ 35.01 Crores)
3. Punjab (Approx. Outward Invoices – 1,00,990, Turnover - ₹ 221.86 Crores)
4. Uttarakhand (Approx. Outward Invoices – 11,168, Turnover - ₹ 46.69 Crores)
5. Rajasthan (Approx. Outward Invoices – 2,46,650, Turnover - ₹ 482.22 Crores)
6. Delhi (Approx. Outward Invoices – 5,40,685, Turnover - ₹ 565.17 Crores)
7. Uttar Pradesh (Approx. Outward Invoices – 4,12,744, Turnover - ₹ 650.91 Crores)

The necessary audit and certification work in respect of the above locations can be carried out from our AREA-I 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 Seven states of AREA-I, CONCOR.

### **3. TENURE OF THE ENGAGEMENT**

- 3.1 The engagement shall be valid from the date of issue of LOI upto 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. 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 rates, 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-I 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 within the timelines and shall be paid at the rates quoted by the firm and accepted by CONCOR, subject to the **Terms and Conditions** of this engagement. GGM/F&A/Area-I may relax the condition and his decision is final.
- 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 in Delhi NCR.
- 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 Turnover more than ₹200 Crores in any of the financial year 2017-18, 2018-19, 2019-20 and 2020-21. 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.
- 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-I 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.
- 7.7 CONCOR reserves the right to amend/alter any clause of Tender document.
- 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 seek clarification/documents for evaluation of bids.
- 7.9 The successful bidder whose bid is accepted shall be required to appear at the office of the GGM/F&A/Area-I, Container Corporation of India Ltd., in person duly authorised, to sign the agreement and execute the contract documents within (15) fifteen days of the date of issue of communication (LOI) from CONCOR's office. GGM/F&A/Area-I may extend the time for execution of Agreement, on the request of the successful bidder.

**For and Behalf of CONTAINER CORPORATION OF INDIA LIMITED**

**GGM (F&A)/AREA-I**



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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-I (Delhi Office), 2<sup>nd</sup> 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 audit, certification and filing of GST Annual Return in form GSTR 9 for FY 2020-21 for the Seven states of AREA-I, CONCOR namely Himachal Pradesh, Haryana, Punjab, Uttarakhand, Rajasthan, Delhi and Uttar Pradesh**

**Tender Doc Ref No. CON/AREA-I/F&A/GST/20-21/01**

In response to your Tender Doc Ref No. CON/AREA-I/F&A/GST/20-21/01 dated ..... For inviting bids for engagement of practicing Chartered Accountant or practicing Cost Accountant for subject services for the state of Himachal Pradesh, Haryana, Punjab, Uttarakhand, Rajasthan, Delhi and Uttar Pradesh of AREA-I CONCOR, I/We ..... a Partnership Firm/an Association/Sole Proprietor carrying out business at ..... hereby 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: .....

**Signature and Stamp of the bidder**





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## **ANNEXURE –II**

### **SCHEDULE OF RATES (SOR)**

**Tender Doc Ref No. CON/AREA-I/F&A/GST/20-21/01**

Total lump sum charges for Engagement of practicing Chartered Accountant or Cost Accountant for the captioned services relating to audit, certification and filing of GST Annual Return for Seven states of AREA-I, CONCOR viz. Himachal Pradesh, Haryana, Punjab, Uttarakhand, Rajasthan, Delhi and Uttar Pradesh to be quoted exclusive of GST in the table given below for FY 2020-21.

<b>Description of work</b>	<b>Lumpsum Amount in figures to be quoted (in ₹) (Excluding GST)</b>	<b>Lump sum Amount in words to be quoted (in ₹) (Excluding GST)</b>
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)**



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### **ANNEXURE –III**

**Agreement for engagement of practicing Chartered Accountant or Cost Accountant for audit, certification and filing of GST Annual Return in form GSTR 9 for FY 2020-21 for seven states of AREA-I, CONCOR namely Himachal Pradesh, Haryana, Punjab, Uttarakhand, Rajasthan, Delhi and Uttar Pradesh**

Contract Agreement No. **CON/AREA-I/F&A/GST/20-21/01**

References:

- i) Tender Doc Ref No. CON/AREA-I/F&A/GST/20-21/01
- ii) Bid opened on -----
- iii) CONCOR's Letter of Intent No.-----

This agreement made this \_\_\_\_\_ Day of \_\_\_\_\_ Two Thousand Twenty One between M/s. Container Corporation of India Ltd. (A Govt. of India Undertaking), AREA-I (Delhi Office), 2ndFloor, NSIC MDBP Building, Okhla Industrial Estate, New Delhi, 110020, represented herein by the Chairman & Managing Director (hereinafter called as CONCOR) of the ONE PART and M/s. \_\_\_\_\_ represented herein by the \_\_\_\_\_ (hereinafter called as the Consultant which expression shall be deemed to include their respective Heirs, Executors, Administrators, Legal Representative, Successors and Assignees) of the OTHER PART for the purpose of **audit, certification and filing of GST Annual Return in form GSTR 9 for Financial Year 2020-21 for seven states of AREA-I, CONCOR namely Himachal Pradesh, Haryana, Punjab, Uttarakhand, Rajasthan, Delhi and Uttar Pradesh** at lumpsum fee of Rs. \_\_\_\_\_ plus GST extra as applicable and the terms and conditions specified in the bid document and subsequent amendments as per correspondence referred above which shall be treated as an integral part of this agreement.

Whereas the Consultant has agreed with CONCOR to perform all the activities set forth in the bid document and amendments which shall be treated as an integral part of this agreement.

In consideration of the payment to be made by CONCOR, the Consultant shall duly perform the said activities in the said bid document and its amendments set forth and shall execute the same with great promptness, care and diligence in a workman like manner to the satisfaction of CONCOR and will carry out the work in accordance with the terms and conditions of contract within the time schedule specified in the bid document and its amendments will observe, fulfill and honour all the



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conditions herein mentioned (which shall be deemed and taken to be part of this contract as if the same had been fully set forth therein) and CONCOR hereby agrees that if the Consultant observes and honours the said terms and conditions of the contract, CONCOR will pay or cause to be paid to the Consultant for the activities, on the completion thereof, the amount due as per the negotiated rates, terms and conditions specified in the bid document and its amendments.

In witness whereof the said parties have hereunto set their hands the day and year first above written.

\_\_\_\_\_  
FOR AND ON BEHALF OF

M/s. \_\_\_\_\_

\_\_\_\_\_  
FOR AND ON BEHALF OF

CONTAINER CORPORATION OF INDIA LTD.,

WITNESS:

WITNESS:

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