

CONTAINER CORPORATION OF INDIA LIMITED

**A Navratna Company
Govt. of India Undertaking, under Ministry of Railways**

**QUOTATION DOUCMENT FOR ENGAGEMENT OF PRACTISING
CHARTERED ACCOUNTANT OR PRACTISING COST ACCOUNTANT FOR
CONDUCTING OF GST AUDIT (GSTR-9) AND SUBMISSION OF GST ANNUAL
RETURN, RECONCILIATION STATEMENTS (GSTR-9C), CERTIFICATION,
AND FILING OF AUDIT REPORT FOR FY 2020-21 FOR FOUR STATES OF
CONCOR (MAHARSHTRA, MADHYA PRADESH, GOA & GUJARA) AS
PER GST LAW.**

**CONTAINER CORPORATION OF
INDIA LTD.,**

**5th FLOOR, NEW ADMINISTRATRIVE
BUILDING, D.N ROAD, FORT,
MUMBAI- 400001**

(Document is not transferable)

Signature and Stamp of the bidder

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Quotation document for engagement of practicing Chartered Accountant or practicing Cost Accountant for conducting of GST Audit (GSTR-9) and submission of GST Audit reports, filing of GST Annual return Reconciliation statements (GSTR-9C), certification for CONCOR, for four states Maharashtra, Madhya Pradesh, Goa & Gujarat for FY 2020-21.

- **THIS QUOTATION DOCUMENT CONSISTS OF 8 PAGES. THE BIDDER IS REQUESTED TO CHECK THAT THE DOCUMENT IS COMPLETE WHILE RECEIVING THE SAME.**
- **THE QUOTATION DOCUMENT IS NOT TRANSFERRABLE UNDER ANY CIRCUMSTANCES.**



Quotation document for engagement of practicing Chartered Accountant or practicing Cost Accountant for conducting of GST Audit (GSTR-9) and submission of GST Audit reports, filing of GST Annual return Reconciliation statements (GSTR-9C), certification for CONCOR, for four states Maharashtra, Madhya Pradesh, Goa & Gujarat for FY 2020-21.

QUOTATION NOTICE DETAILS

INVITING QUOTATIONS FOR Engagement of practicing Chartered Accountant or practicing Cost Accountant for filing of GST Annual Return for CONCOR, Area-II for four states Maharashtra, Madhya Pradesh, Goa & Gujarat for FY 2020-21.

Name of the work	Engagement of practising Chartered Accountant or practising Cost Accountant for filing of GST Annual Return (GSTR-9), reconciliation statements, certification and filing of Audit Report in Form 9C for CONCOR, for four states Maharashtra, Madhya Pradesh, Goa & Gujarat for F.Y. 2020-21
Estimated Cost	Rs.1,97,400/- + GST
Period of contract	Till successful submission & filing of GSTR-9 & GSTR-9C.
Last date & time for submission & opening of Quotation bid	29.11.2021 on or before 15.00 hrs and opening at 15.30 hrs on same day at office of, Container Corporation of India Ltd, 5 th Floor, New Administrative Building, D.N Road, Fort, Mumbai-400001.

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) In case of Incomplete/Conditional bid, CONCOR reserves the right to reject the bid.
- (v) The bids shall be opened at 15:30 hrs on 29.11.2021.

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

Signature and Stamp of the bidder

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Quotation document for engagement of practicing Chartered Accountant or practicing Cost Accountant for conducting of GST Audit (GSTR-9) and submission of GST Audit reports, filing of GST Annual return Reconciliation statements (GSTR-9C), certification for CONCOR, for four states Maharashtra, Madhya Pradesh, Goa & Gujarat for FY 2020-21.

CHAPTER – 1

SCOPE OF WORK AND TERMS & CONDITIONS GOVERNING THIS CONTRACT

1. PREAMBLE

CONCOR (Container Corporation of India Ltd.) is a Public Sector Undertaking under the 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. It has its various terminals in four states Maharashtra, Madhya Pradesh, Goa & Gujarat of CONCOR for FY 2020-21. Now quotes are invited for Engagement of practising Chartered Accountant or practising Cost Accountant for filing of GST Annual Return for above said four states of CONCOR, (GSTR-9) along with reconciliation statements, certification and filing of Audit report in Form GSTR 9C for FY 2020-21, as per GST Laws.

Accounting software (ERP) in existence:

CONCOR is working in Oracle R-12 Platform. Presently CONCOR has the following Modules in operation i.e. Accounts Payable, Fixed Assets, General Ledger Module. CONCOR's commercial packages are ETMS, DTMS & RAMCO payroll. The details of the company are available on website www.concorindia.in. In order of compliance to CGST Act, 2017 for appointment of Auditor for preparation and filing of Annual Audit Report for the FY 2020-21, CONCOR invites tenders.

2. SCOPE OF WORK

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

- 2.1 Providing guidance and assistance in preparation of Annual return in Form GSTR 9 & GSTR 9C for FY 2020- 21 in respect of 4 GSTINs of Area II (viz., Maharashtra, Madhya Pradesh, Goa & Gujarat) as per the requirements of the GST legislation and amendments from time to time..
- 2.2. Providing guidance and assistance in Electronic filing of GST Annual Return in Form GSTR 9 & GSTR 9C for FY 2020-21 in respect of 4 GSTINs of Area II (viz., Maharashtra, Madhya Pradesh, Goa & Gujarat) as per the provisions of the GST Laws, as amended from time to time.
- 2.3 Preparation of Requisite reconciliation statements and certification of specific, incidental and ancillary records as required by GST Laws with respect to GST Annual return for FY 2020-21.
- 2.4 Submission /e-filing of GST annual reconciliation statement as per the provisions of GST Law, as amended from time to time.



Quotation document for engagement of practicing Chartered Accountant or practicing Cost Accountant for conducting of GST Audit (GSTR-9) and submission of GST Audit reports, filing of GST Annual return Reconciliation statements (GSTR-9C), certification for CONCOR, for four states Maharashtra, Madhya Pradesh, Goa & Gujarat for FY 2020-21.

3. TENURE OF THE CONTRACT

- 3.1 The engagement of Chartered Accountant/Cost Accountant firm as CONCOR's GST Auditor is for financial year 2020-21 within due date as per GST Laws for the state of Maharashtra, Madhya Pradesh, Goa & Gujarat. CONCOR reserves 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 contract.

4. TIME LIMIT FOR SUBMISSION OF BILLS

A claim for the services rendered under this contract shall be made by the Chartered Accountant firm or Cost Accountant firm not later than three months after rendering such service. However, Area-II Head reserves the right to condone the delay.

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 contract.
- 5.2 Payment will be made through online mode within 15 days from the receipt of the invoice after successful 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.

6. Un-Satisfactory performance:

- 6.1 In case of un-satisfactory performance of the contractor, the CONCOR management reserves the right to exit the contract by giving one week advance notice to the contractor or levy suitable penalty at the discretion of the management.

7. Eligibility Criteria:

- 7.1 The registered Chartered Accountant firm or Cost Accountant firm should have minimum 5 full time Partners and further at least 2 partners should have been in full time practice for at least 10 years.
- 7.2 The Chartered Accountant firm or Cost Accountant firm should have considerable experience in conducting GST Audits of entities having multiple registrations and of Turnover 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.
- 7.3 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.
- 7.4 The bidder should be registered under the GST Laws.
- 7.5 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.

Quotation document for engagement of practicing Chartered Accountant or practicing Cost Accountant for conducting of GST Audit (GSTR-9) and submission of GST Audit reports, filing of GST Annual return Reconciliation statements (GSTR-9C), certification for CONCOR, for four states Maharashtra, Madhya Pradesh, Goa & Gujarat for FY 2020-21

8. General Terms & Conditions:

- 8.1 The Chartered Accountant firm or Cost Accountant firm shall not sublet, transfer or assign the contract or any part of thereof without the previous written approval of CONCOR.
- 8.2 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 quoted by the eligible bidder.
- 8.3 The rates quoted in the price bid should have a validity of 90 days from the date of opening of the bid.
- 8.4 Late and delayed Quotations will not be accepted and summarily rejected.
- 8.5 The successful bidder shall enter into an agreement as per the prescribed format of CONCOR within 10 days of issue of LOI.
- 8.6 The rate quoted shall be final (excluding GST) and no escalation of rates during the currency of the contract under any circumstances.
- 8.7 Any dispute arising out of running of this contract, ED/CONCOR/Area-II 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 contract the jurisdiction will be Mumbai only.
- 8.8 CONCOR reserves the right to amend/alter any clause of Quotation document.
- 8.9 The terms & conditions mentioned in this document will prevail over GeM terms & conditions.

For and Behalf of CONTAINER CORPORATION OF INDIA LTD.

Authorized Signatory

SIGNATURE OF BIDDER _____
FOR AND ON BEHALF OF _____
NAME _____
DESIGNATION _____
ADDRESS _____
_____ PIN CODE _____
TELEPHONE NO/NOs _____
FAX/TELEX NOs _____



Quotation document for engagement of practising Chartered Accountant or practising Cost Accountant for conducting of GST Audit (GSTR-9) and submission of GST Audit reports, filing of GST Annual return Reconciliation statements (GSTR-9C), certification for CONCOR, for four states Maharashtra, Madhya Pradesh, Goa & Gujarat for FY 2020-21.

ANNEXURE - I

LETTER OF SUBMISSION OF BID

From:

To

Container Corporation of India Limited
5th Floor, New Administrative Building,
D.N Road, Fort, Mumbai 400001.

Dear Sir,

Sub: Inviting Quotations for Engagement of practicing Chartered Accountant or Cost Accountant for filing of GST Annual Return GSTR 9 along with reconciliation statements, Certification and filing of Audit report in Form GSTR 9C for FY 2020-21 for the four states of CONCOR (Maharashtra, Madhya Pradesh, Goa & Gujarat).

In response to your quotation dated inviting offers for engagement of practising Chartered Accountant or practising of Cost Accountant for subject services for the Four states of Maharashtra, Madhya Pradesh, Goa & Gujarat , of CONCOR, I/We a Company/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.

I/we hereby declare that we have read and understood and agree to abide by and fulfill the Terms and Conditions including Scope of work of Contract, 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 contract 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)

Signature and Stamp of the bidder

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SCHEDULE OF RATES (SOR)

ANNEXURE -II

Total lump sum charges for Engagement of practicing Chartered Accountant or Cost Accountant for captioned services relating to filing of GST Annual Return and Audit report for CONCOR, for two states of Maharashtra, Madhya Pradesh, Goa & Gujarat to be quoted exclusive of GST, in the table given below.

Description of work	Amount in figure to be quoted (in Rs.) (excluding GST)	Amount in words to be quoted (in Rs.) (excluding GST)
Refer Scope work clause no.2 i.e. 2.1 Providing guidance and assistance in preparation of Annual return in Form GSTR 9 and Preparation & Issue of GST Audit Report / Certification in Form GSTR 9C for FY 2019-20 in respect of 4 GSTINs (viz., Maharashtra, Madhya Pradesh, Goa & Gujarat) as per the requirements of the GST legislation. 2.2. Providing guidance and assistance in Electronic filing of GST Annual Return in Form GSTR 9 AND filing of GST Audit Report in Form GSTR 9C in respect of 4 GSTINs of CONCOR (viz., Maharashtra, Madhya Pradesh, Goa & Gujarat) as per the provisions of the GST Laws, as amended from time to time. 2.3 Preparation of Requisite reconciliation statements and certification of specific, incidental and ancillary records as required by GST Laws with respect to GST Annual return and GST Audit. 2.4 Submission /e-filing of GST Audit Report along with annual reconciliation statement as per the provisions of GST Law, as amended from time to time.		

Note: The above quote should be inclusive of all charges except GST and the GST will be paid extra as applicable.

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

Yours faithfully, (Name & Signature of Bidder)
Signature and Stamp of the bidder