

Instrumentation Limited, Palakkad

PURCHASE DEPARTMENT TENDER ENQUIRY

Tender No. ILP/IP/2/NIT000/44/T0196

DT: 09.07.2019

Notice inviting tender (NIT) for appointment of GST Auditors for the FY 2017-18 & 2018-19.

Instrumentation Ltd, Palakkad (ILP) intends to appoint Chartered Accountant Firms / Cost accountant firms as an auditor for conducting audit under Goods and Services Tax (GST) Act, 2017 for its Palakkad unit, Kerala for the FY 2017-18 & 2018-19 as per section 35(5) of CGST Act 2017.

In order of compliance to CGST Act, 2017 for appointment of Auditor for preparation and filing of Annual Audit Report for the FY 2017-18 & 2018-19 Instrumentation Ltd., Palakkad invites tenders in two bid systems.

1. Scope of Work:-

1. To conduct GST Audit of annual accounts for the FY 2017-18 & 2018-19 of the company in accordance with section 35(5) read along with 44 (2) of the CGST Act, 2017 (including any enactments or amendments made as may be applicable from time to time).
2. Submission/e-filing of consolidated GST Audit Report for the FY 2017-18 & 2018-19 along with annual return and reconciliation statement as per section 44(2) of the CGST Act, 2017 in GSTR -9C within the scheduled date and in the manner as specified / prescribed by CBEC.

3. Verification of followings


- i) Sales register
- ii) Stock register
- iii) Purchase register
- iv) Expense ledger
- v) Input tax credit availed and utilized
- vi) Output tax payable and paid
- vii) E way bill generated during the audit period
- viii) Details of job work
- ix) Documents compliances
- x) Communication received from GST department
- xi) Liability under reverse charge
- xii) Any other related documents


09/07/19

4. Eligibility Criteria

The tender shall be considered only from Indian, technically competent, experienced and financially sound Accounting/Consulting firms of Chartered Accountants who meet the following pre-qualification requirements:-

1. The registered Chartered Accountant firm / Cost accountant firms with minimum 05 years of experience and with at least 3 partners having minimum 1 Fellow member.
2. The tenderer has conducted sales tax/ service tax audit and/or worked as sales tax consultant in minimum 2 big Corporate (private/state PSU/central PSU) during last 3 financial years i.e. FY 2015-16 to 2017-18 having minimum annual turnover of Rs.25 crore in any one year in these three financial years.
3. The tenderer should have an office/branch within the state of Kerala. Address of the same along with the name and contact number of officials to be submitted in Annexure-I.
4. The tenderer entity/ any partner/ Director of the firm should not have been convicted in any disciplinary proceedings/ criminal case by regulatory authority/ court in connection with professional misconduct. Tenderer firm should not be in negative list/black list by any PSU or Govt. Department. Tenderer to submit an undertaking in this respect in Annexure II.
5. The tenderer firms appointed as internal auditor during the FY 2017-18 and FY 2018- 19 in any of the branch of the Corporation will not be eligible for participation in the tender.
6. General terms and conditions
 - a) Tenderer shall submit an Authorization Letter from Partner/Director of firm if the signatory in the tender is other than Partner/Director.
 - b) Tenderer should not be under liquidation, court receivership or similar proceedings.
 - c) The Minimum fees to be quoted for the assignment is Rs. 5000/- (Rupees Five thousand only) per branch in the state. In case, if this minimum fees is quoted by more than one firm, the oldest firm (based on the date of registration/incorporation) shall be treated as L-1.
 - d) Tenderer may note that Bid shall be submitted on the basis of "ZERO DEVIATION" and shall be in full compliance to the requirements of Bidding Document, failing which bid shall be considered as nonresponsive and may be liable for rejection.
 - e) ILP shall not be responsible for any expense incurred by tenderer in connection with the preparation and delivery of their bids, site visit, participating in the discussion and other expenses incurred during the tendering process.



f) ILP reserves the right to accept or reject any Bid and to annul the tendering process and reject all bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected tenderer or tenderers without any obligation to inform the affected tenderer or tenderers of the grounds or the reasons for the said action.

g) The tenderer is expected to examine the tendering Document, including all instructions, forms, terms and specifications in the tendering Document. Failure to furnish all information required as per the tendering Document may result in the rejection of the Bid.

h) Clarification, if any, in respect of this tender can be obtained from Accounts officer (F&A), email:nazeera@ilpvt.com. Contact No's: 0491-2802910; 2566131.

i) It is essential that, all the above criteria prescribed are fulfilled in order to be eligible for appointment as GST Auditor.

7. Appointment Tenure:-

The engagement of Chartered Accountant firm/ Cost accountant firms as ILP's GST Auditor is for financial year 2017-18 & 2018-19 till successful filing of Annual GST return of Palakkad unit in the state of Kerala.


ILP also reserves its right to cancel the engagement if the performance is not found satisfactory. However, ILP keeps the right to extend the tenure further for one more financial year i.e. 2019-20 on the same terms and conditions.

8. Bid Submission:-

The eligible Chartered Accountant Firm/ Cost accountant firms, may submit their Bid in two bid system (each sealed) as per Technical Bid i.e. Annexure – I and Annexure –II along with all documentary supports for eligibility criteria and their Financial Bid as per Annexure-III, to **Engineer-Procurement, Instrumentation Limited, Kanjikode west, Palakkad, PIN:678623** on or before 19-07-2019 03:00 PM specifically mentioning on the top of the sealed envelope the "Tender for appointment of GST Auditor against tender no.ILP/IP/2/NIT000/44/T0196 dtd.09.07.2019 due date.19.07.2019".

This tender document consists of total 3 Documents (Annexure I, II & III). The tender received late or after the prescribed due date and time will not be entertained. ILP will not be responsible for any postal delay.

Initially, the Technical bid will be opened on 19.07.2019 at 04.00 PM and evaluated by the Committee for eligibility criteria, thereafter; Financial Bid of eligible firms will be opened.


Engineer (Procurement)

Technical Bid

ELIGIBILITY CRITERIA FOR EVALUATION OF THE APPLICATIONS

1. Name and address of the Chartered Accountant firm.	M/s.	
The bidder should have office/branch office in the state of Kerala.	Office Address	
	City	
	Tel no.	
	Email	
2. Profile of the Firm (A self certified copy of firm registration certificate along with detail of partners must be enclosed)		(i) Year of establishment of the Firm _____ ii) No. of partners: FCA: _____ ACA : _____ iii) Firm Registration No. _____
3. PAN No. of firm (a copy of self certified PAN may be enclosed)		
4. GST no. (a copy of self certified same may be enclosed)		
5. Experience: Should have conducted sales tax/ service tax audit and/or worked as sales tax consultant in minimum 2 big Corporate (private/state PSU/central PSU) during last 3 financial years i.e. FY 2015-16 to 2017-18 having minimum annual turnover of Rs.25 crore in any one year in these three financial years.		Work order/contract or satisfactory completion certificate issued by concerned corporate enclosed: YES/NO

(Enclose self-certified copies of work order/contract or satisfactory completion certificate issued by concerned corporate)		
6. A certificate by the firm certifying that no partner has been convicted in any disciplinary proceedings/ criminal case by regulatory authority.		Certificate enclosed: YES/NO
7. Whether having assignment at Palakkad branch office of IL as an Internal Auditor during the FY 2017-18 and FY 2018-19.		YES/NO

Signature with seal of the firm

Name & Full address:

[Handwritten signature]
09/01/19

Undertaking

(To be stamped and signed by the authorized signatory on letterhead of tenderer.)

We hereby confirm that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the tendering Document and subsequent addendum/corrigendum (if any), issued by ILP, without any deviation/ exception/ comments/ assumptions.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'. We hereby confirm that any partner / Director of the entity have not been convicted in any disciplinary proceedings / criminal case by regulatory authority (ies)/ court in connection with professional work. We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / ILP. We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

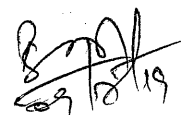
We hereby confirm that we have gone through and understood the tendering Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

Date:

Place:

Stamp and signature of tenderer: _____

Name of tenderer: _____

Handwritten signature and date: 09/08/19

FINANCIAL BID

(On the Letter head of the Firm)

Date: _____

To,
Engineer-Procurement
Instrumentation Ltd.

Sir,

I/we hereby submit our Financial Bid for undertaking the GST Audit work for the FY 2017-18 & 2018-19 of Instrumentation Ltd. Palakkad as under:-

S. No.	Particulars	Consolidated Fees (excluding GST) (In Rs.)
1	Lump sum professional fee for the job assigned as per 'Scope of Work'.	
(In words : Rupees _____)		

Note: 1. The GST as applicable will be paid extra.

2. The professional fees inclusive of all out of pocket expenses including TA/DA.
3. The professional fees would be paid on successful filing of GST Audit report of the Corporation in GSTR-9C or any other Form prescribed by the GST Act and VAT Audit Report.

Signature with seal of the firm

Name & Fulladdress:

