

**INDIA TRADE PROMOTION ORGANISATION**

**FINANCE & ACCOUNTS DIVISION**

**Tender No. 205/ITPO/Rev Sec/ GST AUDIT/2017-18 Dated 24<sup>th</sup> October 2018.**

**INVITATION OF OFFER FOR APPOINTMENT OF GST AUDITOR OF ITPO FOR F.Y 2017-18**

**Sub: Invitation of bid under limited tender for Appointment of GST Auditor of ITPO for F.Y 2017-18.**

Dear Sir,

1. India Trade Promotion Organization (ITPO) is the premier agency of the Govt. of India for promoting trade. To meet its objectives, ITPO organizes trade fairs, exhibitions and conventions in India and abroad including specialized trade fairs, India Shows, Buyer-Seller Meets, Market Surveys, etc.

2. ITPO's head office is at Pragati Maidan New Delhi and has three regional offices at Mumbai, Chennai and Kolkata. ITPO has separate GSTINs for Head Office and its three regional offices. ITPO has also taken casual registration in the state of Meghalaya for Dec 2017.

3. As per the GST Act, the GST Audit of all the above GSTINs of ITPO shall be carried out at ITPO's Corporate Office at Pragati Maidan, New Delhi. For all the four GSTINs of ITPO, one Chartered Accountant Firm/LLP or Cost Accountant firm/LLP shall be appointed as GST Auditor who shall carry out the GST Audit of all the Regional Offices and Head Office of ITPO.

4. The quotation of consolidated fee/remuneration shall be exclusive of applicable taxes. No payment other than fee/remuneration shall be paid. Payment of fee/remuneration shall be made after timely completion of assignment in all respect and filing of GST Annual Return.

**5. Scope of Work:**

- (i) To conduct GST Audit of annual accounts of ITPO (HO & Regional offices) in accordance with section 35(5) read along with 44(2) of the GST Act, 2017 (including any enactments or amendments made as may be applicable from time to time).
- (ii) Submission / e-filing of GST Audit Reports along with annual returns and reconciliation statement as per section 44(2) of the CGST Act, 2017 in E-form GSTR – 9C within the scheduled date and in the manner as specified / prescribed by CBIC.

**6. Time period**

- (i) The Firms / LLPs will be required to issue Audit report / Certificates as per the requirements of the GST legislation within 30 days of the issue of appointment letter.
- (ii) The assignment shall be time bound and time shall be the essence of the assignment.

## **7. GST Audit Team**

- (i) GST Audit Team shall consist of adequate number of qualified / semi- qualified assistants (CA/CMA) led by a partner of the Firm / LLP. Maximum number of above audit team shall not be more than five including partner.

## **8. Evaluation Process**

- (i) Finance bid will be evaluated on the basis of quoted fees as per the format.
- (ii) The bidder quoting the lowest price for the GST audit will be declared as the L1 bidder & winner.
- (iii) If there is a tie among the L1 bidders, the decision shall be based on the best judgment & management will finalise the form for award of the assignment. The decision of ITPO shall be final and shall not be open to challenge.
- (iv) Mere submission of financial bid will not confer any right for selection. Acceptance/ rejection of any bid will be at the role discretion of the Management.

## **9. General Terms and Conditions**

- I. The last date for submission of Technical and Financial Bid will be **05th Nov, 2018 by 11:00 Hrs.** Bids received after the stipulated time period as mentioned above will not be considered.
- II. The financial bids shall be opened on **06<sup>th</sup> Nov,2018 at 12.00 PM**. No separate communication shall be sent regarding opening of the Financial Bids.
- III. The Financial Bid as per Annexure-III has to be submitted ON-LINE only
- IV. Appointment of Firms/LLPs of Chartered Accountants /Cost Accountants for appointment as GST auditor shall remain valid for Financial Year 2017-18.
- V. Overwriting / correction/erase and/or use of white ink should be avoided in the offer. However, if any overwriting / correction/ erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant Firms/ LLPs.
- VI. Payments shall only be made through Electronic Mode; hence Bank Details as per Annexure-II need to be submitted at the time of acceptance of the appointment.
- VII. The Financial bid duly signed is to be submitted as a token of acceptance of all terms and conditions.
- VIII. The entire work shall be awarded to the successful bidder and the work shall not be split amongst the bidders.
- IX. ITPO reserves the right to postpone and/ or extend the date of receipt or to withdraw the bid notice, without assigning any reason thereof, entirely at its discretion. In such an event, bidders shall not be entitled to any compensation, in any form whatsoever.
- X. Financial Bid quoted shall remain firm, fixed and valid until completion of the Contract and will not be subject to variation on any account.
- XI. ITPO reserves the right to verify/ confirm all documentary evidences as submitted by bidders in support of their eligibility.
- XII. The company reserves the right to accept/ reject any or all the offers without assigning any reason whatsoever thereof.

## **10. Compliances/ Declarations/ Certificates by Firms /LLPs on appointment:**

- I. The Chartered Accountant/ Cost Accountant Firms/LLPs shall not sub-contract the assigned audit work.
- II. The Chartered Accountant /Cost Accountant Firms/ LLPs shall work in strict confidence and shall ensure that the related data or information in respect of the ITPO is dealt with in strict confidentiality and secrecy.
- III. The assignment shall be completed within time frame specified by the Company.
- IV. No partner of the Chartered Accountant/ Cost Accountant Firms/ LLPs should be related either C.M.D. or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act, 2013.
- V. Neither the Chartered Accountant/Cost Accountant Firms/ LLPs nor its partner(s) or associates should have any interest in the business of the Company.
- VI. The Chartered Accountant/ Cost Accountant Firms/LLPs shall be free from any disqualification under The Companies Act, 2013.
- VII. The partners holding Certificate of Practice issued by Institute of Chartered / Cost Accountants of India shall be in whole time practice.
- VIII. The Chartered Accountant/ Cost Accountant Firms/LLPs shall ensure that data given to them by the company and any information generated from the data provided shall not be used by the Auditor for any other purpose.

## **11. Debarring Provisions**

The Audit Firm/LLP will be debarred from getting the GST audit or any other assignments of ITPO.

- (i) If the Firms/ LPs obtains the appointment on the basis of false information / mis-statement.
- (ii) If the Firms/ LLPs does not take up audit in terms of appointment letter.
- (iii) If the Firms/ LLPs fails to maintain/honour confidentiality and secrecy of the Company's data.
- (iv) If the Firms /LLPs does not complete the assignment within the assigned time frame as specified in clause of Time period above.

The letter of invitation of bid includes the following:

- (i) Bid forwarding letter – Annexure-I
- (ii) ECS Form – Annexure II
- (iii) Financial Bid Format – Annexure III

Yours sincerely,

Manish Prasad  
Senior Manager (Fin)

**Bid forwarding letter – Specimen**

Date:

To,

Dear Sir.

Sub: Submission of Financial bid for appointment of GST Auditor of ITPO for F.Y 2017-18.

Ref: Tender No. ....

With reference the above we \_\_\_\_\_ (name of the bidder) hereby submit our bid as under:

1. We have prepared and submitted the bid strictly as per the format and instruction given in the tender document.
2. The price bid is submitted un-conditionally i.e. without any condition and strictly as per the price bid format.
3. We perused the scope of the audit, terms and condition as given at point no. 3, 4, 5, 6, 7, 8, 9, 10 & 11 including notes appended annexures and confirm that, our bid is submitted with reference to the above scope and quantum of work.
4. We accept unconditionally the general terms and condition and evaluation criteria as prescribed at point no. 3, 4, 5, 6, 7, 8, 9, 10 & 11 of the tender inviting offer for appointment of GST Auditor of ITPO for F.Y 2017-18.

For \_\_\_\_\_

(Name of the signatory)

Partner

**ECS – FORM**

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)

(PAYMENT TO BIDDER THROUGH CREDIT CLEARING MECHANISM)

1. **CA/CMA FIRM/ LLP NAME :** \_\_\_\_\_

**Address :** \_\_\_\_\_

Phone / Mobile No.: \_\_\_\_\_

2. **PARTICULARS OF BANK ACCOUNT OF FIRMS/LLP:**

A. **BANK NAME:** \_\_\_\_\_

B. **BRANCH NAME** \_\_\_\_\_

Address:

Telephone No. : \_\_\_\_\_

C. **IFSC code of the Bank**  
(For payments through RTGS): \_\_\_\_\_

D. **ACCOUNT TYPE**  
(S.B. Account/ Current Account or Cash  
Credit): \_\_\_\_\_

E. **ACCOUNT NUMBER**  
(As appearing on the Cheque Book): \_\_\_\_\_

I hereby declared that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user Company responsible.

Date:

(.....)  
**Signature and seal of the  
Firms/LLPs**

**FINANCIAL BID FORMAT**

Ref: Tender No. ....

**Professional fee for the GST Audit**

(Amount in Rs.)

Particulars	Amount in Rupees
Professional fees for GST audit of ITPO for the Financial Year 2017-18	

**Note:**

1. The prices shall be excluding GST. Applicable GST shall be paid extra at actual.
2. The total consolidated professional fees shall be all inclusive and no other charges shall be payable. (for HO & Regional offices)
3. The total consolidated professional fee quoted above shall be considered for financial bid evaluation and determination of lowest bid.
4. Financial bid with conditions shall not be considered / may be rejected.

For \_\_\_\_\_

Authorised signatory

Place:

Date: