

## Selection of GST AUDITOR for FY 2017-18

Opening Date of Submission of TENDER : 05/08/2019.  
Closing Date of Submission of TENDER : 13/08/2019.



**JHARKHAND URBAN INFRASTRUCTURE DEVELOPMENT COMPANY (JUIDCO) LIMITED**  
(A Government of Jharkhand Undertaking)

3<sup>rd</sup> Floor, PragatiSadan, Kutchery Chowk, Ranchi-834001  
Ph no.- 0651-2225878, E-Mail Id-[juidcolimited@gmail.com](mailto:juidcolimited@gmail.com)  
CIN: U45200JH2013SGC001752,



**Very Short Term Tender Notice**

NIT No.: JUIDCO/NIT/GST Auditor (17-18) /271

Date: 01/08/2019

1.	Name of the work	Selection of GST Auditor for the Financial Year 2017-18.
2.	Mode of Bid Submission	On-Line Tendering
3.	Tender Cost	Rs.1000/- (Demand Draft in Favour of Managing Director, JUIDCO Ltd. Payable at Ranchi.)
5.	Date / Time of Start of Submission of Bids	05/08/2019, 10:00 Hrs
6.	Last Date / Time of Bid Submission	13/08/2019, 17:00 Hrs
7.	Last Date / Time for submission of Tender Fee	14/08/2019, 17:00 Hrs
8.	Date of Bid Opening	14/08/2019, 17:30 Hrs
9.	Venue for Getting & Submission of Tender Document:	Jharkhand Urban Infrastructure Development Company Limited. Procurement Cell, 3 <sup>rd</sup> Floor, Kutchery Chowk, Ranchi. Jharkhand. PIN-834001.
10.	Helpline No. of Procurement Cell	+91 0651 2225878

**Note :Only e-tenders will be accepted.**

Further details are available on Jharkhand Government e-procurement website <http://jharkhandtenders.gov.in>.

**Sd/-**  
**Project Director (Finance)**  
**JUIDCO Ltd. Ranchi.**

## **APPOINTMENT OF GST AUDITOR FOR THE FINANCIAL YEAR 2017 - 2018**

### **1. Instructions to Bidders**

- 1.1 Tenders are invited from Firms/LLPs of Chartered Accountants (CA) / Cost Accountants (CMA) for appointment as GST Auditors for the Financial Year 2017-2018.
- 1.2 The GST auditor will be required to conduct the GST audit of FY 2017-18.
- 1.3 The interested CA/CMA firms may submit their tender in the prescribed Proforma provided herein, which included Notice Inviting Tender, Eligibility Criteria, Scope of Work, General Terms and Conditions, Technical Bid (Experience and Eligibility Criteria) as per **Annexure-I** and the Financial Bid (Professional Fee) as per **Annexure-II**. The tender documents may be downloaded from the [jharkhandtenders.gov.in](http://jharkhandtenders.gov.in) website.
- 1.4 The “Technical Bid” and “Financial Bid” may be submitted through on-line mode as per the instructions given in Annexure-III .
- 1.5 The technical bid must contain the technical bid format in prescribed Performa as per **Annexure-I** with all relevant documents in support of eligibility and experience criteria. The financial bid must contain only the financial bid format as per **Annexure-II**. The financial bid shall include professional fee/charges for all services including expenses for boarding/lodging of staff to be incurred in carrying out the GST audit services. JUIDCO will not accept any claim other than professional fee/charges etc. specified in financial bid.
- 1.6 The technical bid will be opened at JUIDCO Ltd, Pragati Sadan, Kutchery Chowk, Ranchi through Jharkhand e-procurement guidelines. The Financial bid will be opened on the date provided after the uploading of Technical Evaluation Report, which will be communicated to only those bidders who are found technically qualified after evaluation of eligible technical bid as per selection criteria provided through Jharkhand e-procurement website.
- 1.7 The interested CA/CMA firms are advised to read carefully the entire tender document before submitting their tender and the tender

documents not received in prescribed format and/or are found incomplete in any respect will be summarily rejected.

## **2. Minimum Eligibility Criteria:**

### **2.1 Technical Capabilities:**

2.1.1 The Chartered Accountant/Cost Accountant firm should have at least 10 years of experience of working in the VAT Audit/sales Tax Audit/Excise Audit/ Service Tax Audit of Books and Accounts in Private sector/Government sector/ Government Department /PSUs/ULBs in India.

2.1.2 In case of Partnership firm, all the partners should be an ACA/FCA/ACMA/FCMA as per the guidelines of respective institute.

2.1.3 The firm must not have been blacklisted or debarred by any State Govt./Govt. Agency/PSU/GoI during the last 3 years from time of submission of tender. The firm must submit an affidavit to this effect signed by authorized signatory of the firm.

2.1.4 The Chartered Accountant/ Cost Accountant firm should have its local office in Ranchi.

2.1.5 The Chartered Accountant/Cost Accountant firm should have at least 10 Articles / Articled clerks on the date of Tender submission.

2.1.6 The Chartered Accountant/Cost Accountant Firm should have conducted either VAT Audit/Sales Tax Audit or Service Tax Audit/Excise Audit of following organizations:-s

- Three Central /State PSUs/Corporate/ULBs

2.1.7 The Chartered Accountant/Cost Accountant Firm /LLPs Shall submit Self declaration that the firm/LLP is free from any disqualification under The Companies Act, 2013 and any other applicable law

## **2.2 Financial Capacity:**

2.2.1 Average annual turnover of the firm from Consultancy services in last 3 (three) financial years (2015-16, 2016-17, 2017-18) must be equal to or greater than 25 lakhs (Fifty Lakhs) per annum.

## **3. Terms and Conditions & Scope of Work:**

### **3.1 General:**

3.1.1 The period of appointment shall be for conducting GST Audit for one year i.e. for the financial year 2017- 2018.

3.1.2 The Company reserves the right to accept or reject any application at any time without assigning any reason.

3.1.3 JUIDCO Ltd will not accept any claim other than professional fee/ Charges etc specified in financial bid.

3.1.4 Each page of the tender documents is required to be signed by the Partner of CA/CMA Firm. The documents/ Certificates in support along with the tender shall also be signed by the Partner.

3.1.5 If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.

3.1.6 Tender shall be submitted in official tender document only. If submitted in any other form, the same shall be summarily rejected.

### **3.2 Scope of Work:**

As per the requirement of GST Act, JUIDCO Ltd. is required to appoint GST Auditor for its location in Ranchi having single registration. The appointed Firms/LLPs are required to carry out GST Audit for FY 2017-18 under section 35 (5) of CGST Act, 2017 read with Rule 80 of CGST Rules, 2017, as amended from time to time, for Principal Place of Business and Additional Place of Business assigned to him and to issue separate Audit Report / Certificate/ Statement in adherence to the relevant orders/clarification issued/ prescribed under GST Act.

The Auditor will be required to issue GST Audit Report including requisite reconciliations and certification of specific, incidental and ancillary records as per the requirements of the GST legislation or any other authority and as per the timelines fixed by JUIDCO Ltd. for timely

compliance of the GST legislations. Further, above audit report shall also be filed electronically as per the provisions of GST Laws by the appointed Firms/LLP. In connection with above audit, guidelines issued by Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India, if any shall also be followed by the auditors to have uniformity across the Company.

### **3.3 Time line expected from CA/CMA Firm:**

The expected deliverables for CA/CMA Firm would be as follows:

<b>Deliverables</b>	<b>Time line from the date of work order</b>
Online submission of Audit report along with reconciliation in GSTR-9C	Within 2 (two) months

### **3.4 Tentative Man-days for ACA/FCA/ACMA/FCMA and Articles / Article Clerks:**

The tentative man-days for ACA/FCA/ACMA/FCMA and Articles/Article Clerks are as under:

1. Man-days for ACA/FCA/ACMA/FCMA: 06 man-days
2. Man-days for Articles/Article Clerks: 20 man-days

Note: Above tentative man-days may change as per the requirement of JUIDCO.

**TECHNICAL BID**

(The details to be provided as on the closing date of this Notice Inviting Tender)

**General Information**

1	Name of the CA/CMA Firm	
2	Registered/Main/Local Office Address	
3	Name of Partners	
4	Contact no. of Partner	
5	No. of branches in India (Attach a list along with address)	

**Eligibility Criteria**

1	Whether the firm meets all the eligibility criteria, Technical as well as Financial (Yes/No)	
2	No. of years of experience	
3	Date of registration of CA/CMA firm	
4	Whether firm has peer review by members of ICAI/ICAI (cost) for any financial year (Yes/No). The year of peer review shall be mentioned.	
5	No. of Partners (as on closing date of tender)	
6	No. of CA/CMA Employees (as on closing date of tender)	
7	No. of Article/Audit Clerks (as on closing date of tender)	

8	Whether the CA/CMA firm has its registered/Local office at Ranchi.	
9	Whether the CA/CMA firm has an experience of conducting requisite no. of VAT Audit/sales Tax Audit/Excise Audit/ Service Tax Audit of eligible clients/ organization (Provide list of eligible clients/organization along with their turnover financial year wise and enclose their appointment letters)	
10	Annual turnover of CA/CMA firm for a. FY 2015- 16 b. FY 2016 -17 c. FY 2017 -18	



**Annexure-II**

**FINANCIAL BID**

The interested CA/CMA firm may quote their professional fees (all inclusive) in the following format: -

<b>Sl.no.</b>	<b>Particular</b>	<b>Amount in Rs.</b>
1.	Annual Professional fee for GST Audit for the financial year 2017-18	
2.	Annual Other charges (including lodgings and boarding)	
3.	Total Annual Professional fee (1+2)	
4.	GST	
5.	Grand Total	

Grand Total [Professional fees in words]

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**Signature of Partner  
With name and Firm Seal**

## ***Annexure-III***

### **Instructions to Bidders for Online Submission of Bids**

Detailed instructions & documents to be furnished for online bidding

1. Guidelines for online submission of bids can be downloaded from the website <https://jharkhandtenders.gov.in>.
2. Interested bidders can download the bid from the website <https://jharkhandtenders.gov.in>
3. Bidders in order to participate in the bidding process have to get 'Digital Signature Certificate (DSC)' as per Information Technology Act - 2000 to participate in online bidding. This Certificate will be required for digitally signing the bid. Bidders can get the above-mentioned digital signature certificate from any vendors approved by Controller of Certifying Authorities (CCA). Bidders, who already possess valid Digital Certificates, need not procure new Digital Certificate.
4. Bidders should submit their bids online in electronic format with Digital Signature. Bids without Digital Signature will not be accepted. No proposal will be accepted in physical form.
5. Bids will be opened online as per time schedule mentioned in the Notice Inviting Tender (NIT).
6. Bidders should be ready with the scanned copies of cost of documents as specified in the tender document. Before submission of bids online, bidders must ensure that scanned copies of all the necessary documents have been attached with the bid.
7. Bidders should produce original Demand Draft towards tender fee as mentioned in the Notice Inviting Tender (NIT) to the JUIDCO Ltd. office during the period & time as mentioned in the NIT, failing which bid will not be accepted. The details of cost of documents, bid security specified in the tender documents should be the same as submitted online (scanned copies), otherwise bid will summarily be rejected.
8. The Department will not be responsible for delay in online submission of bids due to any reason, whatsoever.
9. All required information for bid must be filled and submitted online.
10. Other details can be seen in the bid documents.
11. Details of documents to be furnished for online bidding: (Scanned copies of the following documents to be up-loaded in pdf format on the website <https://jharkhandtenders.gov.in> in technical bid folder)
  - i) Demand Draft. towards Tender fee.
  - ii) Qualification information and supporting documents, as specified in Clause-2 and Annexure-I of Bid Document.
  - iii) Certificates, undertakings, affidavits as specified in Clause-2 and Annexure-I of Bid Document.
12. Scanned copies of the following documents to be uploaded on the website <http://jharkhandtenders.gov.in> in financial bid folder:
  - i) Technical bid as specified in Annexure-I in pdf format.
  - ii) Financial bid as specified in Annexure-II in pdf format.
13. Uploaded documents of successful bidder will be verified with the original before signing of the agreement. The successful bidder should provide the originals to the concerned authority on receipt of such a letter in this regard, which will be sent through registered post or speed post or by e-mail or delivered by hand.
14. Each uploading shall be digitally signed by the bidder.

**Sd/-**  
Project Director (Finance)  
JUIDCO Limited, Ranchi