



मुंबई पोर्टन प्राधिकरण  
Mumbai Port Authority



वित्त विभाग

पोर्ट भवन, श्रुजी वल्लभदास मार्ग, बेलाई इस्टेट  
मुंबई - 400 001.

Finance Department,  
Port House, Gr. floor,  
S.V. Marg, Ballard Estate,  
MUMBAI - 400 001.

FA/A/GST/2023-24/ 2468

29 AUG 2023

To

Sir/Madam,

Sub : Appointment of GST Consultant for F.Y. 2023-24 and 2024-25 and  
GST Auditor (Filing of GSTR 9C) for FY 2023-24 to FY 2024-25

Mumbai Port Authority (MbPA) is one of the oldest conventional Major Port in the Country. It is an autonomous body governed under Major Port Authority Act 2021 (erstwhile Major Port Trust Act, 1963 and Indian Ports Act, 1907). It renders port services to port users by handling vessels and cargo passing through Mumbai Port by way of sea. The services pertain to handling and storage of cargo, providing infrastructure facilities and handling of vessels to facilitate EXIM trade of India.

2. MbPA proposes to appoint firm of CA / CMA for GST Consultancy for F.Y. 2023-24 and 2024-25 and GST Auditor (Filing of GSTR 9C) for FY 2023-24 to FY 2024-25. The scope for the same is as per Annexures enclosed.
3. You are requested to comply with the following by submitting your offers.
  - i. GST Consultant should be a practicing registered member of either 'The Institute of Chartered Accountants of India' or 'The Institute of Cost Accountants of India'.
  - ii. Atleast one qualified and two semi qualified professionals should be deployed for the assignment at MbPA premises all the time.
  - iii. The period of assignment will be for two years i.e. F.Y. 2023-24 (July 2023 onwards) and 2024-25. A review will be taken at the end of first year for further continuation.
  - iv. The charges be indicated per year and will be paid on completion and submission of reports/certificate.

Contd..2/-

4. Two separate quotes **i.e. Technical data and Commercial quote** should be sent as under :

- i. Subject for Technical Data should be :  
**“GST consultancy - Technical Data – Firm Name”**
- ii. Subject for Commercial Quote should be :  
**“GST consultancy – Commercial Quote – Firm Name”**

5. The technical and commercial quotes to be submitted in two different packets by **22<sup>nd</sup> September 2023 by 5 p.m at the following address**. The technical quotes received will be opened on **25<sup>th</sup> September 2023 at 11:30 a.m** and the same will be evaluated. The **Commercial Quote** of those who have technically qualified will be opened on **28<sup>th</sup> September 2023 at 11:30 a.m**. The final evaluation will be informed through email, however final decision will be the sole discretion of Mumbai Port Authority. A pre-bid meeting will be held on **8<sup>th</sup> September 2023**.

Financial Advisor and Chief Accounts Officer  
Port Bhavan, Finance Department,  
Shoorji Vallabhdas Marg,  
Ballard Estate, Mumbai – 400001.

6. For any queries please feel free to contact the following persons:

- i. Shri Anil B. Bhalekar, Dy. Chief Accounts Officer (Tax)  
Tel : 022-6656390, Mob : 9869384217
- ii. Smt. Gayatri S. Vidhate, Accounts Officer Gr. I (Tax)  
Tel : 022-66564376, Mob : 9987586379
- iii. GST Cell - 022-66564356/64

Yours faithfully,



(Smt. Madhuri A Varade)  
Financial Adviser and  
Chief Accounts Officer