



NATIONAL INSTITUTE OF SOLAR ENERGY

(An Autonomous Institute under Ministry of New & Renewable Energy, Government of India)

Limited Tender Enquiry for GST Audit from Chartered Accountant/Cost Accountant Firms (FY 2017-18)

1) TENDER SUBMISSION DATE & TIME

Last Date of Submission of Tender	15.04.2019
Time	02:00 PM
Opening of Tender	15.04.2019
Time	04:00 PM

2) TERMS OF REFERENCE

2.1 Background: -

National Institute of Solar Energy (NISE) is a central Autonomous body under Ministry of New & Renewable Energy, Government of India, located at **19th milestone in Gurgaon-Faridabad road, Gwal Pahari, Haryana**. The Institute is substantially funded by MNRE through Grants-in-Aid for plan & non-plan expenditure. The accounts of the Institute are prepared as per standard accounting procedure as applicable to the central Autonomous bodies. General Financial Rule (GFR) of Gol is followed for Procurement & Contractual activities of the Institute.

2.2 SCOPE OF WORK

- I. Conducting the GST Audit as required under Section 35(5) of CGST Act, 2017 read with Rule 80(3) of CGST Rule, 2017 and filing annual return along with the report.
- II. All other activities required for the above purpose under the provisions of the Act.

2.3 Time Period & Execution

The Audit should be conducted and return may be filed in stipulated time as of assignment not beyond 30.05.2019.

2.4 Documents to be submitted

The following documents are to be submitted by the firm for verification.

- I. The copies of registration certificate of the firm.
- II. The copies of PAN and GSTN.
- III. The experience of firm in dealing with GST matters.
- IV. The name of partner who will be the nodal officer for this assignment.

In case of any doubt about the information submitted by the firm, the Institute shall have the right to make its own assessment and **the decision to consider the same by the Institute in such case will be final and bidders have no right to challenge the same.**

2.5 Payment Terms

- I. Payment shall be made against the services provided by the firm, duly verified by concerned officer of the Institute and in accordance with the financial bid of the selector bidder and accepted by the Institute.
- II. NO TA/DA or any incidental expenses will be paid or reimbursed to the firm.

3. Submission and Evaluation of Tender

3.1 Submission of Tender

The firm will submit the tender in two (2) envelopes as under.

1st Envelope marked (1)

The documents as given in 'Para 2.4' will be submitted in envelope marked (1). All documents must be initialled by the Authorised signatory of the firm, along with seal of the firm.

2nd Envelope marked (2)

The financial bid of the firm should be submitted in the envelope marked (2).

Both envelope (1 & 2) should be kept in a big envelope at the top of which, "**Tender for GST Audit**" should be marked prominently.

Tender should be deposited in the tender box placed at ground floor, Surya Bhawan or sent to the office of **Director General, National Institute of Solar Energy (NISE), 19 milestone, Gurugram – Faridabad Road, Gwal Pahari, Gurugram -122003** in any working days during the working hours from 10:00am to 02:00PM. The last date of submission of tender is 15.04.2019. The tender will be opened on 15.04.2019 at 04:00 PM.

The application can also be sent through registered post / speed post or submit the same in person, so as to reach the designated address on or before the schedule time and date of tender. Tender received by the Institute after the last date shall not be opened and considered. Any loss/ misplacement of tender during transit will not be the responsibility of Institute.

3.2 Evaluation of Tender:

The evaluation will be done by the Tender Evaluation committee of NISE as per the rule and procedure.

The committee will first open the envelope mark (1) of all the participants and will go through the required documents submitted by the firms as given in Point No.2.4'.

In case of any doubt about the information submitted by the firm, the Institute shall have the right to make its own assessment to consider the firm. The decision of the Institute in such case will be final and bidders have no right to challenge the same.

The financial bid of the considered firm will be open there after and the same will be decided on the basis of lowest submitted bid.

ANNEXURE

Financial Bid

Name of the Firm:

Amount in Rs.

Sr. No.	Particulars		Amount
1.	Professional fee for activities under sr.no. (2.2) of scope of work.	Figures Words	

Total

Figures

Words

- Amount to be given both No. & figure
- The amount should include GST
- Statutory deduction like TDS shall be made.

Signature & Seal of the Firm