



Quotation document for engagement of Practicing Chartered Accountant or Practising Cost Accountant for conducting GST Audit, filing of GST Annual Return (GSTR-9), Reconciliation statements (GSTR-9C), certification of GST related statements for CONCOR, South Central Region for FY 2017-18

CONTAINER CORPORATION OF INDIA LIMITED

(A Navaratna Govt. of India Undertaking, Ministry of Railways)

Quotations Ref No: CON/SCR/FA/GST/Audit/Quotations/03/2018

QUOTATION DOUCMENT FOR ENGAGEMENT OF PRACTICISING CHARTERED ACCOUNTANT OR PRACTISING COST ACCOUNTANT FOR CONDUCTING GST AUDIT, FILING OF GST ANNUAL RETURN(GSTR-9) AND RECONCILIATION STATEMENTS (GSTR-9C), CERTIFICATION OF GST RELATED STATEMENTS FOR FY 2017-18 FOR CONCOR, SOUTH CENTRAL REGION

**Container Corporation of India Ltd,
SCRO, 6th Floor, #601-603, Navketan Complex, S.D.Road,
Opp: Clock Tower, Secunderabad, Telangana-500 003.**

(Document is not transferable)



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- **THIS QUOTATION DOCUMENT CONSISTS OF 8 PAGES. THE BIDDER IS REQUESTED TO CHECK THAT THE DOCUMENT IS COMPLETE WHILE RECEIVING THE SAME.**
- **THE QUOTATION DOCUMENT IS NOT TRANSFERRABLE UNDER ANY CIRCUMSTANCES.**
- **ALL FOLIOS OF THIS DOCUMENT SHOULD BE SIGNED BY INTENDING BIDDER AND EMBOSSED WITH OFFICIAL SEAL AT THE TIME OF SUBMISSION.**



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QUOTATION NOTICE DETAILS

INVITING QUOTATIONS FOR Engagement of Chartered Accountant agency for filing of GST Annual Return for CONCOR, South Central Region for FY 2017-18

Name of the work	Engagement of Chartered Accountant agency for filing of GST Annual Return (GSTR-9), reconciliation statements, certification and filing of Audit Report in Form 9C for CONCOR, South Central Region for F.Y. 2017-18
Estimated Cost Approx.	Rs.2.00 Lakhs (approx.) + GST
Period of contract	For 1 month from date of issue of LOI
Last date & time for submission & opening of Quotation bid	03.12.2018 on or before 15.00 hrs and opening at 15.30 hrs on the same day at office of Chief General Manager, Container Corporation of India Ltd, 6 th Floor, #601-603, Navketan Complex, S.D.Road, Opp: Clock Tower, Secunderabad – 500 003.

Notes / Instructions:

- (i) The bid form is not transferable under any circumstances.
- (ii) The bid documents are required to be submitted intact in a sealed cover i.e., none of the folios of the quotation bid document including all the Annexures should be detached.
- (iii) Each folio of bid document shall be signed by the intending bidder or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- (iv) Failure to comply with conditions will render the bid liable to be rejected.
- (v) Sealed bid, complete in all respects shall be submitted either through person or by post/courier so as to reach at the office of Chief General Manager, Container Corporation of India Ltd, 6th Floor, #601-603, Navketan Complex, S.D.Road, Opp: Clock Tower, Secunderabad – 500 003, on or before 15:00 hrs of 03.12.2018.

**Container Corporation of India Ltd.
(A Navaratna Govt. of India Undertaking)
SCR-Secunderabad**



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CHAPTER – 1

SCOPE OF WORK AND TERMS & CONDITIONS GOVERNING THIS CONTRACT

1. PREAMBLE

CONCOR (Container Corporation of India Ltd.) is a Public Sector Navaratna Undertaking under the Ministry of Railways with its main objective of being a catalyst for promoting containerization and to give boost to India's International and internal trade and commerce by organized multimodal logistics support. It has its various terminals in South Central Region in two states-Andhra Pradesh & Telangana.

Now quotations are invited for engagement of Practicing Chartered Accountant or Practicing Cost Accountant conducting GST Audit, filing of GST Annual return (GSTR-9), Reconciliation statements (GSTR-9C), certification of GST related statements for CONCOR, South Central Region for FY 2017-18 for filing of GST Annual Return for CONCOR, South Central Region (GSTR-9) along with reconciliation statements, certification in Form GSTR 9C for FY 2017-18.

2. SCOPE OF WORK

The successful bidder will be required to provide the following services -

- 2.1 Providing services for compiling of Annual return in Form GSTR 9, GSTR-9C AND conducting of the GST Audit, submission of GST Audit Report, Certification in Form GSTR 9C for FY 2017-18 as required in respect of 2 GSTINs of South Central Region(viz., Andhra Pradesh & Telangana) as per the requirements of the GST legislation.
- 2.2. Providing guidance and assistance in Electronic filing of GST Annual Return in Form GSTR 9 and filing of GST Reconciliation Report in Form GSTR 9C for FY 2017-18 in respect of 2 GSTINs of South Central Region (viz., Andhra Pradesh & Telangana) as per the provisions of the GST Laws, as amended from time to time.
- 2.3 Preparation of Requisite reconciliation statements and certification of specific, incidental and ancillary records as required by GST Laws with respect to GST Annual return and GST Audit, for FY 2017-18.
- 2.4 Submission /e-filing of GST Audit Report along with annual reconciliation statement as per the provisions of GST Law, as amended from time to time



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2.5 GSTR 9:

GST Annual Return (GSTR-9) should be filed by the regular GST taxpayer-CONCOR/SCR for two states-Andhra Pradesh and Telangana for the financial year 2017-18 before due date as per GST laws and amendments thereof.

2.6 GSTR 9C:

Reconciliation Statement (GSTR-9C) should be filed by the taxpayers whose annual turnover exceeds Rs.2.0(TWO) crores during the financial year as per rule 80(3) vide notification no. 49/2018 dated 13 September,2018 and as per GST law, **hence** it is to mention that the turnover is more than Rs.2 Crores, hence 9C applicable for two states and also required to get the accounts audited and file a copy of audited annual accounts state-wise and reconciliation statement of tax already paid and tax payable as per audited accounts along with GSTR 9C. This statement is to be filled for every GSTIN separately and therefore there-can be two reports of GSTR-9C for two states-Andhra Pradesh and Telangana.

This form is divided into mainly 2 parts-

PART-A: RECONCILIATION STATEMENT

The figures in the audited financial statements are at Regional level comprising of various units under two states. Hence, the turnover, Tax paid and ITC earned etc., on a particular GSTIN (State) must be pulled out from the audited accounts of the Region and should be reconciled.

PART-B: CERTIFICATION.

The GSTR-9C has to be certified by the successful bidder as part of the GST Audit as above for two GSTINs (States) as required by GST law.

3. TENURE OF THE CONTRACT

- 3.1 The contract shall be awarded for a period of one month from the date of issue of LOI.
- 3.2 No request for any change in rates will be entertained during the currency of the contract.



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4. TIME LIMIT FOR SUBMISSION OF BILLS

A claim for the services rendered under this contract shall be made by the Chartered Accountant firm not later than three months after rendering such service.

5. PAYMENTS

5.1 The Chartered Accountant or Cost Accountant firm shall have to perform all the services mentioned in the scope of work and shall be paid at the rates quoted by the firm and accepted by CONCOR, subject to the **Terms and Conditions** of this contract.

5.2 Payment will be made within 15 days from the receipt of the invoice after successful completion of the work. Deduction of income tax at source will be made from money payable in accordance with the provisions of the Income Tax Act of 1961 or any statutory modifications of the said act and a certificate of such deductions shall be issued. PAN number, GSTIN and Bank Account details must be quoted in all bills.

6. OTHER TERMS

6.1 The Chartered Accountant or Cost Accountant firm shall not sublet, transfer or assign the contract or any part of thereof without the previous written approval of CONCOR.

For and Behalf of CONTAINER CORPORATION OF INDIA LTD.

Sr. Manager (F&A)/SCR

SIGNATURE OF BIDDER _____
 FOR AND ON BEHALF OF _____
 NAME _____
 DESIGNATION _____
 ADDRESS _____
 _____ PIN CODE _____
 TELEPHONE NO/NOs _____
 FAX/TELEX NOS _____



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ANNEXURE - I

LETTER OF SUBMISSION OF BID

From:

To

Container Corporation of India Limited
 South Central Region,
 6th Floor, 601-603, Navketan Complex,
 S.D.Road, Opp: Clock Tower,
 Secunderabad-Telangana-500003.

Dear Sir,

SUB: Submission of Quotation for engagement of Practicing Chartered Accountant or Practising Cost Accountant for conducting GST Audit, filing of GST Annual Return(GSTR-9), Reconciliation statements (GSTR-9C), certification of GST related statements for CONCOR, South Central Region for FY 2017-18.

Ref: Quotation No. CON/SCR/FA/GST/Audit/Quotations/03/2018

In response to your quotation No.CON/SR/FA/GST/Audit/Quotations/03/2018 dated inviting offers for engagement of Chartered Accountant or Cost Accountant agency for subject services for CONCOR, South Central Region, I/We a Company/Partnership Firm/an Association /Sole Proprietor carrying out business athereby submit our offer in the prescribed proforma at the rates quoted in the schedules attached thereto.

I/we hereby declare that we have read and understood and agree to abide by and fulfill the Terms and Conditions including Scope of work of Contract, which shall be deemed to form an integral part of this offer and I/we return herewith one copy thereof duly signed on each page as token of my/our acceptance thereof. I/we hereby further agree to notify you at any time whether before or after acceptance of my/our bid of any change in the constitution of my/our firm, association/syndicate, either by exclusion or retirement of any partner or member or by the admission of a new partner or member (this clause shall apply where the bidder is a firm/association or syndicate).

I/We hereby declare that this bid on acceptance communicated by you shall constitute a valid and binding contract between us.

Date:

Yours faithfully,

(Signature and seal of the bidder)

Name & Designation of authorized person(s)

Signing the bid on behalf of the bidder(s)

(Power of Attorney to be also enclosed, if applicable)

Encl:

Signature and Stamp of the bidder

Page 7 of 8



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ANNEXURE –II

SCHEDULE OF RATES (SOR)

Ref: Quotation No. CON/SCR/FA/GST/Audit/Quotations/03/2018

To
Chief General Manager,
Container Corporation of India Ltd
SCR/Secunderabad.

Sir,

We hereby quote the total lump sum service charges as below:

Description of work	Amount in figures to be quoted (in Rs.) (excluding GST)	Amount in words to be quoted (in Rs.) (excluding GST)
<p>Lump sum service charges for providing services for conducting GST Audit, e-filing of GST Annual Return(GSTR-9), Reconciliation statements (GSTR-9C), certification of GST Reconciliation Statements for Container corporation of India Ltd/South Central Region for TWO States – Andhra Pradesh and Telangana for FY 2017-18. (As per the Scope of Work mentioned in clauses 2.1 to 2.6 of this quotation document)</p> <p>Please Refer Scope of work clause no.2.</p>	<p>Rs. _____</p>	<p>(Rupees _____ _____ _____ _____)</p>

Note: The above quote should be inclusive of all charges except GST and the GST will be paid extra as applicable.

ALL THE TERMS AND CONDITIONS LISTED IN THE QUOTATION BID DOCUMENT HAVE BEEN READ CAREFULLY HAVE BEEN UNDERSTOOD AND ARE ACCEPTED.

Yours faithfully,

(Signature & Name of the Bidder with Office Seal)