

GOVERNMENT OF INDIA

No.11/14/PUR/AP&M/2018-19

Dated 13.09.2018

From:

To:

The Additional. Director General

M/S

Geological Survey of India

Western Region

AP&M. Division

15-16, Jhalana Dungri

JAIPUR – 302 004 (RAJASTHAN)

Dear Sirs,

I shall be obliged if you kindly submit sealed tenders for the Engagement of Chartered Accountant. The invitation to tender is subject to the condition as the schedule appended below:

S.No.	Scope of Work and Services
1	Hiring of Services for Chartered Account: 1.Practicing Chartered Accountants/firm of Chartered Accountants for work of consultancy and all GST related matters and Filing of periodically all GST Returns. The CA/ CA firms would provide advisory to ensure GST compliances, and will file all related monthly, as well as annual returns of GST within the stipulated timeline after availing of due Input Tax Credit (ITC) as per extant GST Acts and rules made there under and subsequent amendments and carry out audit as mandated under GST Acts and rules thereto. 2.Filling of ETDS return F.Y.2018-19,Uploading Data of TDS of suppliers /Firms as per bill received ,NSDL and generating/feeding/downloading 16A forms of employees of GSI,WR, Jaipur

Yours faithfully

Stores Manager
for Additional. Director General

SCHEDULE TO INVITATION TO TENDER

1. The cover containing quotation should be sealed and super scribed Tender for Engagement of Chartered Accountant Due date of opening 24.09.2018. Your quotation may posted in the tender box kept in the office of the Geological Survey of India, W.R.,AP&M. Division, GSI Complex, Jhalana Dungri, Jaipur – 302 004 not later than ---15.00 O clock on 24.09.2018 . It will be opened at 15.30 hrs of the date 20.07.2018. Covers not super scribed are liable to be rejected. Covers sent by post should have similar superscription.

PTO

2. ELIGIBILITY CRITERIA:

Sl. No	Description	Criteria	Supporting documents to be submitted by Applicant for Pre-qualification
1	Type of Entity	The Entity should be a registered CA / CA firms having valid COP. The entity should have valid PAN issued by Income tax Department	1. Certificate issued by the concerned Institute. 2. Name(s) and other details of the authorized signatory (ies) that are authorized to execute the contract & other documents. 3. Copy of valid PAN issued by Income-Tax Department
2	Related party disclosure	The Entity's firm should not be owned or controlled by any Employee (or any of his/ her relative) of Geological Survey Of India, Western Region, Jaipur	A self-declaration by the entity on the letterhead of the organization

7 General Terms:

(i) The Additional Director General, GSI, WR, Jaipur reserves the right to verify information submitted by the entity. In case the information is found false/incorrect, the offer shall be rejected and shall also be liable for other action as per Government rules.

(ii) The Additional Director General, GSI, WR **reserves the rights to accept or reject any tender without citing any reason/ explanation.**

8 Terms and conditions for payment:

The payment shall be made on submission of bill by the agency on quarterly basis after the successful filing of the returns for the said quarter. The final payment after deduction of applicable taxes shall be released on filing of annual return. All mandatory deductions of taxes shall be made as per rules. The payments shall be released subject to completion of the work detailed in the scope of work.

9 Other Terms and condition:

(i) The Additional Director General, GSI, WR, Jaipur shall recover liquidated damages / losses in the event of imposition of penalty/ interest imposed by GST authority, if the same is deficiency of defects in services of the consultant. Loss will be recovered from the pending bill of the consultant.