

OFFER FOR WORK OF GST AUDIT WORK FOR THE YEAR 2017-18

Eligibility Criteria:

1. Firm of Chartered Accountants/Cost Accountants should be empanelled with the Institute of Chartered Accountants/Cost Accountants of India, New Delhi for a minimum period of **10 years. Main office / Head Office of the firm / Company should be situated in Ahmedabad / Gandhinagar.**
2. The Firm/Company shall have atleast 3 full time Fellow Partner associated with it for a continuous period of not less than 7 years as on 1.4.2019. The firm / Company shall have an average Net turnover of Rs. **20 lakhs** per year in the last **3 years.**
3. The firm shall have carried out at least **THREE** assignments of GST Audit of **HEAD Office** of Government Companies / Corporations / Boards / Public Limited Entities. Experience of GST audit of branch/division will not be considered.
4. The firm/Company shall have an average turnover of Rs. 50.00 lakhs per year in the last 3 years.

Firms / Companies complying with the above eligibility criteria shall only apply.

Detailed Technical offer and Financial offer shall be submitted in **separate sealed cover** in the prescribed format as per the link given so as to reach the Company at the office address **by Regd. AD / Speed Post / Courier latest by 10th June, 2019 in separate sealed envelopes duly marked "Technical Offer for GST Audit for year 2017-18" and "Financial Offer for GST Audit for year 2017-18"** addressed to, **The Managing Director, Gujarat State Police Housing Corporation Limited, Behind Lokayukt Bhavan, "CHH" Road, Sector 10/B, Gandhinagar-382 010, Gujarat State.**

The Firm / Company appointed shall not be entitled to any other monetary benefits in addition to the professional fees quoted by it. **Professional fees should be quoted as per annum plus taxes as applicable but exclusive of out of pocket expenses.**

The Firm/Company shall have to depute 2 qualified and experienced staff at the office of the GSPHC Ltd. Gandhinagar **on all working days.** Work shall have to be carried out at the Head office of GSPHC Ltd at Gandhinagar.

GST Audit report for the year 2017-18 shall have to be submitted within 15 days from the date of completion of GST audit.

GSPHC Ltd. reserves the right to accept or not to accept lowest responsive offer based on evaluation and to reject any or all offers without assigning any reason.

Processing fees of Rs. 1000/- (Rupees One Thousand only to be deposited by way of RTGS/NEFT in the following Bank Account :-

NAME	GUJARAT STATE POLICE HOUSING CORPORATION LIMITED
BANK	HDFC BANK
BRANCH	NEAR PRAGNA PETROL PUMP, SECTOR 16, GANDHINAGAR
ACCOUNT NO.	01902320000046
IFSC CODE	HDFC0000190

PROOF OF DEPOSITING PROCESSING FEE ALONGWITH UTR NUMBER SHOULD BE SUBMITTED/ ATTACHED ALONGWITH TECHNICAL OFFER.

Technical Offers received will be opened on 11/6/2019 at 1500 Hrs. at GSPHC Ltd., office at Gandhinagar

Financial offers of only technically qualified Firms/Companies will be opened on 12/6/2019 at 1500 hrs at GSPHC Ltd. , office at Gandhinagar.

This is to Clarify that as per the guidelines issued by ICAI, it is mandatory to quote minimum Fees during inviting offers from CA Firms. The minimum fees for the said assignment would be Rs. 50,000/- (Rupees Fifty thousand only) plus taxes as applicable but excluding out of pocket expenses.

ABOUT THE COMPANY

Gujarat State Police Housing Corporation Ltd. [**GSPHC Ltd.**] is a Government Company with 100% share holding subscribed by the State Government. It is a Government of Gujarat undertaking formed on 1st November, 1988 under the Companies Act, 1956.

The GSPHC Ltd. is engaged in the activities of construction as well as maintenance of all types of buildings (**residential & non-residential**) for **Police department** in particular and other offices functional under the Home Department like Jail, Home Guards, Anti Corruption Bureau (ACB), Forensic Science Laboratory (FSL) etc., in general with 100% Government funding. In a span of about 30 years of its working, it has constructed and handed over more than 36,000 residential quarters of various categories for Police and Jail staff.

The registered and Head Office of GSPHC Ltd. is situated at Gandhinagar with total 7 Division Offices located at **Ahmadabad, Vadodara, Surat, Mehsana, Rajkot, Junagadh and Gandhinagar**. The GSPHC Ltd. has adopted **centralized system** of accounting and as such, all accounting and other activities are handled from the Head Office and at division offices, only **imprest system** of accounting is maintained. All construction activities are undertaken by way of e-tendering and contracts are normally inclusive of labour and material. The average turnover of GSPHC Ltd. in last 3 years is **Rs. 450 crores**. As GSPHC Ltd. is in the “**Service**” segment without any revenue generation, it operates on “**No Profit No Loss**” basis and all expenditure (net of miscellaneous income, if any), is apportioned over all ongoing and completed works at the year end.

Annexure-1

Technical Offer (Firm/Company Details)

1. Name of the Firm/Company:-
2. Year of Establishment:-
3. Firm Registration No. with ICAI / ICMAI :
4. Constitution (Partnership/Company):-
5. Office Address:-
6. Phone Nos.:-
Fax:- Email:-
7. Details of Partners/Directors:-

Sr. No	Name	ACA / FCA	Membership No./ Year of Reg. with ICAI/ICMAI	Post Qualification Experience
1				
2				
3				
4				
5				
6				
7				
8				
9				

8. Details of Staff:-

(A) Details of Total Staff:-

Sr. No.	Particular	No.
1	Chartered Accountants / Cost Accountants	
2.	Audit Staff	
3.	Article Staff	
4.	Others	
	Total	

(B) Details of Chartered / Cost Accountants in Employment (Other than Partners):

Sr. No.	Name	ACA / FCA	Membership No./ Year of Reg. as C.A. / CMA	Working with the firm since	Post Qualification Experience
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

(C) Audit Assistants/Clerks:-

Sr. No.	Name	Qualification	Experience
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

(D) Article Clerks:-

Sr. No.	Name	Qualification	Experience
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

9. Experience:-

GST Audit of HEAD OFFICE of Government Corporation/Company/ Board

Sr. No.	Name of Org.	Address of Org.	Year of allotment of Audit	Audit Report submitted or not?
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

(B) GST Audit of HEAD OFFICE of Public Limited Companies:-

Sr. No.	Name of Company	Type of Org.	Year of Audit	Total Years
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

(C) GST Audit of HEAD OFFICE of Semi. Government Organization

Sr. No.	Name of Org.	Address	Statutory / Internal Audit	Year allotted for Audit	Audit Report submitted or not?
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

Note 1: - Attach copies of Appointment orders for all appointments for Sr. No. 9(A) to 9(C).

10. Details of key Personnel to be deputed for audit work of GSPHC LTD. INCLUDING NAME OF THE PARTNER IN CHARGE OF THE AUDIT :-

Sr. No.	Name	Designation	Qualification	Total Experience	Date of Appointment	Contact no. & Address
1.						
2.						
3.						
4.						
5.						
6.						

11. The Partner in charge of the Audit shall have to visit GSPHC LTD at least once in a week to discuss issues with Manager (F & A)/Chief Financial Officer.

GUJARAT STATE POLICE HOUSING CORPORATION LIMITED, GANDHINAGAR

SCOPE OF WORK OF GST AUDITOR OF COMPANY

The GST Audit will be carried out in accordance with GST Act and will include such test and controls, as the auditor considers necessary under the circumstances. The major areas will be covered are as under:

The scope of work shall be as follows:-

1. GST Audit:

Maintenance of Books of Accounts:

A) Reviewing, Whether a true and correct account of:

- > Inward/Outward supply of Goods/Services
- > Input tax credit availed/utilized
- > Output tax payable and paid
- > Advance Received & Paid along with Adjustments
- > List of all Additional Place of Business has been maintained.

B) Whether the books of Accounts maintained are centralized or decentralized?

C) Whether the copies of all Agreements/Agent agreement and other supporting documents are obtained and properly maintained?

Invoicing:

A) Review of documents such as:

- > Tax Invoices/Bill of services
- > Other relevant documents, issued as per GST law?

B) Whether it contains all the relevant particulars as required under law?

C) Whether Receipt voucher is issued for receipt of advance?

D) Whether bill of services is issued for exempt supplies/ non- GST supplies?

Job Work:

- Whether the registered person has furnished FORM ITC 04 for the quarters in which services were provided.
- Filling of annual return (i.e. form no 9 and 9c)
- Submission of GST audit report as per the GST Act within 15 days after completion of audit.

Input Tax Credit:

- Whether the Input Tax Credit has been availed with proper documentary evidences?
- Whether the payment to supplier, is made within 180 days from the date of invoice, if not, then ITC availed, has been reversed properly along with payment of interest?
- Review of import documents, job work inward invoices, stock transfer inward invoices, etc. Some of these may not be accounted in the system as they are not financial entries but have an impact on ITC.
- Review of discounts agreed and valuation adopted by vendors.
- Reversal of proportionate ITC in respect of exempted supplies, non-business purpose use.
- Review of ITC on supplies specifically blocked u/s 17.
- Review of TRAN-1, TRAN-2 filed.
- Where ITC is availed and then the goods lost, stolen, destroyed, written off or distributed as gifts/free samples, ITC has to be reversed with interest.
- Whether Proper mechanism/checklist to determine the eligibility of ITC of various purchase/procurement transactions is in place?

Classifications:

- Whether the classification of goods/ services is in conformity with Schedules /Notifications and proper HSN/SAC codes is been quoted by the company.

Returns:

CHECKING OG GST RETURNS FILLED BY THE COMPANY

- Review of GST Returns filed by the company such as GSTR1, GSTR3B, ITC-04, whether the returns are filed timely in compliance of GST laws.
- Whether All the Supplies have been duly reported under proper head?
- Whether Output tax liability, ITC availed/utilized and offsetting thereof has been done in an appropriate manner.
- Interest and other dues has been duly charged and paid.
- Reconciling returns such as
 - >GSTR- 1 with GSTR3B.
 - >GSTR- 3B with books.
 - >GSTR-1 with Books.
 - >GSTR-2A with GSTR3B and simultaneously with books.
- Whether input tax credit as per GSTR-2A and as claimed in books is reconciled? If not, reasons thereof?

GST collections and payment verification:

- Whether the tax payable has been duly paid by company within the due date and if not, proper interest has been paid or not on the said amount.

Advances:

- Review of compliance with respect to receipt of advances
- Review of compliance with respect to taxpayers having turnover more than Rs. 1.50 Cr. during last FY, whether GST has been paid on advance received on outward supply of Goods on advances received during the period 01/07/2017 to 31/03/2018.
- Review of advances received with respect to outward supply of services. Whether GST liability has been charged at time of receipt of advance itself?

- Review of Accounting and Documentation work of receipt vouchers and other relevant docs in respect of advances and adjustment thereof.

Refund:

- Whether the supplier has applied for Refund, if any, and whether it is sanctioned?
- Whether all the documents for refund are verified?
- Whether any erroneous refund has been claimed during the F.Y.?
- Whether the wrong payment of tax i.e. IGST in lieu of SGST/CGST is claimed as refund and vice versa?

Residuary:

- All other checks relating to Anti profiteering clause, conflicting Advance ruling orders if applicable or any huge or unusual inward or outward supply transactions / tax credits / tax payments etc.?

Other Services:

- As and when required by GSPHC LTD, the Auditor can be called upon to provide any additional services then those stated above for the smooth functioning of the company on a mutually agreed upon terms and conditions.
- System Improvement:
- The selected Auditor will report to GSPHC LTD any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work noticed or work or unnecessary data noticed will be highlighted and report.
- Compliance of Guidelines of funding -Govt/other Authorities.
- Statutory Dues Payments & Fillings of Relevant Returns in respect of GST
- Internal Control System
- Examining and suggesting Improvement in Internal Control System

RESOURCES:.

- To verify filing of various returns and other Compliance required under GST Tax Act.

Taxation:

- Compliance of GST.
- To ensure maintenance of proper records so that filling of periodical returns, RCM Tax computation on such services as mentioned in the GST act, and statutory dues payment.

AUDIT REPORT

GST AUDIT REPORT TO BE SUBMITTED AS PER GST ACT WITH IN 15 DAYS AFTER COMPLETION OF THE GST AUDIT. AND FILLING OF ANNUAL RETURN AS PER THE ACT(FORM NO 9 & 9C).