



Cottage

Engagement of GST Tax Consultants for the Head Office at Delhi and branch offices at Kolkata, Bengaluru, Chennai, Hyderabad, Varanasi and Kevadia Gujarat from a Indian Registered Company or a Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants providing GST services

E-Tender Documents

- 1. BIO DATA SHEET**
- 2. E-TENDER NOTICE**
- 3. TECHNICAL – CUM – FINANCIAL BID FORMAT**
- 4. DEPLOYMENT OF TAX PERSONNEL**
- 5. BENEFITS TO MSME**
- 6. ECS MANDATE FORM**

BIO DATA SHEET

1.	NIT RFP NO.	CCIC/GM(F)/GST CONSULTANT / 2026
2.	Project / Services	Engagement of GST Tax Consultants for the Head Office at Delhi and branch offices at Kolkata, Bengaluru, Chennai, Hyderabad, Varanasi and Kevadia-Gujarat from a Indian Registered Company or a Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants providing GST services
3.	Contact Person	Sh.Ashish Gupta, AGM(Finance) Ph. +91 7208002119 E-mail– ashish.ccic3@gmail.com
4.	Bid to be submitted	Online
5.	Bidding Process	Two Bid (Technical and Financial)
6.	Website for NIT download and any other related information & Portal for online submission	www.eprocure.gov.in/eprocure/app
7.	Validity of bid	120 days from the date of submission of tender
8.	Selection Mode	Lowest Price among technically qualified bidders
Schedule of Events		
i.	Submission of relevant documents	As per tender document
ii.	Submission of online bids	Latest by 31 March, 2026 up to 3.00 pm
iii.	Opening of bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/ap) 01April, 2026 at 4.00 PM

Note: In case any of the days mentioned above happens to be declared a holiday, the said event shall be held on the next following working day at the same time and venue.

Sub: Notice inviting Offers

- 1.1 Online tenders through e-procurement mode under two bid system are invited by Central Cottage Industries Corporation of India Limited for Engagement of Consultants for GST and related services for a period of 24 months with a scope for extension for an additional period of one year, subject to satisfactory performance during the contracted period and at the CCIC's discretion on same fees.
- 1.2 The tender document is available through the e-procurement mode and can be downloaded free of cost from CCIC's official website www.thecottage.in and CPP Portal <https://etenders.gov.in> or at www.eprocure.gov.in/eprocure/app.
- 1.3 The tender document comprises two parts: Part-I Technical Bid and Part II – Financial Bid.
- 1.4 The complete tender document shall be submitted online as a tender offer, on or before the due date and time of submission.
- 1.5 The offer comprising both Technical and Financial bids shall remain valid for a period of 120 days from the last date of online submission of the offer. Any offer not meeting this requirement shall be treated as non-responsive and liable to be rejected.
- 1.6 Bidding is open to all eligible bidders who meet the eligibility criteria specified in Part- I of the Technical Bid. Bidders are advised to submit the documents listed below in order to qualify for award of the contract.
 - a) The bidder should submit a self-declaration as mentioned in Format-I, affirming that the bidder has not been blacklisted / debarred neither by any Government department/agency nor the bidder included in denied entry list of the Reserve Bank of India, any nationalized bank, any Public Sector Undertaking or any other body recognized by Government of India.
 - b) All the documents required to meet the eligibility criteria, along with relevant supporting documents in the Technical Bid shall be scanned and uploaded in PDF format through e-procurement portal. The Tenderer shall produce the original documents for verification prior to issuance of letter of award.
- 1.7 The Bidder is expected to carefully examine the Bidding Document, including all instructions, forms, terms and specifications. Failure to furnish any information or documentation required under the Bidding Document may result in the rejection of the Bid. CCIC reserves the right to request additional documents or clarifications from the bidders, beyond those originally specified in the tender, if deems necessary.
- 1.8 Clarification, if any, in respect of this tender may be obtained from Additional General Manager (Finance) through email at ashish.ccic3@gmail.com . The response to queries or clarifications request will be provided expeditiously as possible. Any modification to the Bidding Document arising from such query shall be uploaded on the e-procurement website in the form of Addendum/Amendment.

- 1.9 CCIC shall not be responsible for any expenses incurred by bidders in connection with the preparation and submission of their bids including cost related to site visits, participating in the discussion or and other expenses arising during the bidding process.
- 1.10 CCIC reserves the absolute right at its sole discretion to accept or reject any bid or to annul the entire bidding process and reject all bids at any stage prior to the award of the contract without assigning any reason whatsoever. In exercising this right, CCIC shall not incur any liability of any kind to the affected bidder or bidders nor shall it be under any obligation to communicate, disclose or justify the grounds or reasons for such action.
- 1.11 Canvassing in any form whether directly or indirectly by the bidder or through any other agency, representative or third party acting on their behalf shall lead to disqualification of their bid.
- 1.12 In case any bidder is found to be involved in cartel formation whether directly or indirectly then such bid will be summarily rejected and shall not be considered for evaluation or placement of order. Such Bidder will be debarred from participating in any future tenders of CCIC, without prejudice to any other action that CCIC may deem fit to take under applicable law.
- 1.13 The bidder shall not sublet, transfer or assign the contract in whole or in part thereof to any other person, firm, consulting company and organisation etc. Any such attempt without prior written approval of CCIC shall constitute a material breach of the contract and may result in immediate termination of the contract along with any other remedies available to CCIC under applicable law.
- 1.14 The last date and time for online submission of offers shall be as specified in the schedule of events provided in the Bio Data Sheet, unless otherwise notified. Any change or modification in the scheduled dates shall be communicated only through CPP Portal <https://etenders.gov.in/eprocure/app>. No separate commination shall be issued in this regard.
- 1.15 If the offers are not submitted in accordance with the instructions herein above, such offers shall be liable to rejection without any further correspondences or clarification.

SD/-

Meera Somani

GM (FINANCE), CCIC OF INDIA LTD

JAWAHAR VYAPAR BHAWAN, NEW DELHI

1. Central Cottage Industries Corporation of India Ltd. (CCIC) hereby invites offers for engagement of GST consultants for the Head Office at Delhi and its branches located at Kolkata, Bangalore, Chennai, Hyderabad, Varanasi and Kevadia (Gujarat). Eligible bidders shall consists of (i) a Company registered in India and engaged in providing GST- related services or (ii) a Partnership Firm / LLP of Chartered Accountants or Cost Management Accountants engaged in providing GST-related services.
2. CCIC is engaged in the retail sale of Handicraft and handloom products through its Showroom in Delhi, Kolkata, Bangalore, Chennai, Hyderabad, Varanasi and Kevadia (Gujarat). Sales and purchase operations are carried out in computerised environment using Microsoft Navision integrated with LS retails, involving high-volume transactions of relatively small value. The accounting activates are undertaken in same ERP except for branch office in Kolkata, Bangalore & Chennai where it is maintained in Tally. The Accounts of Hyderabad, Varanasi and Kevadia (Gujarat) are being maintained at Delhi, Head Office.

Location	Gross Annual Turnover in FY 2024-25 (In Crore)
Delhi Head Office	35.38
Vanaras	NIL
Hyderabad	1.42
Kewadia	0.07
Kolkata	1.92
Bangalore	0.69
Chennai	1.63

3. The applicant firms meeting the eligibility criteria may submit bid online at www.eprocure.gov.in/eprocure/app . The bid shall be submitted in two separate parts i.e. first part comprising the Technical bid and second part comprising financial bid.
4. No bid shall be accepted through any mode other than e-tendering process prescribed in the bid document. Tender submitted in other mode shall be summarily rejected without further consideration.
5. The Scope of work is enclosed at Annexure III.
6. The last date of submission of offer is specified in schedule of events in Bio Data Sheet. Any offers received after the stipulated closing time shall not be considered.
7. The Technical bid shall be opened at time specified in the schedule of the events specified in Bio Data Sheet in the presence of applicants who may wish to be present at the time of opening.
8. The provisions relating to exemption in turnover or past experience to Micro and Small Enterprises shall not apply to this tender.
9. Eligibility Criteria:

Part-I Technical Bid

I. Eligibility Criteria: The Bidder should fulfil all the following parameters for evaluation of Technical Bid:-

- A) The Bidder should be either (i) a Company registered in India or (ii) a Partnership Firm / LLP of Chartered Accountants or Cost Management Accountants registered in India having experience of five Years (5 Years) in GST consultancy. The bidder shall upload documentary proof in support thereof (e.g. A certificate of incorporation in case of a company or registration certificate issued by ICAI/ICMAI in other case).
- B) The Bidder must have an average annual gross receipts / turnover from GST consultancy of not less than Rs.10.00 (Ten Lacs) during the last 3 (Three) financial years i.e. 2022-23, 2023-24 and 2024-25. The bidder shall submit a certificate from a Chartered Accountant as supporting document, clearly indicating the turnover from GST consultancy services for each specified years.
- C) The Bidder should have minimum four (4) full time qualified CAs / CMAs as Partners in case of Partnership / LLP Firms. In case of Company, there should be at least one full time Chartered Accountant / CMA as Director. CA/ICWA employees shall not be considered to compensate any shortfall in the required number of partners.
- D) The Bidder should have undertaken GST consultancy assignments for at least two Central PSU or State PSU or a Listed Public Limited Company for a period of not less than three years during any of the last five financial years i.e. F.Y.2020-21, 2021-22, 2022-23, 2023-24 & 2024-25. The bidder shall submit documentary proof of execution of services such as engagement letter or work order issued by respective client and **satisfactory completion certificate clearly indicating the nature of GST consultancy services rendered and duration for which such services were rendered.** (All documents must be clear, complete and legible).
- E) The Bidder should have a functional office/branch in Delhi-NCR for GST Consultancy for Head office at Delhi and branches at Varanasi, Hyderabad and Kevadia (Gujarat).

Further, for CCIC's branch office located in Kolkata, Bangalore and Chennai, the bidder shall have a functional office / branch within the metropolitan limit of respective Cities i.e. Kolkata, Bangalore and Chennai.

- F) The bidder shall not be blacklisted or debarred. A self-declaration to this effect shall be submitted by the bidder in prescribed format.

Part-II Financial Bid Evaluation

- a) Financial Bids shall be opened only for technically qualified bidders.
- b) The price quoted shall be firm and inclusive of all applicable taxes, duties and expenses except GST, which shall be payable separately as applicable.

- c) While quoting the price, the bidder shall take into consideration all expenses including but not limited to travelling, boarding, lodging, conveyance, miscellaneous charges and any out of pocket expenditure. The rate quoted shall be firm, final and not subject to any variation.
 - d) The bidder shall quote the price in Indian rupees for the entire scope of work strictly in accordance with the Financial Bid format prescribed in this Tender document.
 - e) GST shall be quoted separately in the price bid. In the event the bidder does not quote GST separately, it will be deemed to be included in the quoted price. No additional claim whatsoever on account of GST shall be entertained at any stage.
 - f) The Company / Firm / LLP shall quote fee separately for each branch namely Kolkata, Bengaluru and Chennai.
 - g) For GST Consultancy work pertaining to Head office, Delhi, the assignment shall cover the branches at Varanasi, Patna, Hyderabad and Kevadia (Gujarat) in addition to Delhi. Accordingly, one firm shall be selected for Head office and these branches (Varanasi, Patna, Hyderabad and Kevadia-Gujarat). However, fee is to be quoted separately for H.O Delhi including Vanaras, Hyderabad, and Kevadia.
10. CCIC reserves the right to accept or reject the bid(s) of any firm at its sole discretion and without assigning any reason whatsoever. No claim or correspondence shall be entertained in this regard.

SPECIAL TERMS AND CONDITIONS

1. **PERIOD OF CONTRACT:** The Period of engagement of Consultant shall be Two Years (2 Years) from the date of acceptance of award of Contract by the GST Consultant. If CCIC is satisfied with the services rendered, the contract may be extended for an additional one year on the same fee subject to approval of the Competent Authority.
2. **PAYMENT TERMS:** No advance shall be paid by CCIC. The payment shall be released at the end of each month upon satisfactorily completion of the assigned work and upon submission of Tax Invoice by the consultant. All payment shall be subject to towards statutory deductions as applicable under prevailing laws.
3. **SECURITY DEPOSIT:** The Successful bidder shall be required to furnish Security Deposit (SD) equivalent to 10% of the annual contract value. SD will be deposited by the bidder at the time of acceptance of the contract. Alternatively, the said amount may be recovered from the immediate Invoices due for payment to the bidder. The SD shall be released only after the expiry of 24 months from the successful completion of the contract period or upon completion of assessment of the contracted/executed period, whichever is later. No interest shall be payable by CCIC on the SD under any circumstances.
4. **EVALUATION PROCESS:** A proposal shall be considered responsive only if, it meets the following conditions:

- a) It is submitted through CPPP portal within the stipulated date and time specified in NIT. Any other mode is not acceptable.
- b) It contains all the information and documents required as per the NIT.
- c) It provides all information strictly in the formats specified prescribed in the NIT.
- d) It mentions the validity period as set out in the document.
- e) It provides information in reasonable detail and CCIC shall have the sole right to determine whether the information provided meets this requirement.
- f) There are no material discrepancies or inconsistency among the proposal the supporting documents submitted.
- g) The Bidder's Technical qualification shall strictly conform to the eligibility criteria specified in the tender document.
- h) A Tender shall be substantially responsive if it complies with all the essential requirements outlined in preceding clauses without any deviation, condition or reservation.
- i) The CCIC reserves the right to reject any bid which in its opinion is non-responsive. No request for alteration, modification, substitution or withdrawal shall be entertained by CCIC in respect of such non –responsive bids.
- j) CCIC would have the right to review the Technical Qualification submitted by the bidders and may seek clarifications, additional information or documents, wherever considered necessary. Failure to furnish the required clarifications within the stipulated time may render the bid non-responsive.
- k) Financial bid of only those who are declared technically qualified shall be opened. The Technically qualified bidders shall be informed of the date and time of opening of the financial bid. Bidders may depute their authorised representative to attend the opening of the financial bids.
- l) E-Mail offers will be treated as defective, invalid and shall be summarily rejected. Offers submitted online defined in this document through designated portal prior to closing time and date of the tenders will be taken as only valid bid.
- (m) The decision of CCIC in all matters regarding engagement of GST Consultant will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the CCIC in this regard.

5. OPENING OF TENDER

- a) The Technical Bid shall be opened at the date and time specified at Schedule of events in Bio Data Sheet.
- b) Technically qualified bidders shall be informed of the exact schedule, and they may depute their authorized representative to attend the opening of financial bid.
- c) CCIC reserves the right to extend the last date for submission and/or the date of opening bids, at its sole discretion.

6. Selection Criteria and Award of tender:

The assignment for H.O Delhi and its branches at Varanasi, Kevadia and Hyderabad shall be awarded to lowest financial bidder, determined on the basis of consolidated fees quoted for these locations.

For consultancy work at branches located in Chennai, Bengaluru and Kolkata, the tender will be awarded separately to L-1 bidder for each respective branch, based on the fee quoted.

In case of tie in the L-1 Financial bids, the bidder Firm/LLP/Company with oldest registration shall be considered for award of contract.

NOTES:

- (a) The Financial Bid in the prescribed Format in Annexure-II shall be submitted online through CPPP portal within the stipulated period in the schedule of events in Bio Data Sheet. Submission through the mode other than this shall not be accepted.
- (b) CCIC reserves absolute rights to accept or reject any or all bids without assigning any reason thereof. No claim or correspondence shall be entertained in this regard.
- (c) The Financial Bids of the technically qualified bidders shall be opened on a specified date and time.
- (d) If there is a discrepancy between words and figures, the figures written in words shall prevail.

7. FRAUD PREVENTION: Commitments of the Bidder / Consultant: The Bidder(s) / Consultant shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with CCIC.

- a) The Bidder / Consultant shall not, directly or through any other person or firm, offer, promise or give or otherwise allow any of CCIC's employees any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- b) The Bidder / Consultant shall not enter with other Bidders into any disclosed/undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- c) The Bidder / Consultant shall not commit or allow any employees of CCIC to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act. Further the bidder / consultant will not use improperly or allow any employee(s) of CCIC, for purposes of competition or personal gain, or pass onto others, any information or document provided by CCIC as per of the business relationship, including information contained or transmitted electronically.
- d) The Bidder / Consultant shall not instigate third persons to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.
- e) The Bidder / Consultant if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform CCIC of same without any delay.

8. Disqualification from tender process and exclusion from future contracts: If the Bidder / Consultant, before award or during execution has committed a transgression through a violation of the above clause or in any other form such as to put their reliability or credibility in question, CCIC other than taking recourse available under law, shall be entitled to disqualify the Bidder / Consultant, from undertaking any transaction with CCIC and/or declare the Bidder / Consultant ineligible to be awarded a contract either indefinitely or for a stated period of time.

Damages: If CCIC has disqualified the Bidder(s) from the tender process prior to the award then CCIC shall blacklist the bidder and if bidder is disqualified during execution, CCIC shall be entitled to forfeit the Security deposit also.

9. Rejection of offer/Cancellation of contract: If the firm/LLP/Company gives wrong information in its offer, CCIC reserves the right to reject such offer at any stage or to cancel the contract, if awarded.

10. CONFIDENTIALITY CLAUSE: Any and all information in written, electronic media or oral form and disclosed to the Consultant shall at all times remain the legal and absolute property of CCIC and the consultant shall have no rights to use the information for any purpose other than that expressly authorized by CCIC.

11. TERMINATION OF SERVICES: The engagement of Consultant can be terminated by the Management without assigning any reason, whatsoever, at any time during the contract period by giving 30 days' notice.

12. SETTLEMENT OF DISPUTES: Except as otherwise specifically provided in the contract all disputes concerning questions of fact arising under the contract shall be decided by the CCIC management subject to a written appeal by the Consultant to the management whose decision shall be final to the parties hereto.

Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties. If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration by a sole arbitrator to be appointed by Managing Director of CCIC. The provisions of Arbitration and Conciliation Act 1996 shall apply to such arbitration proceedings. The venue of arbitration shall be New Delhi. The arbitrator's award shall be final and binding on the parties to this Contract.

This Agreement and the rights and obligations of the Parties shall remain in full force and effect, pending the Award in any arbitration proceedings hereunder

13. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

14. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.

15. Bidder shall have proper infrastructure including laptop, internet connection, stationery, etc. to carry out the work when they are required to work in CCIC premises.

16. The soft copies of the data/information as well as the printouts of the data/information provided during the contract period shall be the property of CCIC and the Consultants shall not have any right to claim possession on use of data/information for any purpose other than for and on behalf of CCIC at any stage.

17. CCIC shall be authorized to make statutory deductions as applicable from the amount payable to the GST Consultant.

18. The bidder is required to attend the office at CCIC of India Ltd, Weaver Service Centre, Bharat Nagar, New Delhi-110052 or Head office at Jawahar Vyapar Bhawan, New Delhi-110001 for Consultancy work relating to Delhi, HO, Varanasi, Hyderabad and Kevadia branches as per requirement of work. For branches at Kolkata, Bengaluru and Chennai, bidder is required to attend the Branch as per requirement of work.

No TA / DA shall be allowed for attending the office of CCIC. The fees quoted should be inclusive of all out of pocket / conveyance expenses etc.

19. Please read the terms & conditions governing the tender carefully.

20. Please fill in the relevant information in the blanks provided.

21. Please sign in full by the Authorised Signatory (ies) with Firm Seal in all the relevant Annexure and return the complete set in sealed cover.

SD/-

(Meera Somani)

General Manager (Finance)

GENERAL TERMS & CONDITIONS OF THE TENDER

1. The response to the present tender will be submitted in two stage bidding process. The technical details with the relevant information / documents / acceptance of all terms and conditions strictly as described in this tender document should be submitted. If short listed, the Financial Bid of the bidder will be opened.
2. Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
3. Any incomplete or ambiguous terms / conditions / quotes will disqualify the offer.
4. CCIC reserves the right to accept / reject any or all quotations without assigning any reasons there for.
5. Any new set of terms and conditions from the bidders is not acceptable to CCIC.
6. CCIC reserves the right to stop the tender process at any stage and may float fresh tender without assigning any reasons.
7. The bidder(s) who do not qualify in the technical bid will not be considered for financial bidding.
8. No binding legal relationship will exist between any of the respondents and CCIC until execution of a contractual agreement / Issuance of Work Order. Bids must remain valid and open for evaluation according to their terms for a period of at 120 days from the time of submission of Bids.
9. CCIC may, in its absolute discretion, seek additional information or material from any Respondents after the Bids closes and all such information and material provided must be taken to form part of that Respondent's response.
10. Respondents should provide details of their Telephone/Mobile, email and full address(s) to ensure that replies to Bids could be conveyed promptly.
11. If CCIC, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then CCIC reserves the right to communicate such response to all Respondents.
12. CCIC may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the bid closes to improve or clarify any response.
13. Any form of canvassing / lobbying / influence / query regarding short listing, status, etc will be a disqualification.
14. No advance copy of bid through Email or in any other form should be disclosed to any of the employee/ GST consultant of CCIC.

15. No consideration will be given to bids received after the time stipulated above and no extension of time will be permitted for submission of quotation.
16. The bidder will submit his Bids after carefully examining the document/conditions and the items covered under the tender.
17. Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
18. During the validity period of tender quotes, any upward change in the duty or tax are to be borne by the bidder. In the event of any downward revision of levies/duties etc., the same should be passed on to CCIC, notwithstanding what has been stated in the quotation or in the Letter of Intent.
19. No price escalation adjustment or any other escalation will be payable.
20. Canvassing in connection with tender process is strictly prohibited and bids submitted by bidders who resort to canvassing are liable to be rejected.
21. Consultant shall be solely responsible for any delay, lack of performance, breach of agreement and/or any default under this contract. Consultant shall remain liable for any damages due to its negligence/mistakes, within the next 12 months after the expiry of the contract or completion of the assessment proceedings whichever is later.
22. Consultant shall preserve the details and/or data related to GST returns filed/prepared and incidental details thereof with itself for purpose of assessment or reply to GST department till the assessment of relevant period of contract is over.

Technical Bid Form

To,
 General Manager (Finance)
 Central Cottage Industries Corporation of India Limited
 Jawahar Vyapar Bhawan, Janpath
 New Delhi-110001

Description of the works: Appointment of Consultant for GST

SN	Location	Applied for (Yes/No)
1	Delhi including Varanasi, Kewadia & Hyderabad	
2	Kolkata	
3	Bangalore	
4	Chennai	

1	Name of the Firm / Company / LLP	
2	Address Head Office	
3	Address of Dealing Branch for applied location 1. 2. 3. 4.	
4	Contact No	
5	Contact Person (Name & Designation) Telephone No Email	
6	Year of incorporation -(attach proof)	
7	PAN No. (mandatory) GST No. (attach proof)	
8	Does your FIRM/Company have an existing / past relationship with CCIC? (attach proof)	
9	Mandatory Eligibility Criteria	
A	The Bidder should be either (i) a Company registered in India or (ii) a Partnership Firm / LLP of Chartered Accountants or Cost Management Accountants registered in India having experience of five Years (5 Years) in GST consultancy. The	

	bidder shall upload documentary proof in support thereof (e.g. A certificate of incorporation in case of a company or registration certificate issued by ICAI/ICMAI in other case)	
B	The Bidder must have an average annual gross receipts / turnover from GST consultancy of not less than Rs.10.00 (Ten Lacs) during the last 3 (Three) financial years i.e. 2022-23, 2023-24 and 2024-25. The bidder shall submit a certificate from a Chartered Accountant as supporting document, clearly indicating the turnover from GST consultancy services for each specified years.	
C	The Bidder should have minimum four (4) full time qualified CAs / CMAs as Partners in case of Partnership / LLP Firms. In case of Company, there should be at least one full time Chartered Accountant / CMA as Director. CA/ICWA employees shall not be considered to compensate any shortfall in the required number of partners.	
D	The Bidder should have undertaken GST consultancy assignments for at least two Central PSU or State PSU or a Listed Public Limited Company for a period of not less than three years during any of the last five financial years i.e. F.Y.2020-21, 2021-22, 2022-23, 2023-24 & 2024-25. The bidder shall submit documentary proof of execution of services such as engagement letter or work order issued by respective client and <u>satisfactory completion certificate clearly indicating the nature of GST consultancy services rendered and duration for which such services were rendered.</u> (All documents must be clear, complete and legible).	
E	The Bidder should have a functional office/branch in Delhi-NCR for GST Consultancy for Head office at Delhi and branches at Varanasi, Hyderabad and Kevadia (Gujarat)	

Format- A

DECLARATION:

1. All the information furnished by me / us here above is correct to the best of my / our knowledge and belief.
- 1 I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
- 2 I / We have read all the terms & conditions of tender and instruction of tender document and these are acceptable to us.
- 3 We hereby declare that we have not been black listed/ debarred by any Government department/agency / falling under the denied entity list of DGFT / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

Signature of Authorized Signatory: _____
Name and Title of Authorized signatory: _____
Name of Firm/Company: _____

PLACE:

DATE :

PERFORMA- I

Detail of GST consultancy assignments being handled with the category of organisation & period of

Assignment (For FY 2020-21 & onwards)

Sl. No.	Name of the organization	Central / State govt. organisations , PSU, Listed Public Limited Company	Period of Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Detail of Key Personnel Engaged in GST

Sl No.	Name	Qualifications	Experience	Particulars of work	Employed in your firm since
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

SCOPE OF WORK

GST Retainer-ship

1. Consultancy Service at HO, Delhi: -

- (a) To provide written advice/opinions on GST matters, within a reasonable timeframe, preferably within two working days of receiving the query.
- (b) To provide opinions on GST issues raised during audits or assessments conducted by various authorities.
- (c) To review GST circulars/notifications and advise on their implementation in CCIC.
- (d) Any other advice to CCIC on GST-related issues, as and when required.
- (e) To provide advice, opinions and implementation support on the provisions of the GST Act and Rules applicable to CCIC. The scope shall include but shall not be limited to the matters relating to e-invoicing, purchase policy, e-way bills, statutory records, and all related GST compliance requirements.
- (f) Update the CCIC officials about various amendments taking place in tax laws/ rules, regulations, circulars, directions etc. from time to time and assist in making policy for the same.
- (g) To update CCIC officials about amendments, notifications, circulars, directions, and changes arising from time to time under the GST tax laws, including the GST Act and Rules. To assist CCIC in formulating, reviewing, and updating internal policies and procedures to ensure compliance with such changes.
- (h) To check that all provisions of GST have been got inbuilt in ERP including GST rates, HSN codes of the products or/and services and to advise and assist the CCIC -IT department for incorporating the same in ERP.
- (i) Review of HSN Code and rates on items within a month from date of acceptance of work order and subsequent review thereafter on quarterly basis.
- (j) Obtaining registration including temporary registration under GST Act/Rules for newly created Divisions/Units/showrooms/Branches/Exhibitions on PAN India basis. Surrendering GST Registration for any units closed by CCIC in past or during the currency of contract and all other necessary action required. Any modifications required in GST Registration. (For removal of doubts, it is clarified that no extra fee shall be paid for obtaining permanent/temporary

registration for newly opened Division/unit/showroom/exhibition or surrendering GST registration (Permanent/ Temporary) of unit/Division/showroom/exhibition already closed or closed during the contract period including application for refund etc. for newly opened unit/Division/showroom/exhibition and already closed/closed Division/Unit/showroom/exhibition).

- (k) To develop or upgrade standardized format for compilation of data from Microsoft Navision or any other operational software for GST returns or compliances. Further, the GST Consultant shall be responsible for preparing all GST-related details and information required for Tax Audit, Income Tax Return, Financial Statements, or any other statutory or regulatory requirement as may arise from time to time.
- (l) To conduct one full-day training session on a quarterly basis for CCIC officials, covering practical aspects of GST, recent amendments, procedural changes, and compliance requirements. Each session shall also include a dedicated doubt-clearing segment to address queries raised by participants and ensure clarity on GST-related matters.”

2. Filing of GST Returns for Delhi, HO and all locations at Varanasi, Hyderabad, Kevadia (Gujarat), Kolkata, Chennai and Bangalore respectively

- A) To prepare, check, scrutinize and file the GST returns of CCIC including but not limited to GSTR-1, GSTR-3B, GSTR-7, ITC-04, GSTR-9/9C, and any other returns or statements notified subsequently, within the timelines prescribed under the GST Act and Rules. The scope shall include but not be limited to the extraction and compilation of return data, computation of GST liability, preparation of ITC workings, reconciliation of relevant records, and all supporting activities required for accurate filing of GST returns for all CCIC locations, including Delhi, Varanasi, Hyderabad, Kevadia, Kolkata, Chennai, and Bengaluru. The service provider shall undertake pre-audit of data prior to filing, ensure completeness and accuracy of all schedules and annexures required for return filing and amendments for CCIC as and when required.
- B) To carry out monthly and cumulative yearly reconciliation and matching of the Input Tax Credit (ITC) recorded in the books of accounts with the ITC reflected in GSTR-2A and GSTR-2B on the GST portal and vice versa. The service provider shall prepare and submit a detailed monthly report and a cumulative annual report highlighting all mismatches between

the books and GSTR-2A/2B, clearly categorizing the nature of differences—for example, invoices reported in GSTR-2B but not recorded in the books, and invoices recorded in the books but not appearing in GSTR-2B.

- C) The service provider shall be fully responsible for undertaking continuous monthly follow-up with all vendors and suppliers for mismatch and amendments in their GST returns to ensure accurate reflection of Input Tax Credit (ITC) in GSTR-2B. The service provider shall promptly inform CCIC of all invoices appearing in GSTR-2B but not available or recorded in CCIC's books and shall assist CCIC in obtaining such missing invoices from the respective vendors. The service provider shall also monitor and follow up on invoices recorded in the books but not reflected in GSTR-2A/2B, ensuring timely vendor compliance, thereby facilitating correct, complete, and timely GST input by CCIC.” The service provider shall be fully responsible for undertaking continuous follow-up with all vendors and suppliers for necessary updates, corrections, or amendments in their GST returns to ensure accurate reflection of Input Tax Credit (ITC) in GSTR-2A and GSTR-2B. The service provider shall promptly inform CCIC of all invoices appearing in GSTR-2A/2B but not available in CCIC's books, and vice-versa, and shall assist CCIC in obtaining such missing invoices or documents from the respective vendors to ensure proper reconciliation and timely availment of ITC. Further, the service provider shall send formal email intimations as well as communicate through the GST portal (wherever the portal provides such facility) to vendors regarding mismatches or required corrections. Copies of all such communications shall be maintained and shared with CCIC as part of the monthly reconciliation report.
- D) The Consultant shall thoroughly examine all tax invoices and other related documents (E Invoice, E Way bill etc.) to verify the eligibility of Input Tax Credit (ITC) in accordance with the provisions of the GST Act and Rules. The Consultant shall ensure that all statutory conditions for availing ITC, including the requirements under Section 16(2) of the CGST Act—such as possession of a valid tax invoice/debit note, receipt of goods/services, tax payment by supplier to the Government, and furnishing of return by CCIC—are duly complied with. The Consultant shall also ensure adherence to Rule 36, Rule 37 (180-day payment condition), Rule 42/43, and other relevant provisions relating to ITC documentation and entitlement. Any deviation, deficiency, ineligible ITC, mismatch, non-compliance, or procedural lapse detected during invoice examination shall be communicated in writing to the Head of Finance or the concerned GST-in-charge on a monthly basis. Such communication shall be made at the time of filing the GST return for the month in which the respective invoice is recorded in CCIC's books, along with specific reasons and recommended corrective actions.
- E) Monthly reconciliation of GST Electronic cash ledger, credit ledger and other ledger as per GST Portal with books of accounts.

- F) Prepare and maintain invoice-wise payment status for all eligible input tax credit (ITC) invoices. Identify invoices remaining unpaid. Pass/advise accounting entries for timely ITC reversal in the books and ensure reflection in GSTR-3B of the relevant tax period. The service provider shall continuously monitor subsequent payments made to vendors and initiate re-claim of ITC upon settlement of invoices, supported with appropriate documentary evidence such as bank payment proofs and where required vendor confirmations. The service provider shall ensure that such re-claim is captured accurately in the next eligible tax period. The service provider shall maintain a detailed Reversal and Re-claim Register with running balances, complete audit trails, invoice-wise cross-references, and linkage to payment proofs, and mapping to the relevant GST return periods. The register must be updated monthly and shared with CCIC for review.
- G) To verify the data relating to TDS on GST, ensure correctness of tax deductions and prepare and generate the relevant challans. The service provider shall be responsible for filing the monthly TDS returns under GST within the prescribed timelines, issuing TDS certificates to vendors/suppliers, and maintaining all related records and documentation in compliance with GST laws and procedures.
- H) To prepare GST Annual Return (GSTR-9) and Reconciliation Statement (GSTR-9C) including undertaking all necessary steps, checks, and validations required for accurate annual assessment under GST law. The service provider shall collect, compile, reconcile, and verify all relevant data pertaining to outward supplies, inward supplies, Input Tax Credit (ITC), tax payments, adjustments, reversals, refunds, and other disclosures required for annual return filing. The service provider shall perform detailed reconciliation of annual financial statements with monthly GST returns, electronic cash and credit ledger balances, books of accounts, and other supporting documents. This includes identifying differences, preparing justification notes, undertaking required corrections and advising CCIC on all adjustments needed before filing. The scope includes verification of turnover; tax paid, ITC claimed, ITC reversed, discrepancies identified and any additional liability arising during annual assessment along with preparation of working papers, schedules, annexures, and other documentation.
- I) Reply of queries raised by Various Auditors in connection with GST.
- J) Reconciliation of General Ledger & report extracted from Microsoft Navision / Tally & analysing the difference if any before filing the monthly returns. To ensure that proper entries are vouched regarding GST in books of accounts.
- K) Review of output liability as per General Ledger & report extracted from Microsoft Navision & identifying for any error related to place of supply, nature of tax etc. before filing the monthly return.
- L) Proper guidance in E- Way bills generation and creation of sub user etc.

- M) To provide complete assistance in preparing replies, submissions, explanations and information required for all GST notices, queries, assessments, audits, scrutiny proceedings and communications issued by GST authorities during the contract period. This shall include matters pertaining to periods prior to the commencement of the contract as well as matters arising during the currency of the contract. The GST Consultant shall be responsible for preparing replies, documentation, reconciliations, and supporting schedules for assessment proceedings related to the prior period and contracted period. The consultant shall examine and review every order, notice, summons, communication or correspondence received from GST authorities and advise CCIC on the appropriate and timely course of action, including drafting replies, attending hearings (physical or virtual) if required, and assisting in all follow-up actions until the matter is resolved. The service provider shall also ensure that all submissions are made in the prescribed formats, within statutory timelines, and supported by proper documentation and records.
3. **Refunds:** To claim, assist, and follow refunds of GST and file any application and present before authority to contest the matter.
- 4. Review of Accounts:**
- A) Review of Accounting as per GST Law and incorporating of changes in Microsoft Navision/or any other software as per GST Act amended from time to time.
- B) Submission of report on review conducted on GST accounting in Microsoft Navision and also to provide guidance for resolving the areas of concern.
4. **Scrutiny/assessment of Return:** To consultant shall represent CCIC before GST Officer(s) or commissioner(s) of Central Board of Indirect Tax and Customs for all matter including scrutiny, assessment and re-assessment of GST matters. The scope of the work includes but is not limited to receiving, reviewing and responding to questionnaires, notices, queries or communications issued by GST Department. Drafting and submission of replies, explanations, rectification request and supporting documents as required. Appearing before the GST authorities for effective representations. Ensuring successful completion of all scrutiny, assessment and re assessment proceedings. (The period covered under this clause shall include matters pertaining to periods prior to the contracted period as well, wherever such scrutiny or assessment proceeding are initiated or pending during the contract tenure).
5. One senior partner or one qualified CA / CMA will be required to visit the Head office Delhi or branches preferably on monthly basis if required to carry out the above referred scope. No TA/DA/out of pocket expenses shall be paid.
6. The Corporation shall provide the Consultant with necessary access to data, records, documents, ERP systems, GST portal credentials, and any other information required for execution of the assigned GST-related work. Upon receipt of such access and information, the Consultant shall be fully responsible for handling and carrying out the entire scope of work diligently and professionally, until its completion and finalization in accordance with the GST Act, Rules, and the terms of the contract.

7. The Consultant shall maintain strict confidentiality of all information, data, documents, passwords, records, and credentials provided by CCIC. Such information shall be used solely for performing the contracted services and shall not be disclosed to any third party without prior written approval of CCIC. The Consultant shall implement adequate security measures to protect the confidentiality and integrity of CCIC's information and shall be responsible for misuse, loss, or unauthorised access caused due to negligence or breach on the part of the Consultant or its employees.

All data, reports, workings, extracts, reconciliations, and documents prepared by the Consultant for CCIC shall remain the exclusive property of CCIC and shall be returned upon completion or termination of the contract.

8. The Consultant shall use his/her own laptop & internet connection and CCIC shall provide access to all required data, documents, ERP systems, GST portal authorizations and other relevant information needed for execution of services. CCIC shall also provide access to printing facilities, scanners, and office infrastructure required for preparation, review, and submission of documents, returns, or reports.
9. There may be expansion, relocation, or shifting of CCIC shops/showrooms/offices within the states of Head office/branches at Delhi, Kolkata, Chennai, Bengaluru, Kevadia, and Hyderabad. In the event of any such expansion, shifting or relocation, the Consultant shall provide all services as defined in the Scope of Work to the newly opened or shifted showroom/office at the same professional fee, without any additional charges.
10. The above mentioned "Scope of work" is indicative and not exhaustive. Scope of work shall include providing professional assistance for all the activities /matters related to Indirect Tax Law.

Note: - Consultant shall be solely responsible for any delay, lack of performance, breach of agreement and/or any default under this contract. Consultant shall remain liable for any damages due to its negligence till the completion of assessment.

Benefits to Micro and Small Enterprises and Start-ups

- i) Exemption from submission of Earnest Money/Bid Security: MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- ii) Documents Required to be submitted by MSEs: Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
- iii) Performance Security: Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however, should note that Performance Security shall be required to be submitted by them for orders/contracts placed by CCIC on them.
- iv) Purchase Preference: - In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 20% of total tendered value. In case more than one such MSEs; the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-splitable or non-dividable, etc.: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

Out of 25% target of annual procurement from MSEs, a sub target of 5% (i.e. 20% out of 25%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements

and the L1 price, the 5% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs will be met from other MSEs.

- v) Definition of MSEs owned by SC/ST is as given under:
 - (a) In case of proprietary MSE, proprietor(s) shall be SC/ST.
 - (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
 - (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- vi) In case a supplier (other than Micro/Small Enterprise) against an order placed by CCIC procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from CCIC, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor(s) shall be furnished by the supplier to CCIC. All other terms and condition of the tender will remain unchanged.
- (vii) 3% reservation for women owned MSEs within the above mentioned 25% reservation.

Mandate for payment through NEFT / RTGS (Please use capital letters only)

1.	Name of the Company/Firm	
2.	Party Registered Address	
3.	Contact No.	
4.	Email ID	
5.	PAN	
6.	Name of Bank Account Holder / Firm	
7.	Bank A/C No.	
8.	Bank Name	
9.	Branch Code/ Address	
10.	IFSC Code	
11.	MICR Code	

1. **Cancelled cheque** of above mentioned account and **Copy of Pan Card** must be enclosed.
2. I hereby declare that particulars given above Point No.1 to 11 are correct and complete, if the transaction is delayed or not effect at all for reason of incomplete of incorrect information, I would not hold the CCIC OF INDIA LTD. responsible.
3. I also undertake that I shall inform any changes in my bank account particulars in future to CCIC failing which payment shall continue to be made as details to CCIC by me, for which CCIC shall not be held responsible.
4. Certified that the particular furnished above are correct as per knowledge.

Date:

(Signature of party)

