

PARADIP PORT AUTHORITY
INVITATION OF BIDS FOR GST RELATED WORKS Including E-INVOICES.

e-Tender Call Notice

e-Bid are invited in **Single Stage Two Bid System** for the following work on behalf of Paradip Port Authority from the **experienced Bidders** meeting the pre-qualifying criteria through on-line bidding on the website eprocure.gov.in/eprocure/app having Digital Signature Certificate (DSC) issued from any agency authorized by Controller of Certifying Authority (CCA), Govt. of India and which can be traced up to the chain of trust to the Root Certificate of CCA.

1. INTRODUCTION

Paradip Port Authority was established on 03.01.1962 by the 1st Prime Minister of India Late Pandit Jawaharlal Nehru. It is the only major port in Odisha. The cargo handled during 2021-22 registered at 116.13MMT.

The total income during the year 2021-22 was Rs.1732.32 Crore and the Net Surplus was Rs.471.18 Crore.

Paradip Port Authority intends to engage a firm of Chartered Accountants to take up the GST related works including filing of statutory returns.

2. A. SCOPE OF WORK for monthly GST work

- a) Collection of GST related data including documents from different departments i.e. Traffic, Marine, Estate, Finance and other department etc if required.
- b) Compilation of data.
- c) Calculation of monthly GST
- d) Preparation of monthly GST challan.
- e) Feeding of date wise individual invoices raised by Paradip Port Authority.
- f) Return as per GST on monthly basis.
- g) Preparation of reconciliation statement.
- h) Maintenance of Input Tax credit registers.
- i) Maintenance of cumulative monthly data.
- j) Filing of Annual Return
- k) Filing of Revised Return after finalisation of Annual Accounts.
- l) Attend the GST Audit.
- m) Compliance to GST Audit observations.
- n) Any other GST related work.

B. E_INVOICING WORK

- a) Day-wise invoices are required to be validated through offline tools of GSTN.
- b) Any correction/modification to be made, if required.
- c) Uploading the e-invoices batch wise in e-invoice portal.
- d) The invoices which are uploaded successfully are to be downloaded, which are digitally signed by GSTN with QR code.
- e) The invoices which are failed to upload need correction and modification.
- f) After correction/modification, the invoices are to be uploaded.

- g) On successful upload of the invoices, e-invoices are to be downloaded.
h) All the downloaded e-invoices are to be sent to revenue earning section for printing purpose.

TIME SCHEDULE OF TENDER :

Sl. No.	Particulars	Date	Time
(i)	Tender e-Publication date	18.01.2023	17:00 Hrs.
(ii)	(a) Document download start date	18.01.2023	17:00 Hrs.
	(b) Document download end date	08.02.2023	17:00 Hrs.
(iii)	(a) Bid Submission start date	18.01.2023	17:00 Hrs.
	(b) Bid Submission end date	08.02.2023	17:00 Hrs.
(iv)	Tender Opening Date.	09.02.2023	11:00 Hrs.

3 EVALUATION CRITERIA

	Mandatory criteria	Marks I	Marks II
a)	Partnership firm in existence 1. 10 to 15 years 2. More than 15 years	10	5
b)	No.of partners in the firm 1. 3 Partners with one partner having association more than 10 years. 2. For 1 additional partner 2 marks each.	10	6
c)	No.of statutory/internal audit of Public/private limited companies during last 5 years ending 31.03.2022. 1. 10 nos. 2. For each additional audit 2 marks each	10	4
d)	Empanelled with C&AG/ RBI for audit of PSUs/ Banks 1. For 5 years 2. For each additional year 2 marks each.	10	4
e)	Annual turnover during the last 3 years i.e. 2019-20, 2020-21 and 2021-22. 1. Rs.20 lakhs 2. For each additional Rs. 5 lakh 2 mark each	5	4
f)	Qualification in International Financial Reporting Standards (IFRS) 1. One partner 2. For each additional partner 2 marks each	5	4
g)	GST assignment in PSU/Port sector 1. Turnover 20-25 Crores 2. Turnover more than Rs. 25.00 Crores	10	3
	Additional criteria		
a)	Office at Paradip 1. 5-7 years 2. More than 7 years		5 5
	Total	60	40

Documentary evidences for the purpose of pre-qualification evaluation have to be submitted along with the bid.

4. ELIGIBILITY CRITERIA

- (a) The Chartered Accountant firm must be a partnership firm and
- (b) The firm has to secure minimum 60 marks.

Only on fulfilling the above a & b criteria the Price bid will be opened.

5. MINIMUM FEES

A) The minimum fees for this assignment is fixed at Rs.7,50,000/-(Rupees Seven Lakh Fifty Thousand) only per annum inclusive of local TA/DA and all taxes and duties other than GST and any other taxes levied by the Government in future. The firm has to quote over and above the Minimum fees as fixed and it should be in Rupee only without any paisa failing which the bid will be rejected. The eligible firm without lowest quoted price will be awarded the work. In case, two or more firms quote the same price, the firm securing highest mark as per evaluation criteria will be awarded the work. However if there is further tie, the work will be awarded on the basis of Port experience.

B) The payment will be made as per the scope of work @Rs.50,000/- p.m. for 11 months and balance on completion of 12 months after discharging all the work to the satisfaction of Port Authorities. In case any assignment is given beyond the scope of work, the same will be paid extra as per the minimum fee prescribed by the Institute of Chartered Accountants of India.

6. DURATION OF ASSIGNMENT

The firm is expected to provide professional service initially for period of two years i.e. 2023-24 and 2024-25. The port reserves the right to extend the period by one more year based on their satisfactory performance. No escalation is acceptable.

7. TERMINATION OF THE ASSIGNMENT

Either party can terminate the assignment by giving one month's notice in advance. The fees shall be payable upto the period of service rendered and no compensation under any circumstances is payable on account of termination of the assignment.

8. VALIDITY:

The Tender shall remain open for acceptance for a period of six months from the date of opening of techno commercial bid. If before expiry of this validity period, the bidder amends his quoted rates or tender, making them unacceptable, to PPA and / or withdraws his tender, action as deemed fit will be taken.

9 SUBMISSIONS, OPENING & EVALUATION:

The bid should be submitted online at website: eprocure.gov.in/eprocure/app only, by the due date mentioned in e-Tender Notice. The Server Date & Time as

appearing on the website: eprocure.gov.in/eprocure/app shall only be considered for the cut-off date and time for submission of bids. Offers sent through post, telegram, fax, telex, e-mail, and courier or by any other mode will not be considered. In case of date of opening is declared as holiday Bid will be opened on next working day.

11 CONTACT PERSON

Sri P.Moharana, Dy. Chief .Accounts Officer, Paradip Port Authority. Mobile No. 9937979753

CHECKLIST FOR PRE-QUALIFICATION BID

	Particulars	Documents submitted	
		Yes	No
a)	Partnership firm in existence		
b)	No.of partners in the firm		
c)	No.of statutory/internal audit of Public/private limited companies during last 5 years ending 31.03.2022.		
d)	Empanelled with C&AG/ RBI for audit of PSUs/ Banks		
e)	Annual turnover during the last 3 years i.e. 2019-20, 2020-21 and 2021-22.		
f)	Qualification in International Financial Reporting Standards (IFRS)		
g)	GST Assignment in PSU/Port Sector		
h)	Office at Paradip		

Signature of the Bidder