



**Tourism Corporation of Gujarat Limited  
Block No. 16-17,  
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**TENDER FOR APPOINTMENT OF CHARTERED  
ACCOUNTANT FIRM/LLP FOR GST  
CONSULTANCY FOR TCGL**

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## 1. Data Sheet

S.N.	Information to Bidders
1	Name of the Client: <b>Tourism Corporation of Gujarat Ltd. (TCGL), Govt. of Gujarat (GoG)</b> Name of the Assignment: " <b>Selection of Chartered Accountant Firm/LLP for GST Consultancy for Tourism Corporation of Gujarat Limited</b> "
2	Financial Proposal to be submitted Online only: <b>Yes (To be submitted on (n) Procure)</b>
3	There shall be a Pre-Bid Meeting as under: - Date and Time: 02-06-2023 at 3.00 pm. Venue: Tourism Corporation of Gujarat Limited Office The address for requesting clarifications is: Managing Director Block No.16-17, 4th Floor, Udhyog Bhavan, Gandhinagar – 382 011 Contact Person: Mr. Nilesh Gohil Email: <a href="mailto:gm-finance@gujarattourism.com">gm-finance@gujarattourism.com</a>
4	Proposals must remain valid for 180 days from the submission date.
5	Earnest Money Deposit (EMD) amount is Rs. 1,00,000/- (One Lakh Rupees only) and Bid Processing Fees is Rs. 2,950/- (Two Thousand Nine Hundred Fifty Rupees) in the form of Demand Draft in favor of "Tourism Corporation of Gujarat Limited." payable at Gandhinagar
6	Consortium and Joint Ventures with other Firm/LLPs for this assignment are <b>NOT</b> permitted.
7	Amounts payable by TCGL to the Firm/LLP under the contract shall be subjected to local taxes if any. The TCGL will pay GST, on prevailing rates as applicable on the consultancy charges.
8	Technical Proposals Physically shall not be submitted later than 5.00 pm on 15-06-2023 Financial Proposals shall be submitted online on or before 3.00 pm on 15-06-2023
9.	<b>The duration of the assignment:</b> Initially for the period of One Year and it can be extendable for the further period of One year depending on Performance. Notwithstanding anything contained herein above, TCGL reserves the right to discontinue the services of Chartered Accountant Firm/LLP in the event their services are evaluated as unsatisfactory at any time during the period of contract.

## **2. Introduction:**

### **2.1 About TCGL:**

Tourism Corporation of Gujarat Limited is a Company completely belonging to Government of Gujarat established under Companies Act, 1956. This Corporation was established in the year 1975 and the Corporation started its commercial work from 1977-78. The Corporation undertakes commercial and promotional activities for development of tourism industry as Nodal Agency of State Government. As per audited report for the financial year 2020-21 the financial detail of the Corporation is as under:

• Authorized Share Capital	Rs.20.00 Crore
• Paid up Share Capital	Rs.19.99 Crore
• Total Revenue receipts for the year 2020-21	Rs.55.53 Crore
• Expenditure for the year 2020-21	Rs.40.66 Crore
• Profit before Tax for the year 2020-21	Rs.14.86 Crore
• Grant as on 31 <sup>st</sup> March,2021	Rs 337.09 Crore

TCGL is having approx. 5 self-run hotels along with fleet of vehicles, while another 17 TIBs (Tourist Information Bureau). Out of 17 TIBs,11 TIBs are located outside Gujarat State. Apart from this, TCGL conducts various Fairs & Festivals, Exhibitions like Statue of Unity, Rann ustav etc.

### **2.2 List of Hotels/Tourist Information Bureau/TIB/Offices:**

<b>S.N.</b>	<b>State</b>	<b>Office</b>	<b>Type</b>
1.	Gujarat	Gandhi Ashram – Ahmedabad	Toran Hotel & Restaurant
2.	Gujarat	Saputara	Toran Hotel & Restaurant
3.	Gujarat	Dwarka, Tourist Bunglows	Toran Hotel & Restaurant
4.	Gujarat	Narayan Sarovar	Toran Hotel & Restaurant
5.	Rajasthan	Mount Abu	Toran Hotel & Restaurant
6.	Gujarat	Gandhinagar Sector – 16	Tourist Information Bureau
7.	Gujarat	H K House – Ahmedabad	Tourist Information Bureau
8.	Gujarat	Vadodara	Tourist Information Bureau
9.	Gujarat	Surat	Tourist Information Bureau

10	Gujarat	Rajkot	Tourist Information Bureau
11	Gujarat	Bhuj	Tourist Information Bureau
12	Rajasthan	Jaipur	Tourist Information Bureau
13	Maharashtra	Mumbai	Tourist Information Bureau
14	Tamilnadu	Chennai	Tourist Information Bureau
15	West Bengal	Kolkata	Tourist Information Bureau
16	Andhra Pradesh	Hydrabad	Tourist Information Bureau
17	Uttar Pradesh	Lucknow	Tourist Information Bureau
18	Karnataka	Bengaluru	Tourist Information Bureau
19	New Delhi	New Delhi	Tourist Information Bureau
20	Kerala	Kochin	Tourist Information Bureau
21	Chhattisgarh	Raipur	Tourist Information Bureau
22	Bihar	Patna	Tourist Information Bureau

As hotel business is taxable under GST, TCGL has taken GSTN in respective states. Every TIB accepts hotel booking for their hotels in Gujarat and provide ancillary services like vehicles, tours and specific events. Every TIB avails some GST Credit also on account of services and material received to run their offices.

For compliance purpose, TCGL needs to maintain books of accounts, register as per GST laws at every TIB office, train their accounting personnel and do return filling and other GST related compliance work.

**Additional Remarks: In Future Hotel/TIB unit may be add. The professional fees will be including as per terms and condition of this tender. No extra payable for additional unit if any.**

### **3. Scope of Work:**

#### **3.1 Compliance under GST Laws:**

<b>i.</b>	Calculation of IGST, CGST and SGST liability on monthly basis
<b>ii.</b>	Calculation of liability under reverse charge mechanism
<b>iii.</b>	Ensure timely and correct calculation and availing of input tax credit
<b>iv.</b>	Department representation, if required including assessment
<b>v.</b>	Generation of E-invoices
<b>vi.</b>	Filing of all returns including GST TDS Return as well GST Returns for All units of TCGL
<b>vii.</b>	The Consultant would be required to periodically match invoices populated in the GSTR- 2 with the invoices paid/booked in accounts by TCGL and report mismatches in time, so actions to sort out the issues can be initiated and loss of credit can be avoided.
<b>viii.</b>	Proposing / recommending tax clauses for future contracts/ agreements in case of any major change in GST law.
<b>ix.</b>	Ensure smooth compliances of GST laws applicable to TCGL and suggest changes / remedial action/ system changes where necessary for the entire period of contract
<b>x.</b>	To update TCGL about various amendments taking place in GST laws/rules, Regulations, circulars, directions, etc. from time to time (compliance management), for enabling TCGL employees to be GST compliant.
<b>xi.</b>	Providing opinion on applicability of GST on TCGL transactions as referred by employees as well as providing clarifications required to address customer complaints/ representations on GST related matters.

<b>xii.</b>	Preparing replies to queries raised by GST authorities, statutory auditors, government auditors and internal auditors on time bound manner.
<b>xiii.</b>	Provide opinion on applicability of GST TDS and ensure proper deduction from eligible invoices
<b>xiv.</b>	In-case any registration requirement pending, then consultant will also help in suitable registration.
<b>xv.</b>	Generation of e-way bill, if required
<b>xvi.</b>	Generating GST TDS certificate to all vendors
<b>Xvii</b>	Filing of Annual GST return as per GST law.

### 3.2 Deliverables and timelines:

S.N.	Deliverables	Due date
1	Filing of GST Return(s) as well as GST TDS Return(s)	Continuous
2	Training and Guidance to Officials of Unit/TIBs of TCGL	Continuous
3	Submission of MIS for GST Liability	Continuous

### 3.3 Minimum Team Requirement for the Assignment:

Position	No.	Qualification	Experience	Role & Responsibilities
Team Leader (to perform duty at Ahmedabad/Gandhinagar)	1	CA	<ul style="list-style-type: none"> <li>o Experience in Taxation specifically in Indirect Taxation like Service Tax (Earlier) GST (Now),</li> <li>o Should have proven record in anchoring/ conducting GST Implementation/Consultancy Assignments</li> <li>o Must have work in Assignment of Indirect Tax Consultancy in Government or PSU or Listed Company or Company having turnover more than 50 crores</li> <li>o Should have proficiency in use of Tally software and/or other accounting package</li> </ul>	<ul style="list-style-type: none"> <li>o Provide technical leadership to the team including regular co-ordination &amp; quality assurance</li> <li>o Overall in-charge of GST Consultancy Assignment</li> <li>o Regular reporting to Managing Director/ designated person.</li> <li>o Responsible for strengthening the existing accounting &amp; financial management practices</li> </ul>

GST Assistant (to perform duty at Gandhinagar)	2	Semi Qualified	<ul style="list-style-type: none"> <li>o Experience in Taxation specifically in Indirect Taxation like Service Tax (Earlier) GST (Now),</li> <li>o Should have proven record in anchoring/ conducting GST Implementation/Consultancy Assignments</li> <li>o Must have worked in Indirect Tax Consultancy (Must have worked in at least 1 assignment in Government or PSU or Listed Company or Company having turnover more than 50 crores)</li> <li>o Should have proficiency in use of Tally software and/or other accounting package</li> </ul>	<ul style="list-style-type: none"> <li>o Regular reporting to Team Leader.</li> <li>o Responsible for strengthening the existing accounting &amp; financial management practices</li> </ul>
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#### **4. Eligibility Criteria:**

- a) The Firm/LLP must have Head Office in Ahmedabad/Gandhinagar or in case of no Head Office in Ahmedabad/Gandhinagar; the Firm/LLP shall have at least 3 Full Time Branch Offices including in Ahmedabad/Gandhinagar continuously for 3 years as on 31.03.2022.
- b) The existence of CA Firm/LLP should have minimum 10 years as on 31.03.2022.
- c) The CA Firm/LLP must have minimum 5 Chartered Accountants including 3 Full Time Partners as on 31.03.2022.
- d) The CA Firm/LLP must have minimum staff strength of 20 peoples on regular pay roll.
- e) The CA Firm/LLP should have minimum average turnover of Rs 1.00 crores during last three financial years i.e. 2019-20 to 2021-22.
- f) The CA Firm/LLP must have experience of at least 5 Internal/Statutory Audit Assignments of PSUs/Local Authorities/Govt. Entities during last 5 years up to Financial Year 2021-22.
- g) The CA Firm/LLP must have experience of handling assignment of Consultancy of Service Tax/GST of PSUs/Local Authorities/Autonomous Bodies/Govt. Entities having turnover of Rs 50 crore or more during 5 years up to FY 2021-22.
- h) The CA Firm/LLP must have empaneled with C & AG for Major Audit of PSUs.
- i) The CA Firm/LLP should be Firm/LLP with a valid Permanent Account Number (PAN) and GST Registration (copy to be submitted).
- j) The CA Firm/LLP should not have been debarred /blacklisted by any State Government/Central Government/PSU/C & AG/SEBI and any proceedings against said Firm/LLP or any of the Partner/Employee of the Firm/LLP has not initiated by any Government authorities, for any reason as on bid calling date (Self-declaration of the same to be given).

## **5. Evaluation of Eligibility Criteria:**

The Bidders who have fulfilled Eligibility Criteria will be evaluated further. The technical Evaluation and comparison of Bids shall be done for the following parameters:

<b>Sr no.</b>	<b>Evaluation Criteria</b>	<b>Criteria</b>	<b>Maximum Marks</b>
1.	Existence of Firm/LLP as Partnership as on 31.03.2022	10 Years >10<20 Years > 20 Years	10 15 20
2.	No of Chartered Accountant in Firm/LLP including 3 Full Time Partners	5 CAs >5 CAs	10 20
3.	Minimum Average Turnover of last three financial years i.e., 2019-20 to 2021-22	Rs 1.00 cr >Rs 1.00 < Rs 3.00 cr >Rs 3.00 cr	10 15 20
4.	Experience of handling Internal/Statutory Audit Assignments of PSU/Local Authorities/Govt. Entities during last 5 years up to FY 2021-22.	5 Assignments >5<15 Assignments > 15 Assignments	5 10 20
5.	Experience of handling assignment of Consultancy of Service Tax/GST of PSUs/Local Authorities/Autonomous Bodies/Govt. Entities having turnover of Rs 50 crore or more during 5 years up to FY 2021-22.	3 Organization 4-7 Organization More than 8 Organization	5 10 20

## **6. Amendment/Corrigendum:**

At any time prior to the Proposal Due Date, TCGL for any reason, whether on its own initiative or in response to clarifications requested by a prospective applicant, may modify and/or amend the Tender Document or part thereof by the issuance of an amendment/corrigendum.

Any amendment thus issued shall form a part of the Tender Document and shall be communicated in writing to all the Applicants who shall acknowledge receipt of such amendment in writing to TCGL.

To give the prospective Applicants reasonable time in which to take such amendments/modifications into account for preparing their Proposals, TCGL reserves the right to extend the Proposal Due Date.

## **7. Selection of Bidder/Consultant:**

The Price bids of only technically qualified bidders with at least 70 marks will be opened for further consideration. The Final selection /Appointment of CA Firm/LLP will be done as under:

- (a) On opening of Financial Bid online, the shortlisted bidders will be given weighted Average total score which will be determined as under:
  - (i.) 80% weightage will be given to Technical Score.



- (ii.) 20% weightage will be given to Financial Score.  
(iii.) Weighted Average Total score = (0.80\* Technical score) +(0.20% Financial score)

(b) Financial score of the bidder will be determined as per below mentioned Formula:

Financial score=Lowest Bid amount/Price quoted by respective bidder\*100.

(c) The shortlisted bidders will be ranked according to total score (Technical Score and financial score).

(d) The bidder having highest total score will be selected.

The Decision of Management of Tourism Corporation of Gujarat Ltd will be final on any issue on interpretation of any of the documents of this tender.

## **8. Duration of Assignment:**

Initially for the period of One Year and it can be extendable for the further period of one year depending on Performance.

## **9. Minimum Professional Fees:**

The minimum Annual Professional Fees will be **Rs 15 Lacs excluding GST**, as applicable. TCGL reserves the right to reject the Offer of Bidder(s) quoting below reserve price. In case, same quotes by more than 1 Bidder(s), the preference will given to the Firm/LLP having **highest turnover and experience in govt. sector for GST Consultancy**.

## **10. Award of the Contract:**

The Firm/LLP will sign the contract after fulfilling all the formalities/pre-conditions mentioned in the standard form of contract of TCGL, within 30 days of issuance of the letter of intent. The Firm/LLP is expected to commence the Assignment/job on the date and at the location specified in the contract.

## **11. Payment Terms:**

No Advance Payment will be made and Payment will be made on monthly basis.

## **12. Submission of Technical & Financial Bid:**

The tender document may be downloaded from [www.gujarattourism.com](http://www.gujarattourism.com) or [www.nprocure.com](http://www.nprocure.com)

### **12.1 Contents of Technical Proposal:**

The Technical Proposal shall necessarily comprise the following:

- Technical Proposal covering letter **(As per Annexure 1)**
- Profile of Bidder **(As per Annexure 2)**
- Details of Partners/Chartered Accountant Employees (describing separately) **(As per Annexure 3)**
- Details of Staff **(As per Annexure 4)**

- Turnover of the Bidder **(As per Annexure 5)**
- Details of Experience of Internal/Statutory Audit Assignments of PSUs/Local Authorities/Govt. Entities during last 5 years **(As per Annexure 6)**
- Details of handling assignments of consultancy of service tax/GST of PSUs/Local Authorities/Autonomous Bodies/Govt. Entities having turnover of Rs 50 crore or more during 5 years up to FY 2021-22. **(As per Annexure 7)**
- Documents shall be submitted **(As per Annexure 8).**

## **12.2 Tender Fee & EMD:**

Every Firm/LLP shall deposit Rs 2950/- as Tender fee and EMD Rs. 100000/- along with technical bid. For tender fee and EMD, the D.D. shall be drawn in favor of "Tourism Corporation of Gujarat Limited" payable at Gandhinagar.

- 12.3 The each and every page of the Tender should be signed and sealed of Technical Bid and supporting documents. Every Firm/LLP shall submit technical bid along with supporting documents with respect to selection criteria in spiral bound format.

## **12.4 Submission of Technical Bid:**

The Proposal shall be submitted in sealed envelopes as marked below. The Applicant shall submit its Proposal in the following covers:

**Envelope 1** – "Technical Proposal for Selection of Chartered Accountant Firm/LLP for GST Consultancy of Tourism Corporation of Gujarat Limited"

**Envelope 2** – Bid security in the form of Demand Draft

The information "Technical Proposal" and "Bid Security" should be specifically mentioned on the cover of respective envelopes.

All parts of the Proposal (sealed Envelope 1 and 2) marked as above, shall be placed in a sealed outer envelope or a box, with the following inscription:

**"Selection of Chartered Accountant Firm/LLP for GST Consultancy for Tourism Corporation of Gujarat Limited".**

**To,  
The Managing Director,  
Tourism Corporation of Gujarat Limited  
Block no 16-17, 4<sup>th</sup> Floor,  
Udhyog Bhavan,  
Gandhinagar-382011  
Ph: -+7923977201  
Email: gm-finance@gujarattourism.com**

Submitted by: (Name & address of the Firm/LLP)

The Applicant can submit the Proposal by registered post/ courier or submit the same in person, so as to reach the designated address by **5 pm on 15<sup>th</sup> June, 2023**. No delay in the submission of the Proposal for any reason will be entertained. Any proposal received by TCGL after the deadline for submission of the Proposals stipulated, shall not be opened.

### **12.5 Submission of Financial Bid:**

The Format for Financial Proposal is given in **Annexure 10**. No document/s etc. of financial bid should be submitted physically. The financial bidding to be done through [www.nprocure.com](http://www.nprocure.com) only. Since it is an online tender system, bidders are requested to be conversant with the system and fill up the bid early so as to avoid last minute delays. Digital signature is required for filling online bid. Physical submission of financial bid will be outrightly rejected. The bidder shall need to log on [www.nprocure.com](http://www.nprocure.com) with a valid digital signature. (contact details for (n)code solutions - for registration - 94282 19505.

**The Financial Proposals shall be submitted online on or before 3 pm on 15-06-2023.**

### **12.6 Proposal Validity:**

The Proposal shall remain valid for acceptance by the TCGL for a period of 180 days from the last date of submission of proposals. If needed, TCGL may request the Applicants to extend the period of validity of their proposals on the same terms and conditions.

### **12.7 Confidentiality:**

Information relating to the examination, clarification, evaluation for selection, and recommendation of the Preferred Applicant / Successful Applicant shall not be disclosed to any person who is officially not concerned with the Bidding Process or is not a retained professional advisor advising TCGL in relation to, or matters arising out of, or concerning the Bidding Process. TCGL shall treat all information submitted as part of Proposal as confidential and shall require all those who have access to such material to treat the same in confidence. TCGL shall not divulge any such information unless it is ordered to do so by any authority that has power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/or TCGL.

### **12.8 Fraud and Corrupt Practices:**

The Applicants and their respective officers, employees, agents shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, TCGL may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

Without prejudice to the rights of TCGL hereinabove, if the Applicant is found by TCGL to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice

during the Bidding Process, such Applicant shall not be eligible to participate in any TENDER issued by TCGL during a period of 2 (two) years from the date such Applicant is found by TCGL to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

For the purposes of this, the following terms shall have the meaning hereinafter respectively assigned to them:

a. **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the TCGL who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the LOA or has dealt with matters concerning the agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the TCGL, shall be deemed to constitute influencing the actions of a person connected with the Bidding Process); or (ii) engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the agreement, who at any time has been or is a legal, financial or technical adviser of the TCGL in relation to any matter concerning the Project;

b. **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;

c. **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Bidding Process;

d. **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the TCGL with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and

e. **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

### **13. Force Clause:**

- a) The Corporation reserves the right to accept or reject the tender for which, no reason shall be assigned.
- b) No dispute or correspondence in this respect shall be entertained.
- c) Jurisdiction will be Gandhinagar only.

### **14. Disclaimer:**

The information contained in this request for proposal document (the “Tender”) or subsequently provided to applicant(s), whether verbally or in documentary or any other form, by or on behalf of the Tourism Corporation of Gujarat Ltd. (hereinafter referred to as “TCGL”) or any of its employees or advisors, is provided to applicant(s) on the terms and conditions set out in this Tender and such other terms and conditions subject to which such information is provided.

This Tender is not an agreement and is neither an offer nor invitation by the TCGL to the prospective Applicants or any other person. The purpose of this Tender is to

provide interested parties with information that may be useful in formulation of their application for qualification and thus selection pursuant to this Tender (the "**Application**"). This Tender includes statements, which reflects various assumptions and assessments arrived at by the TCGL in relation to the event. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This TENDER may not be appropriate for all persons, and it is not possible for the TCGL, its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this Tender. The assumptions, assessments, statements and information contained in this TENDER may not be complete, accurate, adequate or correct. Each Applicant should therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender and obtain independent advice from appropriate sources.

Information provided in this Tender to the Applicant(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. TCGL accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

TCGL, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder, under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender or arising in any way with selection of Applicants for participation in the Bidding Process.

TCGL also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Applicant upon the statements contained in this Tender. TCGL may, in its absolute discretion but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Tender. The issue of this Tender does not imply that the TCGL is bound to select and shortlist Applications and TCGL reserves the right to reject all or any of the Applications or Bids without assigning any reasons whatsoever. The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Application including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by TCGL or any other costs incurred in connection with or relating to its Application. All such costs and expenses will remain with the Applicant and TCGL shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Application, regardless of the conduct or outcome of the Bidding Process.

**Annexure 1: Technical Proposal covering letter**  
**(On Letter Head of the Firm/LLP)**

**To,  
The Managing Director,  
Tourism Corporation of Gujarat Limited  
Gandhinagar**

Dear Sir,

We, the undersigned, offer to provide the services for [*Insert title of assignment*] in accordance with your Tender Document dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, sealed under an envelope.

We are submitting our Proposal in our own individual capacity as Firm/LLP. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the Technical Proposal (*Please indicate date*).

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of  
Firm/LLP:

Address:

## **Annexure-2**

### **Profile of Bidder:**

**The Bidder should furnish the following details:**

<b>Sr no.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of Firm/LLP/Company	
2.	Year of Establishment	
3.	Firm/LLP Registration no with ICAI, New Delhi	
4.	Constitution	
5.	Office Address	
6.	Phone nos	
	Email	
7.	Permanent Account Number of the Firm/LLP	
8.	Goods & Service Tax Registration no.	
9.	No. of years of existence of the Firm/LLP	

**Annexure: 3**

**Details of Partners and Chartered Accountant Employees**

Sr no.	Name	Membership no	Year Membership of	Post Qualification Experience	Status, whether Partner or Full Time CA under employment
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**Annexure: 4**

**Details of Staff**

Sr no.	Name	Qualification
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**Annexure: 5**

**Turnover of the Bidder:**

Financial Year	Turnover amount (Rs in Lacs)
2019-20	
2020-21	
2021-22	
Total	
Average	



**Annexure-6**

**Details of Experience of Internal/Statutory Audit assignments of PSUs/Local Authorities during last 5 years up to Financial Year 2021-22:**

Sr no.	Name	Year of Audit	Type of Audit, Whether Internal/Statutory

**Annexure-7**

**Details of Experience of Handling assignment of consultancy of services Tax/GST of PSU/ Local Authorities/ Autonomous Bodies//Govt. Entities having turnover of Rs 50 crore or more during 5 years up to FY 2021-22:**

Sr no.	Name	Year of Audit	Annual Turnover (Rs in crores)

Signature /Seal of Firm/LLP

## **Annexure 8:**

### **Checklist of Documents to be submitted:**

<b>Sr no.</b>	<b>Eligibility Criteria</b>	<b>Documents to be submitted</b>
1.	Existence of Firm/LLP as Partnership	
	No of Chartered Accountant in Firm/LLP 5 Chartered Accountants including 3 Full Time Partners as on 31.03.2022.	Self-certified copy of Firm/LLP Registration Certificate issued by The Institute of Chartered Accountants of India as on 31.03.2022.
2.	The established CA Firm/LLP must have minimum staff strength of 20 persons on regular pay roll.	Self-Declaration by the CA Firm/LLP.
3.	The CA Firm/LLP should have minimum average turnover of Rs 1.00 crore in each of last 3 financial year's i.e FY 2019-20 to 2021-22.	Self-Certified Copy of Audited Financials Statements of last 3 Financials
4.	The Firm/LLP must have experience of at least 5 Internal/Statutory Audit Assignments of PSUs/Local Authorities during last 5 years.	Self-Certified copy of Appointment Letter(s)/ Engagement Letter(s) issued by the PSUs/Local Authorities.
5.	The CA Firm/LLP must have experience of handling assignment of Consultancy of Service Tax/GST of PSUs/Local Authorities/Autonomous Bodies/Govt. Entities having turnover of Rs 50 crore or more during 5 years up to FY 2021-22.	Self-Certified copy of Appointment Letter(s)/ Engagement Letter(s) along with Financials/Completion Certificates issued by the PSUs/Local Authorities/Autonomous Bodies.
6.	The CA Firm/LLP must have empaneled with C & AG for Major Audit of PSUs	Self-Certified copy of Latest Empanelment Letter of C & AG along with Firm/LLP eligible for Audit of Major PSUs.
7.	The CA Firm/LLP should be Firm/LLP with a valid Permanent Account Number (PAN) and GST Registration.	Self-Certified copy of PAN and GST Registration Certificate.
8.	The CA Firm/LLP should not have been debarred /blacklisted by any State Government/Central Government/PSU/C & AG/SEBI and any proceedings against said Firm/LLP or any of the Partner/Employee of the Firm/LLP has not initiated by any Government authorities, for any reason as on bid calling date (Self-declaration of the same to be given).	Self-Declaration on Letter Head to be given.

**Tourism Corporation of Gujarat Limited**  
**Block No. 16-17,**  
**4<sup>th</sup> Floor, Udhyog Bhavan, Gandhinagar- 382 011**

**TENDER FOR APPOINTMENT OF  
CHARTERED ACCOUNTANT FIRM/LLP FOR  
GST CONSULTANCY FOR TCGL**

**Financial Bid**

**(To be submitted online)**

Sr. No.	Particulars	Professional Fee (p.a.)
1	Professional fees for Appointment of Chartered Accountant Firm/LLP for GST Consultancy for TCGL	
2	GST (Extra)	
<b>TOTAL</b>		

Total Rupees in words: \_\_\_\_\_