

CHENNAI FISHING HARBOUR

No.1, RAJAJI SALAI

CHENNAI 600 001

Tel.No.044 - 2531 2551

Fax No.044 - 2536 8717

e-QUOTATION FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRM

FOR

RENDERING PROFESSIONAL SERVICES FOR COMPLIANCE OF

GST LAWS AT CHENNAI FISHING HARBOUR

e-procure.gov.in

www.chennaiport.gov.in

e-Tender No. FHMC/GST/Audit /2019-20/E

Due date for online submission: up to 15.00 Hrs on 28/11/2019

CHENNAI FISHING HARBOUR

FINANCE DEPARTMENT

ONLINE BID REFERENCE

e-Tender No.: FHMC/GST/Audit/2019-20/E

e-TENDER DOCUMENT NO. **FHMC/GST/Audit/2019-20/E**

TENDER INVITED FOR

Appointment of Chartered Accountant Firm for
Rendering Professional Services for Compliance of
GST Laws at Chennai Fishing Harbour

VALIDITY OF THE TENDER 60 days from the due date for submission of tender

PUBLISHING OF QUOTATION DOCUMENTS

ON WEBSITE **15/11/2019**

PERIOD OF DOWNLOADING BIDDING

DOCUMENT **15/11/2019 to 28/11/2019**

START DATE & TIME FOR ONLINE

SUBMISSION OF BID **22/11/2019**

DUE DATE & TIME FOR ONLINE

SUBMISSION OF BID **28/11/2019 upto 1500 Hrs.**

TIME & DATE OF OPENING OF

BID **29/11/2019 after 1530 Hrs.**

CHENNAI FISHING HARBOUR

FINANCE DEPARTMENT

3rd FLOOR, OLD ADMINISTRATIVE OFFICE BUILDING,

NO.1, RAJAJI SALAI,

CHENNAI – 600 001.

For further details please visit

www.eprocure.gov.in

www.chennaiport.gov.in

CHENNAI FISHING HARBOUR

ACCOUNTS DEPARTMENT

e-Tender No. FHMC/GST/AUDIT/2019-20/E

I-Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal.

1. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying

Authorities such as:

eMudhraCA/GNFC/IDRBT/MtnlTrustline/SafeScript/TCS.

2. Bidder then logs into the portal giving user id/ password chosen during enrollment.

3. The e-token that is registered should be used by the bidder and should not be misused by others.

4. DSC once mapped to an account cannot be remapped to any other account. It can only be inactivated.

5. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under **My Documents** option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.

6. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.

7. The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender.

Bidders are allowed to enter the Bidder Name and Values only.

8. If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender

document. Bidder should take into account of the corrigendum published if any before submitting the bids online.

9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.

10. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.

11. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.

12. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.

13. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.

14. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.

15. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.

16. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents

submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.

17. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.

18. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.

19. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected

20. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

21. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.

22. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over Secured Socket Layer(SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.

23. The bidders are requested to submit the bids through online e-Procurement system to the TIA (Tender Inviting Authority) well before the bid submission end date and time **(as per Server System Clock)**.

24. Bidder should submit the tender for providing the services as per the Scope of work and in accordance with the instructions to bidders, General Conditions of Contract.

II –Submission of Offer :

The profile and the price bid of the CA firm shall be submitted in Single cover.

The quotation document shall contain scanned copy of the following

- i) Self- attested copies of Profit & Loss Accounts and Audited Annual Accounts certified by the Chartered Accountant for the last three years.
- ii) Entire set of quotation documents duly signed and sealed by the authorized signatory in all pages, as a token of acceptance.
- iii) Covering letter duly filled up and signed by the authorized signatory.
- iv) Self-attested copy of PAN Card and GST Registration certificate

III- EVALUATION PROCESS:

- 1) A proposal shall be considered responsive if –
 - a. It is received by the Due Date and Time.
 - b. It is Digitally Signed.
 - c. It contains the information and documents as required in the Quotation Document.
 - d. It contains information in formats specified in the Tender Document.
 - e. It mentions the validity period as set out in the document.
 - f. It provides the information in reasonable detail. The AO/FHMC reserves the right to determine whether the information has been provided in reasonable detail.
 - g. There are no significant inconsistencies between the proposal and the supporting documents.
 - h. The Technical qualification conforms to the minimum eligibility criteria specified in the Quotation.
 - i. The CE/MS reserves the right to reject any tender which in its opinion is non- responsive.

No request for alteration, modification, substitution or withdrawal shall be entertained by the Port Trust in respect of such Tenders.

j. The CE/MS would have the right to review the Technical Qualification and seek clarifications wherever necessary.

k. The Fax / E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online prior to closing time and date of the tenders will be taken as valid.

2) The offer for the valuation of Appointment of Chartered Accountant firm for rendering professional services for compliance of GST Laws at Chennai Fishing Harbour will be considered **for award of the work of to the lowest bidder.**

3) The decision of FHMC in all matters regarding award of contract will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the FHMC in this regard.

**CHIEF ENGINEER/MEMBER SECRETARY
CHENNAI FISHING HARBOUR**

GENERAL INSTRUCTIONS TO APPLICANTS

1. INTRODUCTION

Presently the FHMC is receiving the revenue from the allotment of land, berth hire charges, maintenance of the FHMC Fund by Deposits, Tsunami Fund, Cash Deposit Payment of Income Tax, GST and routine income and expenditure and clearance of contractors' bill and reimbursement of salary, electricity bill etc.,

2. OBJECTIVES

Objectives of the proposed engagement of professional services:

- i) Ensure that the provision of GST Laws are complied by the FHMC.
- ii) Assist and advice Chennai Fishing Harbour in respect of aligning the existing software / newly developed software to comply with the evolving GST Laws.
- iii) Address all Port requirements with respect to GST / Service Tax and all other tax subsumed in GST.

3. SCOPE OF SERVICES.

The applicants may refer to the Scope of Services indicated in Section-II. Apart from that, the Chartered Accountant Firm may also inspect the records / discuss, if required and ascertain the quantum of work involved before quoting their fee for undertaking the assignments.

4. ESTIMATED FEE:

The Estimated Fee is fixed at Rs.2.12 lakhs for 24 months including all local travelling and conveyance, printing and stationery, other out of pocket expenses and all taxes and duties other than GST.

5. MINIMUM ELIGIBILITY CRITERIA

SL NO	ELIGIBILITY CRITERIA	DOCUMENTS TO BE SUBMITTED
1.	The Chartered Accountant firm should be a partnership firm in continuous existence for a period of atleast 10 years, having office in Chennai. There should be atleast 3 partners in the firm, out of whom 1 partner should have standing of more than 10 years in practice.	The firm shall furnish the profile of the partners of the firm and date of commencement / years of experience with document issued by ICAI.
2.	Chartered Accountant Firm should have experience in the matter of Direct & Indirect Tax and other Tax related issues in India for the last 7 years. They must have successfully completed a minimum of 3 Assignments of Internal Audit/Statutory Audit /Tax Audit in Public sector /Ports.	Any documentary evidence viz., work order, Completion Certificates shall clearly specifying the type and year of audit along with Profit & Loss Account & Audited Annual Accounts of clients order copies issued by the organization to show the experience in auditing shall be enclosed.
3.	The average turnover of the bidder during the preceding three financial years ended 31.03.2019 should be atleast Rs.10,00,000/-	Self- attested copies of last 3 years (2016-17, 2017-18 and 2018-19) Profit & Loss Account and audited Annual Accounts certified by the Chartered Accountant shall be furnished.
4.	Bidder must be empanelled by C&AG for auditing PSUs.	Copy of the empanelled document from C & AG.
5.	The bidder should not have been barred/black listed/disqualified by any regulators/statutory body in India during the last 5 years.	Self - declaration in firm's letter pad.

6. EVALUATION OF PRICE BID

The Chennai Fishing Harbour Management Committee will evaluate the tender and reserves the right to serve clarifications/call for shortfall of documents not submitted during bid submission. The rates quoted by the Bidder shall be considered for the purpose of evaluation and comparison.

7. PROCESS TO BE CONFIDENTIAL

Information related to the examination, clarification, evaluation and comparison of Bids and recommendations for award of contract shall not be disclosed to Bidder or other person not officially concerned with such process. Any effort by Bidder to influence FHMC's processing of Bid or award decisions may result in rejection of such Bidder's offer.

8. FHMC's RIGHT TO ACCEPT OR REJECT A BID

FHMC reserves the right to accept or reject or prefer any Bid in whole or part, to annul the bidding process or to reject all Bids with or without notice or reasons. Such decisions by FHMC shall bear no liability whatsoever consequent upon such decisions. FHMC also reserves to itself the right to accept any bid in part or split the order between two or more bidders without assigning any reason thereof. The decision of FHMC in the matter will be final and binding on all the parties.

9. AWARD OF CONTRACT

The successful Bidder whose Bid is accepted by FHMC shall be intimated through Letter of Award.

10. CONTACT PERSON /ADDRESS

For any clarifications the firm may contact the following officer:

Sri.S.Boominathan,
Accounts Officer (FH),
Accounts Department
Chennai Fishing Harbour
1, Rajaji salai, Chennai 600001
Tel No. 044-2536 2551.
Mobile No.9840187479.

SCOPE OF SERVICES

A. SCOPE IN GENERAL

- a. To notify immediately as and when amendments in GST Law / Rules are notified by the Government.
- b. To advice for continuous improvement of system to cater to the requirements arising from amendments to GST Law / related Rules
- c. To manage issues arising out of GST, Service Tax and other Taxes subsumed in GST.
- d. **Definition for GST Laws:** GST Laws means CGST, SGSTs, UTGSTs and IGST. This will also include other related amendments brought in by the Government of India during the tenure of the assignment.

B. SCOPE IN DETAIL

I – Under GST Laws

- a. Analysis of all transactions done by the Port both receipts and payments.
- b. Review, analyse GST implications, identifying potential risks and make changes in operating structure and business transactions under Indirect Tax Structure and other KYC norms and all other documents required & record to be maintained.
- c. Study all the functional departments / section with respect to compliance under GST and provide the necessary changes required in the contracts/documents etc., and notification to be issued to the clients / vendors / contactors / customers / B2B/B2C customers.
- d. Collection of GST data and FHMC General Ledger from Finance department of FHMC after the end of every month. For verification of GST amount payable with the GL codes viz., Tax Invoices, GST payable under RCM by analyzing of GL, Reversal of GST credit if any, verification of GST eligible credit by way of claiming by accepting ITC, TDS compliance under GST laws, certifying the amount payable towards GST, TDS under GST etc., by the Port at least 2 working days prior to the statutory due dates, uploading data, payment and accepting of eligible ITC invoices in the GST web portal and also to Assist on transitional provisions.

- e.** Filing of all GST returns/revised returns pertain to GST. Meeting all requirement pertaining to Audit of GST by the GST Authorities.
- f.** Provide Opinions / comment / clarification on queries raised by Chennai Fishing Harbour.
- g.** Validation of monthly payment of GST and claim of Input Tax Credit and filing of periodical returns etc.,
- h.** Guidance/advises for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime.
- i.** Continuously review the existing systems and software/new software for ensuring compliance with GST requirements.
- j.** Advise Chennai Fishing Harbour about accounting system & ledgers to comply with all GST Laws / Rules.
- k.** Advise on the key documents and records to be maintained by FHMC.
- l.** Reviewing the results of the User Acceptance Testing (UAT) or end user testing to enable to comment on the degree and extent of integration into the GST Network (GSTN) i.e the Registration, Payment, Returns and Refunds processes instituted by the government for the GST administration, in relation to ERP/EBS solutions at the Port.
- m.** Provide/Guide on the necessary changes required on account of any changes/modifications that may be brought in GST Law from time to time. To advise on system to be designed for compilation of data, preparing and e-filing of GST returns / Audit Requirements periodically as per the requirement of GST Laws.
- n.** Reviewing the existing systems and procedures continuously with regard to raising of invoices, issue of Credit Notes and RCM Invoices etc., suggesting changes required in the system as well as processes to meet the requirements in the GST Law / Rules.
- o.** Advising on GST related significant policy decisions/amendments to the existing accounting policies and its financial impact on the Port.
- p.** Provide assistance to plan and carry out any other activities in compliance with the GST requirements.

- q.** Discussion with the Trust's officials / Statutory Auditor etc., on GST compliance requirement with regard to collection of Invoices, documentation required for claiming Input Tax Credit etc.,
- r.** Monitor and follow up issues pending in connection with Service Tax related matters [details as below – III].
- s.** All correspondence relating to this assignment shall be addressed to CE/MS. Further, any other suggestions for improvement of internal control, systems or observations with respect to GST may be submitted to CE/MS.

II – (A) Preparation and filing of following GST returns (including revisions and rectifications as may be required)

- a. GSTR1
- b. GSTR2
- c. Review of GSTR 2A and communicating with suppliers of inward supplies in order to get input credit as per accounts of Port.
- d. Review of GSTR 1A and communicating with the receivers of outward supplies of Port.
- e. ITC 1 for input credits under GST, SGST and IGST.
- f. GSTR 7 for TDS under GST.
- g. GSTR 9 for annual filing under CGST, SGT and IGST.
- h. Any other Returns/Documents, if any, as notified by Government of India with respect to GST.

II – (B) Other related works

- i. To provide opinions to Port on any matters relating to GST as and when solicited without any limit on the number of opinions required
- j. To discuss, deliberate and explain with teams of FHMC on any issue or doubts relating to Service Tax / GST.
- k. To provide replies to any query or show cause notice under Service Tax / GST
- l. To prepare reconciliation statement required under the GST Laws and to issue of Certification as required under the respective Acts.

III- Cases pending with ST /GST Authorities.

- a. The CA firm will be required to understand the details of the case and assist the legal professional in handling the case at respective platform (as per Schedule-IV [D]).
- b. The CA firm will also be required to address other Indirect Tax related issues arising during the course of their assignment.
- c. The CA firm shall prepare a detailed handing over report with respect to all pending Issues at the time of completion of the tenure and submit to CE/MS.

SECTION - III

GENERAL TERMS & CONDITIONS

1. MANPOWER REQUIREMENT

The Team should be headed by a partner who shall be a Chartered Accountant with office in Chennai and the team may comprise of atleast 2 staff apart from the Chartered Accountant.

2. NOMINATION OF A PARTNER

The Chartered Accountant firm shall nominate a partner exclusively to deal with this assignment and co-ordinate with Chennai Fishing Harbour at all times. The partner shall be in a position to visit the Port at any time on any number of occasions for the purpose of carrying out the work. Apart from that, the Partner of the firm shall also be in a position to come for any discussion/meeting convened to deliberate on the GST related issues on any number of occasions at any point of time. **Any non response / default in this regard will be considered as deficiency in service.** The Chartered Accountant firm shall give the details of the partner so nominated along with the address, telephone no., mobile no., fax no., e-mail ID, etc.

3. DURATION OF SERVICE

The Chartered Accountant is expected to provide professional services initially for a period of two years with effect from the date of placement of order. The Port reserves the right to extend the contract period by one more year if required at the same fees quoted and on the same Terms and Conditions. .

4. TERMS OF PAYMENT

- i. The fees shall be paid on monthly basis on production of GST Invoice/bill.
- ii. 80% of the price bid shall be equally divided for 24 months as monthly payment and 10% will be paid on successful completion of 1st year and remaining 10% will be paid after completion of the tenure of the contract.
- iii. No escalation of fees is allowed.

5. TAXES AND DUTIES

The fees quoted should be inclusive of all local travelling, conveyance, printing and stationery, other out of pocket expenses and all taxes and duties except

GST. The GST will be paid extra on submission of proper tax invoice as per GST Laws / Rules in the name of Chennai Fishing Harbour by mentioning the GSTIN of FHMC and indicating amounts of GST separately. The GSTIN of Chennai Fishing Harbour is **33AAALCO444Q1Z7**. The Trust does not bind itself to accept claim for any other extra payment.

The firm shall remit the GST amount in the invoice to the Government within the due dates and also file the returns by mentioning the GSTIN of FHMC to enable FHMC to avail applicable Input Tax Credit. The firm shall indemnify Chennai Fishing Harbour from any loss of eligible ITC of GST paid by it to the firm based on their tax invoice, due to non-payment of GST or non-filing of GST returns by the firm or noncompliance of GST Laws/provisions. FHMC also reserves its right to deduct such GST amount with interest and penalties from the subsequent bills or any amount due to the firm by FHMC”.

Applicable statutory recoveries including TDS under Income Tax, TDS under GST, etc., will be deducted / recovered while making payments as per the applicable laws.

6. OTHER OFFICE ARRANGEMENTS

The Chartered Accountant firm shall make their own arrangements for office stationery and other office equipment facilities at their own cost. An office space will be provided for the staff to attend to the assignment at the FHMC.

7. FORECLOSURE OF THE CONTRACT

Chennai Fishing Harbour reserves the right to foreclose the contract by giving One month notice in advance. The fees shall be payable upto the period of service and no compensation under any circumstances is payable on account of foreclosure.

8. TERMINATION OF THE CONTRACT

The contract is liable for termination for any deficiency in any service by giving One month notice.

No compensation is payable under any circumstances on account of such termination. The fees shall be payable only upto the period of serving the notice

of termination. The decision of Chennai Port Trust in this regard is final and binding.

10. FORCE MAJEURE

If at any time, during the tendering process or during the continuance of this contract, the performance in whole or in part by the firm of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enemy, civil commotion, sabotage, serious loss or damage by fire, explosions, epidemics, strikes, lockouts or acts of God (hereinafter, referred to events) provided, notice of the happening of any such event is given by the FHMC to the firm within three days from the date of occurrence thereof, FHMC shall by reason of such event, be entitled to terminate this contract have any claim for damages against the other in respect of such non-performance or delay in performance, and works under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the FHMC as to whether the works have been so resumed or not shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, FHMC may at its option terminate the contract by giving notice to the firm.

11. JURISDICTION

All matters connected with this Tender/ contract shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdictions of High Court of Madras.

12. DEFINITIONS/INTERPRETATIONS

A. The terms “FHMC” or “Port” or “Port Trust” or “Employer” wherever used shall mean “Chennai Fishing Harbour”.

B. The term “TENDERER” or “BIDDER” shall mean and include the firm which is submitting its tender.

SECTION -IV
DETAILS AS PART OF SCOPE OF SERVICES

A - Income:

(Rs.in crores)

Activity	2017-18	2016-17
Total Income	6.48	7.91

B - Expenditure:

(Rs. in crores)

Types	2017-18	2016-17
Total Expenditure	10.44	2.55

C - VOLUME OF TRANSACTIONS

The volume of transactions approximately for a Financial year are given below based on the instruments used for accounting entries and disbursement during the FY 2017-18.

i. No. of Transactions per month for all GST

(a) GST Tax Invoice [B-2-B] -GST Registered Firm - 3 to 10 [approx]

(b) GST Tax Invoice [B-2-C] –GST Unregistered Firm - 1 to 5 [approx]

(C) GST Credit Note - 150 [approx]

(d) No. of Tax Invoices to avail ITC – 3 to 5 [approx]

D- Brief Pending Cases with ST / GST authorities as on date:

i. one appeal is pending before the Commissioner of GST & Central Excise claiming of interest on the service tax refunded.

ii. A notice has been received by FHMC for non-payment of Service Tax on RCM basis.

FORMAT - I

LETTER OF SUBMISSION – COVERING LETTER
(ON THE LETTER HEAD OF THE BIDDER)

To

The Chief Engineer/Member Secretary,

Chennai Fishing Harbour,

No.1, Rajaji Salai,

5th floor, Centenary Building,

Chennai – 600 001

Tamil Nadu State.

Sub: e-Tender for appointment of Chartered Accountant Firm for
rendering professional services for compliance of GST Laws
at Chennai Fishing Harbour.

Ref: e-TENDER No. FHMC/GST/Audit/2019-20/E

Being duly authorized to entrust with the work of compliance of GST Laws.

I/we (hereinafter referred to as “the Bidder”) and having reviewed and fully understood all of the requirements of the bid document and information provided, the undersigned hereby apply for the assignment referred above.

We are submitting the Bid enclosing all formats with the details as per the requirements of the Bid Document, for your evaluation.

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment/ Addendum to the Bidding Documents, if any, for subject Tender.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Bid and we agree that if any deviation/exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

We hereby declare that we have not been barred /black listed /disqualified by any regulators/statutory body in India during the last 5 years.

Signature of the bidder :

or Authorised Signatory

Name of the bidder : _____

Company Seal : _____

FORMAT-II
ORGANIZATON PARTICULARS

1. Name of the Firm

2. Complete Postal Address:

3. Contact Information

Office Phone No:

Residence Phone No:

Mobile No:

Fax No:

E-mail ID:

Name & Designation of

Contact Persons.

4. Status of the Firm:

(Please tick appropriate box)

Company

Partnership

Proprietary Firm

5. Year of Establishment

6. Nature of Business

7. Name of the Proprietor / Partners /Directors with

Professional qualifications if any):

8. Registration Details (attach proof)

Company / Firm Registration No. & Date

Income Tax PAN:

GST Registration No.

Others, if any:

9. Bank Account Particulars:

Name of the A/c holder:

Bank Account No:

Account type (SB/ CA) :

Name of the Bank:

Branch & Address:

Branch contact phone Nos:

11 digit IFS code :

I / we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details.

Name, seal & signature of the Authorised signatory:

Format IV
FORM OF UNDERTAKING

WE ----- HEREBY undertake to execute and complete the assignment of compliances of GST Laws at CHENNAI FISHING HARBOUR “Scope of Services, Section –III “General Terms and Conditions” as per your Order No:

FHMC/GST/Audit/2018-19/EE dt : _____

IT IS HEREBY stated that Shri. _____ (or) in his absence, Shri. _____ is nominated as the Authorized representative to sign (i) Reports, (ii) Bills, (iii) Receipts for payments, etc.,

Place :

SIGNATURE

Dated :

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**CHENNAI FISHING HARBOUR
ACCOUNTS DEPARTMENT**

e-TENDER “FOR APPOINTMENT OF CHARTERED ACCOUNTANT FIRM FOR RENDERING PROFESSIONAL SERVICES FOR COMPLIANCE OF GST LAWS AT CHENNAI FISHING HARBOUR”.

Sl No	Description	Unit of Measurement	Qty	Rate per Unit Rs.	Base price Rs.
1.	RENDERING PROFESSIONAL SERVICES FOR COMPLIANCE OF GST LAWS AT CHENNAI FISHING HARBOUR FOR A PERIOD OF TWO YEARS 2019-2021 (Excluding GST)	Per month	24 months	1 month	
	TOTAL				
Rupees(In words)					

Note:

1. Payment will be made on monthly basis as per the GST invoice submitted at the end of every month.
2. **For all Supply of Services including Works Contracts as per GST Act**

1. Taxes:

- i) Tenderers will examine the various provisions of the Central Goods & Services Tax Act-2017 (CGST)/ Integrated Goods & Services Tax (IGST)/ Union Territory Goods & Services Tax (UGST) respective State's State Goods & Services Tax Act (SGST) also, as notified by Central/State Government and as amended from time to time and applicable taxes before bidding. Tenderers will ensure that full benefit of Input Tax Credit (ITC) likely to be availed by them is duly considered while quoting rates.
- ii) The rate quoted by the Contractor/Supplier shall be inclusive of all Taxes and Duties other than GST. Applicable GST will be paid by FHMC based on the Tax Invoice.

- iii) The Financial evaluation will be based on the total base price quoted by the Contractor / Supplier excluding GST.
 - iv) The firm shall furnish the Tax invoices as per GST Act/Rules in the name of the Chennai Fishing Harbour by mentioning the GSTIN of FHMC and indicating amounts of GST Separately. The GSTIN of FHMC is **33AAALC0444Q1Z7**.
 - v) The contractor /Firm shall remit the GST amount in the invoice to the Government within the due dates and also file the returns by mentioning the GSTIN of FHMC to enable FHMC to avail eligible Input Tax Credit (ITC).
 - vi) The contractor/ firm shall indemnify Chennai Fishing Harbour from any loss of eligible ITC of GST paid by it to the Contractors/Suppliers based on their tax invoice, due to non-payment of GST or non-filing of GST returns by the contractor/firm or non compliance of GST Act/provisions. The contractor/firm shall remit such GST amount with applicable interest and penalties to the FHMC within 7 days from the date of intimation by the FHMC about non-availing of eligible ITC. FHMC also reserves its right to deduct such GST amount with interest and penalties from the subsequent bills, Security Deposit or any amount due to the contractor by FHMC”.
 - vii) Applicable statutory recoveries including TDS under Income Tax, TDS under GST provisions etc., will be deducted/recovered while accounting for or making payment to the Contractor/Supplier as per the applicable law.
3. 80% of the price bid shall be equally divided for 24 months as monthly payment and 10% will be paid on successful completion of 1st year and remaining 10% will be paid after completion of the tenure of the contract.
