

**CHANDIGARH
ADMINISTRATION
POLICE DEPARTMENT**



**E-TENDER
DOCUMENT**

FOR

**“HIRING OF CHARTERED
ACCOUNTANT FOR GST
MATTERS**

CHANDIGARH ADMINISTRATION : POLICE
DEPARTMENT E-TENDER NOTICE

The e-tenders are, hereby, invited from the Chartered Accountants (Proprietorship / Partnership) for the hiring of Chartered Accountant on retainership basis for GST matters as detailed in Scope of Work.

1.	Start Date of e-tender	06-07-2020
2.	Start date of submission of e-tender	06-07-2020
3.	Last date of submission	27-07-2020 at 5 PM
4.	Date of Opening of e-tender	31-07-2020 at 11 AM

1. The Bid Document can be downloaded from the website <http://etenders.chd.nic/nicgep>.
2. All other terms and conditions, instructions to bidder regarding e- tendering process etc may kindly be seen from the detailed notice inviting tender (DNIT) available on the above noted website of Chandigarh Administration. The undersigned reserves the rights to reject any or all tenders without assigning any reasons.

Chandigarh Police invites offers in two bid system from Chartered Accountant (partnership or proprietor ship) on retainership basis for providing services for GST matters.

Scope of work:-

- i. Preparation and submission of all monthly and Annual GST Returns.
- ii. Filing of amendments in GST Registration from time to time.
- iii. Filing applications for new registration under GST whenever required.
- iv. Reconciliation of GST on monthly basis.
- v. Calculations of GST amount to be deposited by 10th of each month.
- vi. Punching of GST accounting entries in tally.
- vii. Attending of day to day issues with GST authorities.
- viii. Preparation of replies in response to notices received from the GST department.

The CA (partnership or proprietorship) should have a registered office in Chandigarh and will be required to attend the office at Chandigarh Police Headquarters as and when required. Generally no outstation travel will be involved and the services may be rendered from office of Chartered Accountant as per the level of intervention involved.

Time period of Engagement :-

The selected Chartered Accountant will be required to provide the above mentioned services initially for the financial year 2020-21 extendable on year to year basis subject to approval of the competent authority for a maximum period of 03 years.

Pre qualification criteria:-

The bids of only those bidders will be considered which satisfy the eligibility criteria and uploaded documentary evidence in support of following :-

- (i) The Chartered Accountant (Partnership or Proprietorship) should be registered with the Institute of Chartered Accountant of India (ICAI).
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- (ii) The Firm (Partnership or proprietorship) should have been in operation for 5 years after its registration and at least 5 years experience in Govt. Departments/Societies/Boards/Corporations.
- (iii) The average gross professional fee received / earned by the Firm in the last 3 financial years must be equal to or more than Rs. Forty lacs (Rs. 40 lacs) per annum. This should be supported by relevant work order clearly indicating the professional fee so received (Annexure A) must be filled in with supporting documents.
- (iv) The proprietor or partners of the firm or any CA or CMA employed / associated with the firm should not have been debarred or cautioned by Institute of Chartered Accountant of India / Institute of Cost Accountants of India / Central or State Public Sector Enterprise / Government (Central / State) during the last three years. An affidavit as per annexure is required to be submitted.
- (v) Copy of valid pan card and GST registration.
- (VI) EMD of Rs.50,000/- in the shape of FD/Deposit at call receipt in favour of Director General of Police, UT, Chandigarh.**

Payment Terms

The payment against the services provided by the firm is subject to the following terms and conditions :-

The price quoted by the firm (partnership or proprietorship), should be valid for the entire contract period. Payment shall be made at agreed rates on quarterly basis. No price variation would be allowed during the contract period including extended period.

Annexure

Detail of CA Firm's Experience of Similar services during the last three years :-

Sr. No.	Name of the Assignment	Start Date and End Date	Name of the Client	Nature of the assignment	Details of supporting documents attached.

Furnish the copy of the documentary evidence in support of the information provide above. Please attach additional sheets, if required.

Seal
Dated

Signature
Name and Designation

Detailed Terms and Conditions

1. The approved firm will visit or depute its official to visit this office as and when required for calculation of and preparation of data and other requirements relating to GST. No TA/DA will be given separately.
 2. The successful bidder shall file periodical returns which are mandatory as per GST Regulation on the basis of data provided by this office.
 3. The successful bidder will be responsible for filing of revised returns If so required by the concerned tax authorities due to any discrepancy.
 4. The successful bidder will also be responsible for all mandatory compliances under GST act.
 5. The payment will be made on quarterly basis on submission of bill in duplicate. All mandatory deductions will be made. The payment will be made via NEFT.
 6. The firm must be Chandigarh based firm or having its registered office within the municipal limits of Chandigarh.
 7. The firm must exchange its telephone numbers with the office so that the proprietor / partner of the firm or the director of the company can be contacted any time.
 8. A copy of this tender document must be attached with the tender duly inked, signed and stamped as the token of having agreed to the terms and conditions stipulated by this office.
 9. The Chandigarh Police will not in any case be held responsible for salary and other disputes of the firm/ company with its employees deputed from time to time at India in the name of owner / proprietor / director must be attached with the tender document.
 11. The Director General of Police, Union Territory, Chandigarh reserves the right to reject any or all bid (s) with or without assigning any reason (s) thereof.
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12. The Director General of Police, Union Territory, Chandigarh reserves the right to terminate the tender at any time during the validity of tender, if at any time it is established that the services of the firm / company are not satisfactory. In such case, the performance security will be forfeited.
 13. The firm / company will also maintain privacy of record as per Official Secrets Act.
 14. The firm must not be blacklisted by any Government or Private organization. An undertaking to this effect must be attached with the tender document.
 15. The firm / company must declare in writing that none of its partner/ director is the spouse of any official / officer working in Chandigarh Police. If there is any such person working in any capacity in Chandigarh Police then full details must be given.
 16. The approved firm/ company may at time) be required to visit concerned Tax Office or such other allied offices on behalf of the Chandigarh police. The firm / company will invariably visit at such offices at no extra cost.
 17. The approved firm / company will submit all the required returns within stipulated time limits as per the requirement of GST Act.
 18. The firm/ company will not sub-let the contract in any case. Any such action will lead to termination of contract and forfeiture of Performance Security Deposit.
 19. The decision of the competent authority will be final and binding upon the bidder.
 20. The successful bidder will be required to submit performance security. The same will be receivable in the form of FDRs issued from any Nationalized Bank/Commercial Bank to be issued in favour of Director General of Police, Union Territory, Chandigarh. The amount of the same will be intimated to the successful bidder after finalization of the tender.
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Chandigarh Police

FINANCIAL BID

Professional fees for one year	Fee payment schedule	Payment schedule
for the work as mentioned in the scope of work above.	Rupees(in Figures)	The service provider will raise bills on quarterly basis.

Notes

- a. Fee is inclusive of professional fee taxes and all other expenses. Nothing extra shall be paid.
- b. Statutory deduction like TDS etc shall be made by this station as per statutory rates and norms wherever applicable.
- d. Any charges/ statutory fee paid by the hired firm for filing online returns with GST authorities be reimbursed upon submission of vouchers along with the bills.

We undertake that the rates quoted above by us will not change during the contract period. We also accept the payment schedule / payment terms

SEAL

Signature

Dated

Name and Designation