

Ref. No. Acett-HPMC-41(GST)-2016-17-1126

Dated: 27/06/2025

NOTICE INVITING QUOTATION (NIQ)

Himachal Pradesh Marketing Corporation Ltd. (HPMC) invites sealed quotations from qualified and experienced Chartered Accountants or CA firms for filing monthly GST returns (GSTR-1, GSTR-3B, GSTR-7) and providing GST consultancy services.

1. Scope of Work

The selected Chartered Accountant / CA firm shall be responsible for:

- Filing of monthly returns:
 - GSTR-1
 - GSTR-3B
 - GSTR-7
- Filing of Annual Returns:
 - GSTR-9
 - GSTR-9C
- Providing consultancy on GST compliance, rules, notifications, and resolving GST-related queries raised by HPMC or Tax Authorities.

2. Eligibility Criteria

- The applicant must be a qualified Chartered Accountant or a firm registered with the Institute of Chartered Accountants of India (ICAI).
- Must have a **minimum of 3 years'** experience in GST filings and consultancy.
- Should have handled GST filings for at least two **Government Organizations/PSUs/Corporate Entities**.
- Must have a valid **GSTIN and PAN**.

3. Submission of Quotation

Interested firms/individuals are requested to submit their sealed quotation containing:

- Profile and experience of the firm/professional
- Professional charges in the prescribed performa (Annexure A)
- Copies of:
 - ICAI registration certificate
 - PAN and GSTIN
 - Proof of similar assignments handled
 - Work assignment Order by at least two Government Organizations/PSUs/Corporate Entities.

Envelope should be super-scribed as:

“Quotation for GST Filing and Consultancy Services”

The sealed quotation must reach the office of the undersigned by **07/07/2025** at the following address:

Managing Director

Himachal Pradesh Marketing Corporation Ltd. (HPMC)
Nigam Vihar, Shimla – 171002, Himachal Pradesh

4. Terms and Conditions

1. Responsibility for GST Return Filing

The selected CA/Agency shall be responsible for timely and accurate filing of GSTR-1, GSTR-3B, and GSTR-7 on a monthly basis and filing of GST-9 & GSTR-9C on annual basis.

2. Handling of Demand Notices

In case any demand/default notice is issued by the GST authorities after filing of returns, it shall be the sole responsibility of the CA/Agency to resolve such issues, without any additional cost to HPMC.

3. Data Submission & Consolidation

HPMC shall forward the required data in Excel format. The CA/Agency shall:

- Consolidate the data into the appropriate format for GST return filing.
- Share the formatted data with HPMC.

4. Review and Corrections

The CA/Agency shall verify the correctness of data before uploading. Any mismatches or errors shall be immediately brought to the notice of HPMC for clarification and rectification.

5. Rejection of Quotations

HPMC reserves the right to accept or reject any or all quotations without assigning any reason.

6. Payment Terms

Monthly charges shall be paid after submission of invoices and confirmation of return filing.

7. Period of Engagement

The engagement will be for **one year**, extendable based on performance and mutual agreement.

8. The quotations will be opened at 03:00 PM on 08/07/2025.

Performa for Quoting Professional Charges

Sr. No	Service	Monthly Charges (in Rs.)	GST %	Total Amount (In Rs.)
1	Filing of GSTR-1, GSTR 3B, GSTR-7, GSTR-9 & 9C and GST Consultancy services.			

Declaration:

I/We hereby certify that the rates quoted above are inclusive of all expenses. I/We agree to provide the services as per the terms and scope defined in the NIQ.

-Sd-

General Manager, HPMC