

Limited Tender For Providing
GST Consultancy Services– at Institute for Plasma
Research, Gandhinagar & ITER-India during FY 2020-
21 to FY 2021-22

Ref No:
IPRACCTS/GST/TENDER/2020/01
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1. Invitation for Submission of Tender documents

Tender is invited for GST Consultancy Services at Institute for Plasma Research, Dept. of Atomic Energy, Government of India. & ITER-India. (ITER stands for International Thermonuclear Experimental Reactor)

2. Brief Introduction & Scope of Work

The Institute for Plasma Research is wholly funded by Department of Atomic Energy, Govt. of India. The Institute for Plasma Research Gandhinagar was established as an autonomous institution in 1986 by Department of Science and Technology (DST), Government of India and was brought under the umbrella of the Department of Atomic Energy, Government of India in 1996. The Institute has a broad charter of objectives to carry out experimental and theoretical research in plasma science with emphasis on the physics of magnetically confined plasmas and certain aspects of non-linear phenomena.

The Institute also has a mandate to stimulate plasma research and development activities in the University and Industrial sectors. It is also expected to contribute in the training of plasma physicists and technologists in the country. Since its inception, the Institute has pursued these goals in active manner and made effective contributions.

Our Scope of work for Consultancy of G.S.T to IPR & ITER-India is as per Annexure-I

3. Eligibility Criteria:

Sr. No.	Criteria	Documents to be submitted by bidder
1.	The Bidder should be a firm of Chartered Accountants having its office in Ahmedabad/Gandhinagar.	Electricity Bill/Telephone Bill/Municipal Tax Bill or Receipt containing address of the firm/Any other document sufficiently establishing the address of the firm
2.	The Bidder must have at least 2 years experience of providing similar type of services (as per scope of work) to Central/State Government/PSUs/Nationalized Banks/Reputed Organizations	Services rendered with list of such Central/State/PSUs/Nationalized Banks/Reputed organizations with duration of service shall be furnished.
3.	The bidder must have successfully executed /completed similar services as per scope of work over the last 2 years 1. Three similar completed	Relevant copy of Orders/Contracts/Agreements and a proof of Completion of assignment.



	<p>services costing not less than the amount equal to Rs 1,44,000 each or</p> <p>2. Two Similar services costing not less than the amount equal to Rs 1,80,000/-each or</p> <p>3. One similar completed service costing not less than the amount equal to Rs 2,40,000/-</p>	
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4. General information relevant to the bidder.

The bidder shall be required to provide the service as per the scope mentioned as per Annexure-I

The Tender documents shall be submitted in a sealed envelope super scribing "Tender for GST Consultancy Services at INSTITUTE FOR PLASMA RESEARCH, GANDHINGAAR".

5. Documents to accompany in the Tender

The applications shall be complete with the following documents:

1. Each page of the Tender document duly Signed under Sealed by the authorized person.
2. Particulars of the bidder in Form – I.
3. Details of experience in the field of providing GST consultancy services in other organization of repute in Form-II



The bidder, in addition to furnishing complete information and appended with the documents, shall furnish a detailed document on proposed approach; methodology & work plan for the assignment.

6. Price Bid: Duly filled in, signed and sealed price bid should be submitted in Form-III.

7. Payment Terms: Payment shall be released within 30 days from the date of submission of original Invoice after certification from the officer-in-charge.

Disclaimer

IPR/ITER-India reserves the right to reject any/all applications without assigning any reasons thereof. To include any other item in the Scope of work at any time after consultation with bidders or otherwise.

Notes:

1. Representative who is going to attend the Tender opening should carry an authorization letter from the organization for participation in the Tender opening failing which he/she will not be allowed to attend the Tender opening

Formats for Submission (This need to be printed in Bidders letter head)

FORM I

To
Chief Administrative Officer
Institute for Plasma Research,
Indira Bridge, Bhat Village,
Gandhinagar-382428

Sub: Tender for GST Consultancy Services at INSTITUTE FOR PLASMA RESEARCH, GANDHINGAAR & ITER-India.

Sir,

The undersigned having read and understood the requirements as stated in the Tender document; do hereby express the interest to provide satisfactory consultancy services as per the scope of work defined for us.

Sr.No	Description	Response
1.	Name of the Bidder	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be Made	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact person including what's up no.	
6.	Fax No. (with STD code)	

I/ We hereby declare that my/ our BID is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,
Yours faithfully,

(Seal and Signature of the Bidder)

Name:

Designation:

Date & Place:



FORM-II (This need to be printed in Bidders letter head)

**DETAILS OF EXPERIENCE IN THE FIELD OF PROVIDING
GST CONSULTANCY SERVICES**

S.No	Name & Address of The client	Contact number with email-id of the Client	Date of start Of the services	Date of Completion of Services	Value of the Services
1.					
2.					
3.					
4.					

Note:

Copies of work/service orders along with the satisfactory completion certificate from the customers attached

(Seal and Signature of the Bidder)

Name:

Designation:

Date & Place:



FORM-III (This need to be printed in Bidders letter head)

PRICE BID

Particulars	Amount In Rupees
Monthly Fees as per Scope of Work(See Note below)	xxxxxxx
GST extra (Please Specify % of GST with HSN/SAC code)	xxx
TOTAL	XXXXXXX

Note:

1. TDS will be deducted as per prevalent Income tax law.

(Seal and Signature of the Bidder)

Name:

Designation:

Date & Place:



ANNEXURE-I**SCOPE OF WORK FOR MONTHLY RETAINERSHIP**

1	Assisting in filing and review of following GST returns and forms:
	GSTR – 3B Concise Return for the FY 2020-21 & 2021-22
	GSTR – 1 Sales details for the FY 2020-21 & 2021-22
	GSTR – 2A Assist in verification of purchases and resolving mismatch in ITC
	GSTR – 7 Return to be filed by TDS deductor for the FY 2020-21 & 2021-22
	GSTR – 9 Annual Return for the FY 2020-21 & 2021-22
	Filing of any other return form that may be notified for FY 2020-21 & 2021-22
2	Vouching and verification of outward as well as inward transactions on test check basis during the financial year and sensitizing staff about issues or mistakes cropping up at the time of audit of such transactions.
3	Devising a proper IT system along with Ledger creation, Mismatch report for ITC reconciliation and system configuration
4	Half Yearly Visit at your premises for verifying your data and suggesting corrective action required from your side.
5	Ensuring the input and output GST correctly mentioned and review of data sent by us and deriving liability under RCM and URD purchases
6	Filing of Bond/Letter of Undertaking in case or exports
7	To verify and advise on legal possibilities with regards to new agreements to be entered into, so as to minimize future Tax disputes and litigations.
8	To amend or modify changes in Registration Certificate. To take fresh registration in case of any new entity, branch if any has to be opened.
9	To Provide HSN/SAC code whenever it is required by IPR/ITER-India.
10	To provide necessary training whenever required
11	To provide guidance for E-way bills & E-invoicing
12	Assisting in replying routine letters / notice received from GST department.
13	Half yearly Review report to the Management for current status, suggestions and corrective actions to be taken from your side.
14	Updating from time to time about changes in law which affects company.

Specific Exclusions from Scope of Work:

1	GST Audit and certifying the reconciliation in Form GSTR-9C
2	Extraction of data from accounting system for filing of various GST Returns
3	Any Certification or written Opinion
4	Filing of GST Refund Application with Department
5	Departmentally conducted Audits / Assessments
6	Handling search / Preventive Inquiry or any litigation (Show Cause Notice / Appeal) except routine correspondence with department

