



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार
Ministry of Labour and Employment
Government of India



NOTICE INVITING TENDER

Tenders are invited for Tenders for Work relating to e-filing of GST returns and other related work for Employees' Provident Fund Organisation, Regional Office, Park Street, 44, Park Street, 7th & 8th Floor, Kolkata-700016.

Interested agencies/firms having registration may submit tenders duly completed in all respect in the sealed envelope in the name of Regional Provident Fund Commissioner-II (Adm) to the address shown above by 31.05.2024 at 04.00 PM.

robo

(SURAJ GUPTA)
Regional P.F. Commissioner-II (Adm)
Regional Office, Park Street

संदर्भ/Ref: ADM/RO/PRB/CT/GST/2024

दिनांक/Date: 10/05/2024

ई. पी. एफ. ओ., क्षेत्रीय कार्यालय, पार्क स्ट्रीट 44 पार्क स्ट्रीट, 7 & 8 फ्लोर, कोलकाता - 700016	ई.पी.एफ.ओ., क्षेत्रीय कार्यालय, पार्क स्ट्रीट 88 पार्क स्ट्रीट, 7 & 8 फ्लोर, कोलकाता - 700016	E.P.F.O., Regional Office, Park Street, 44, Park Street, 7 th & 8 th Floor, Kolkata - 700016
ro.parkstreet@epfindia.gov.in	www.epfindia.gov.in	Phone: (033) 22831949/22801244

TENDER DOCUMENT

SL NO	BID SHEET	
01	Name of Work	Call for Tenders for Work relating to e-filing of GST returns and other GST related work
02	Tender Number	ADM/RO/PRB/CT/GST/2024
03	Bid Validity	45 Days
04	Tender Document Delivery Mode	Through Speed Post/Registered Post/Courier or either by person.
05	Security Deposit	5000/-
06	Venue	EPFO, Regional Office, Park Street, 44, Park Street, 7 th & 8 th Floor, Kolkata-700016
07	Last Date	31.05.2024 ,04.00 PM

The Broad scope of work is as follows:

<u>Scope of Work</u>	
1	<p>Filing of all GST Returns, Handholding & other GST related work:</p> <p>Filing of all GST Returns for Employees' Provident Fund Organisation, Park Street initially for a period of Two year nine months from the date of award of the work (extendable for a further period as may be decided by the Competent Authority on the same terms and conditions subject to satisfactory performance).</p> <p>This work shall include the following, but not limited to:</p> <p>a. Filing of all GST monthly returns as well as annual GST returns GSTR 7 in the requisite format prescribed under the GST regime from time to time. Monthly GST returns for the period 01.07.2024 to 31.03.2027 (Including Annual return).</p>

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- b)** Generating Challans for payment of GST on behalf of Employees' Provident Fund Organisation, Park Street. The Primary data concerning all transactions for e-filing will be provided by Employees' Provident Fund Organisation, Park Street.
- c)** Generating /Filing all requisite periodical returns under the GST regime for Employees' Provident Fund Organisation, Park Street in outwards-inwards information of matching/un-matching transactions and reconciliation thereof, reconciliation with GSTR returns.
- d)** Amendment of GST returns as and when required, to assist in preparing replies/submissions for Notices regarding GST issues including show Cause Notices. To examine any order/communication received from GST authorities and advice further course of action. To update about relevant changes/amendments/judgments in the GST Act & Rules regularly. To advise on the tax-planning benefits/rebates/deductions/exemptions available under GST act. To advice on compliances that may arise due to issue of any new circulars/notifications/amendments by GST Authorities
- e)** The consultant will be required to visit and attend meetings for discussion with senior officers as and when required.
- f)** The Bidder/Tenderer shall ensure for handholding for the period of the work order/agreement to ensure that proper taxes are paid, credits in full are availed of and reporting & compliances envisaged in the GST laws are complied with in Toto.
- g)** To attend the Appeal(s)/Show Cause Notice(s)/Hearing(s) related to GST Matters with GST authorities.
- h)** Ensure proper records as prescribed under GST Acts and rules made there under are being maintained by Employees' Provident Fund Organisation, Park Street
- i)** Render advices and provide clarifications to Employees' Provident Fund Organisation, Park Street on GST related issues. Guide/advice for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime and preservation of related records in digital form.

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	j) To advise on minimizing the tax burden, effective utilization of available Input tax credits (ITC). Provide guidance to ensure availing of maximum eligible tax benefits under the GST regime
2	Identification of additional issues and render advice to Employees' Provident Fund Organisation, Park Street. To advise Employees' Provident Fund Organisation, Park Street on issues arising out of or connected to subsumed tax laws and GST Acts and rules made there under including ongoing litigation, assessment, etc. and on any matter relating to GST considered important and significant according to the consultant or as per the requirement of the Employees' Provident Fund Organisation, Park Street. Handout a reconciliation procedure for monitoring Input/ Output/ final monthly returns and guidance to track Un-reconciled transactions, etc.
3	Audit as mandated under GST Acts and rules thereto To conduct Audit of Employees' Provident Fund Organisation, Park Street as mandated under GST Acts and rules thereto and issue of various certificates required for GST compliance.
4	Addressing notice from GST authority If any notice/query is served to Employees' Provident Fund Organisation, Park Street by GST authority then it will be the duty of the consultant to resolve the issue without charging any extra remuneration.

Note: The above-mentioned Scope of Work is illustrative and not exhaustive i.e. Terms of reference shall include providing professional assistance for all activities required for all the work relating to GST Rules and Subsequent Notifications as and when issued by GOI/CBIC.

Eligibility Criteria:

SL NO	Description	Criteria	Supporting documents to be submitted by Applicant for Prequalification
A	Type of Entity	The Entity should be a registered CA/CA Firms having valid COP. The entity should have valid PAN issued by Income Tax Department.	1. Certificate issued by the concerned Institute. 2. Name(s) and other details of the authorized signatory (ies) that are authorized to execute the contract & other documents. 3. Copy of valid PAN issued by Income Tax Department. (Annexure-2)

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B	Experience of the CA/Firm.	The Entity/Firm should have continuous operations of minimum 5 years with atleast 3 partners being FCA experienced in consultancy of Indirect taxation matters in India	1. Details to be furnished as per Annexure-3. 2. The copy of letter for award of work specifically mentioning the nature of work, period and amount of contract.
C	Office in Kolkata	Office in Kolkata CA/ firms should have one full fledged functional office in the Kolkata City	Details of Offices to be furnished as per Annexure-2. A self-certificate from the entity, citing the addresses and telephone numbers of all offices shall be furnished.
D	Declaration about blacklisting	The entity should not have been blacklisted for supply of any items or services to any other Government department/agency in India. A self declaration to this effect should be provided by the entity's Authorised Signatory in the technical bid	A self declaration by the entity on the letterhead of the organization.
E	Related party disclosure	The Entity's firm should not be owned or controlled by any Employee (or any of his/her relative) of Employees' Provident Fund Organisation	A self-declaration by the entity on the letterhead of the organization.

- I. The successful firm has to ensure that all the key team members deployed personnel on the project matches the job profile with the Scope of Work
- II. The firm shall submit necessary documentary proof showing that they meet the eligibility criteria along with their bid. All documents submitted should be self-attested by the Authorized Signatory of the firm.
- III. The bidders must submit earnest money of Rs. 5000/- in the form of a demand draft/pay order issued by any Government scheduled/ commercial bank in India in favour of Regional Provident Fund Commissioner, Park Street.

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- IV. Validity of price Bid will be 45 days from the date of opening of Tender.**
- V. Without EMD tender will be ignored**
- VI. The Earnest Money of unsuccessful bidders will be returned on finalization of the Tender. The Earnest Money of the successful bidder will be returned on receipt of Security Deposit/ Performance guarantee. If a Tenderer, who's tender, has been accepted, fails to furnish Security Deposit/ Performance guarantee within 30 days the EMD will be forfeited.**

4. Documents to be submitted:

The requisite documentary evidence needs to be submitted by the CA/Firms for each of the eligibility criteria. The following information/data shall be provided by the bidders:

- a) Letter of submission given in Annexure -1
 - b) Declaration Form given in Annexure – 2 along with all supporting documents/annexure.
 - c) Work experience Annexure 3 along with documents
 - d) Declaration on Non – Disclosure as per Annexure4.
 - e) A self-declaration by the Entity/Firm on the letterhead of the organization that the Entity/Firm is not owned or controlled by any Employee (or any of his/her relative) of Employees' Provident Fund Organisation
 - f) Copy of PAN card and COP.
 - g) Authorization (Power of Attorney) in support of Signatory.
- Self- declaration needs to be signed by authorised signatory. Entity shall be under a duty to ensure that it fulfils the eligibility criteria and other essential condition.
 - Entity shall be under a duty to ensure that it fulfils the eligibility criteria and other essential conditions.
- h) The Financial/Price bid should be giving quoted price duly signed and stamped by the bidder without any cutting and overwriting as per Annexure 5.

5. Address for Correspondence

Regional Provident Fund Commissioner-II
Employees' Provident Fund Organisation,
Regional Office, Park Street
44, Park Street, 7th & 8th Floor,
Kolkata-700016

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6. General Terms:

- i) Employees' Provident Fund Organisation, RO, Park Street reserves the right to verify information submitted by the entity. In case the information is found false/incorrect, the offer shall be rejected and shall also be liable for other action as per rule.
- ii) EPFO, RO, Park Street reserves the rights to accept or reject any tender without citing any reason/explanation.

7. Terms and conditions for payment:

The payment shall be made on submission of bill by the agency on quarterly basis after the successful filing of the returns for the said quarter. The final payment after deduction of applicable taxes shall be released on filing of annual return and mandatory audit certificate. All mandatory deductions of taxes shall be made as per rules. The payments shall be released subject to completion of the work detailed in the scope of work.

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Declaration Regarding Acceptance of Terms and Conditions of Contract and clean track record

[On the Letterhead of the Entity including full postal address, and telephone, facsimile and e-mail address]

Reference No. ADM/RO/PRB/CT/GST/2024

Date:

To

The Regional P.F. Commissioner-II
EPFO, RO, Park Street
44, Park Street, 7th & 8th Floor
Kolkata-700016 WB

Sir,

We have carefully gone through the Terms & Conditions contained in the bid Document regarding Providing consultancy and advisory to ensure GST compliances, filing of all related monthly as well as annual returns of GST within the stipulated timeline after availing due Input Tax Credit (ITC) as per GST Act and rules made there under and carry out audit as mandated under GST Act and rules thereto. We do hereby accept the terms and conditions of the contract as listed in the bid document.

Further, we do declare that we have not been blacklisted for supply of any items or services by EPFO or any other Department of Government of India.

Our Firm is not owned or controlled by any employee (or any of his/her relative) of Employees' Provident Fund Organisation.

It is further certified that the signatory to this document is the authorized signatory and, therefore, competent to make this declaration.

Yours truly,

Signature of the Authorized Signatory
Seal of the Entity

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(This is to be give on the letter head of the Applicant)

Subject: Calling Tenders for work relating to e-filing of GST returns and other related work for Employees Provident Fund Organisation, Regional Office, Park Street and its attached local units/offices located in the "Kolkata" from Registered CAs/CA firms.

Reference No: ADM/RO/PRB/CT/GST/2024

Name of the Firm	
Address	
CA/CA firm (Date of commencement of practice)	
Date of Registration	
Registration No./Certificate of practice (COP) Number (Please attach copy):	
PAN Card Number (Please attach copy)	
GSTIN (GST registration number) (Please attach copy)	
Name of the Authorized Partner/ Associate/Others	
Certificate of FCA of ICAI of atleast 3 partners	
Telephone Nos.	

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Firm Constitution Certificate	
Mobile No.	
Email Address	
Date of Establishment	
Web Site Address (if any)	

A-BIDDER'S DETAILS

Declaration:

All the information provided by me/us is correct.

I/We have no objection if enquiries are made about the work listed by me/us in the accompanying annexure.

I/We hereby undertaken that, I will not sub contract the work assigned to me or my firm.

Signature of Authorized Signatory of Applicant

Name:

Designation:

Date:

Place:

Seal of Organization:

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Annexure- 3

(This is to be give on the letter head of the Applicant)

Subject: Calling Tenders for work relating to e-filing of GST returns and other related work for Regional Provident Fund Organisation, RO, Park Street from Registered CAs/CA firms.

Reference No: ADM/RO/PRB/CT/GST/2024

Relevant experience of the applicant in the field of Indirect Taxation in India during last 5 financial years.

S.NO .	Nature of Client & nature of Business	Nature of Assignment	Nature of Experience (whether Excise, Service Tax, VAT/Entry Tax)	Work Order No. and Date	Work Order Value (Rs.)	Date of Completion of Assignment
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Signatory of Authorized Signatory of Applicant

Name:

Designation:

Date:

Place:

Seal of Organization:

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ANNEXURE-4

(This is to be given on the letter head of the Applicant)

Subject: Calling Tenders for work relating to e-filing of GST returns and other work for Employees' Provident Fund Organisation, RO, Park Street from Registered CAs/CA firms.

Reference No.: ADM/RO/PRB/CT/GST/2024

DECLARATION ON NON DISCLOSURE

M/s.....Willing to provide GST related services to Employees' Provident Fund Organisation, RO, Park Street do hereby undertake to comply with the following in line with information security of EPFO, RO, Park Street

1. To maintain confidentiality of documents & information used during the execution of the contract.
2. The documents & information shall not be revealed to or shared with third party in a manner which is determined to the business interest of EPFO, RO, Park Street

Signature of Authorized Signatory of Applicant

Name:

Designation:

Date:

Place:

Seal of Organization

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FINANCIAL BID

Ref: ADM/RO/PRB/CT/GST/2024

Particulars of work	Monthly Professional Fees (excluding GST)*	
	Monthly Rate in INR (in figures)	Monthly Rate in INR (in words)
Filling of all monthly GST Return (All the GST works as mentioned in the Scope of Work).		

Notes:

- a. Only GST as applicable shall be Paid Extra on the above quoted fee.
- b. Statutory Deductions like TDS etc. shall be made by EPFO, RO, Park Street as per statutory rate and norms wherever applicable.

Complete address of the Tenderer/Bidder

Place:

Date:

Signature:

Name and

Designation:

Company's Seal:

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