

ENGINEERING PROJECTS (INDIA) LTD

(Govt. of India Enterprise)

REQUEST FOR QUOTATION

EPI/NE/CON/GST_Audit/2023-24/466

Date: 28.11.2024

Engineering Projects (India) Limited is inviting quotations from eligible CA/CMA firms who are fulfilling the eligibility criteria for appointing of agency to carry out the service of "Conducting GST audit in accordance with GST legislation for F.Y. 2023-24 for the states (07 No.) under the control of our NERO Guwahati, i.e. Assam, Meghalaya, Mizoram, Nagaland, Arunachal Pradesh, Manipur & Tripura".

Eligible CA/CMA Firms are requested to submit their best offer duly signed by authorized representative of the firm as per the given format of Quotation. Firm shall also submit the signed RFQ (all pages) as a token of acceptance of the RFQ terms and supporting credentials of the firm in support of their eligibility criteria.

Interested eligible firms are requested to submit their offer along with their supporting signed documents at our regional office by 06.12.2024 before 11.00am in a sealed envelope at given address:

Documents to be submitted duly seal & signed by Authorised Person

1. Complete RFQ duly seal & signed as token of acceptance of all the terms & conditions. It is deemed that participants has peruse and accepted the RFQ terms.
2. Price bid as per the format provided.
3. GST & PAN card
4. Undertaking that the Firms have not been banned/de-listed/debarred from business by any PSU/Govt. Department during last 03 (three) years.
5. Documents to proof past experiences.
6. Certificate of Practice issued by concern department.

On the Top of the Envelop participant should mention the following:

Confidential Document, not to be opened before 06.12.2024.

Offer for RFQ No- EPI/NE/CON/GST Audit/2023-24/466 Date:28.11.2024

Contracts Division

Engineering Projects (India) Ltd.

North Eastern Regional Office

4th Floor, Hindustan Tower,

Jawahar Nagar, National Highway No.37,

Guwahati (Assam) -781022

Tel No. 0361-2962648

Email Id: nero-contracts@epi.gov.in

The offer shall be opened on 06.12.2024 at 03.00pm at our office, on the address as given above.

Contact details:

Shri Nitesh Kumar

Sr. Manager (Finance)

Mobile No: +91-9830114930

Sr. Manager
NERO, Contracts

ENGINEERING PROJECTS (INDIA) LIMITED

(A Govt. of India Enterprise)
NERO- GUWAHATI

SCOPE, TERMS & CONDITIONS

SCOPE OF WORK:

The scope of work shall be GST audit for North Eastern States (i.e. Assam, Arunachal Pradesh, Tripura, Mizoram, Manipur, Meghalaya and Nagaland) as per GST Law, Rules and guidelines for F.Y. 2023-24 issued and notified by Govt.

The appointed Firms are required to carry out GST Audit under section 35(5) of CGST Act, 2017 read with Rule 80 of CGST Rules, 2017, and subsequent amendments, for Principal Place of Business and Additional Place of Business assigned to them.

- (i) To issue GST Audit Report including requisite reconciliations and certification of specific, incidental and ancillary records as per the requirements of the GST legislation.
- (ii) Vetting of Annual Return.
- (iii) Filing of Audit Report electronically along with necessary report/ return as per the provisions of GST Laws for each registration.
- (iv) Audit shall be conducted at Regional Office situated at Guwahati.

In connection with above, audit guidelines issued by Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India, if any shall also be followed by the auditors to have uniformity across the Company.

Eligibility Criteria:

- (i) The empanelment of the CA/CMA Firm for appointment as GST Auditor should have at least three year of Practice.
- (ii) Audit team should consist of minimum 1 CA/CMA, 2 paid assistants .
- (iii) Preference would be given to the firms who have completed GST/Cost/Statutory Audit Assignments in PSU Companies.
- (iv) The firms should have establishment in Guwahati.

Documentary evidences in respect of eligibility criteria by the applicant firms must be furnished along with the proposal.

TIME PERIOD:

The assignment shall be time bound and time shall be essence of the assignment. However, filing of GSTR-9 (Annual Return) and GSTR-9C (Reconciliation statement) for F.Y. 2023-24 should be completed within notified date of the same by Govt. in all respect.

Deliverable:

The Auditors will be required to issue Audit Report/Certificates in respect of each GSTIN as per the requirements of the GST legislation. Further, above audit report shall also be filed electronically as per the provisions of GST Laws, as amended from time to time. Requisite reconciliations and certification of specific, incidental and ancillary records as required by GST Laws shall also be done by GST Auditor.

Other Terms and Conditions:

- a) The tenure would be maximum for a period of one year at the sole discretion of the Company.
- b) The Company reserve right to accept/ reject any or all the offers without assigning any reason whatsoever therefore.
- c) Overwriting / correction/ erase and or use of white ink should be avoided in the offer. However if any overwriting/ correction/ erase is inevitable, the same should be authenticated by signature and seal of authorized person of applicant firm.
- d) Declaration that applicant Chartered accountants/Cost accountants Firms have not been banned/de-listed/debarred from business by any PSU/Govt. Department during last 03 (three) years.
- e) Proposal document shall have to be signed by the applicant firms with the firm's seal and document submitted along with the offer and shall also have to be authenticated by authorized signatory of the applicant firm with firm's seal.
- f) The Company reserves the right to accept or reject any or all the responses and to request additional submission or clarification from one or more applicants at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.
- g) The firms are required to submit their PAN number and GST Registration number (if applicable) in their offer.
- h) Payments shall only be made through electronic mode, hence bank details need to be submitted at the time of acceptance of the appointment.
- i) TDS/any other tax/ levy as applicable shall be deducted as per prevailing rules/rates.

Compliances / Declarations /Certificates by Firms on appointment:

- i) The Chartered Accountant/Cost Accountant Firms shall not sub-contract the assigned GST audit work.
- ii) The Chartered Accountant/Cost Accountant Firms shall work in strict confidence and shall ensure that the related data or information in respect of the operations of the business is dealt with in strict confidentiality and secrecy.
- iii) The assignment shall be completed within time frame specified by the Company.
- iv) No partner of the Chartered Accountant/Cost Accountant Firms should be related to either CMD or any Whole Time Directors or Part Time Directors of the Company. Further neither the Chartered Accountant/Cost Accountant Firms nor its partner(s) or associates should have any interest in the business of the Company.
- v) The Chartered Accountant/Cost Accountant Firms shall be free from any disqualification.
- vi) The partners holding Certificate of Practice issued by Institute of Chartered/Cost Accountants of India shall be in whole time practice.
- vii) The chartered Accountant/Cost Accountant Firms shall ensure that data given to them by the company and any information generated from the data provided shall not be used by the Auditor for any purpose other than the GST Audit.

Debarring Provisions:

The Audit Firm will be debarred from getting the GST audit or any other assignments of EPIL:

- (a) If the Firm is appointed on the basis of false information/mis-statement.
- (b) If the Firm does not take up audit in terms of appointment letter.
- (c) If the Firm fails to maintain/honour confidentiality and Secrecy of the Company's data.

Kindly submit your offer duly signed by authorized representative of your firm in a sealed envelope along with credentials of your firm in support of the eligibility criteria and terms and conditions to conduct GST Audit.

NERO, Guwahati-781022

RFQ No. EPI/NE/CON/GST_Audit/2023-24/466 Dte: 28.11.2024

Sub.: Conduct GST audit in accordance with GST legislation for F.Y. 2023-24 for the states (07 No.) under the control of our NERO Guwahati, i.e. Assam, Meghalaya, Mizoram, Nagaland, Arunachal Pradesh, Manipur & Tripura

Firm's Name: M/s.....

QUOTATION FORMAT					
Sl. No.	ITEM DESCRIPTION	Basic Price (Rs.)	GST %	GST Amount (Rs.)	Total Amount (Rs.)
		A	B	C	D= (A+C)
1	Conduct GST audit in accordance with GST legislation for F.Y. 2023-24 as per the RFQ scope and terms & conditions				

Total Amount in words:

Date:
Place:

Seal & Sign of Authorised Signatory