



Let. No. 1007 / C.A / 2024-25 /

Date 20/2/25

E-Tender Notice

Request for Proposal for Chartered Accountant's Firm GST Monthly Compliances and Allied Work

Sr. No.	Name of Work	Work Duration	E-Publishing Date	Offer Opening Date
	Chartered Accountant's Firm GST Monthly Compliances and Allied Work for three consecutive Financial Years 2025-2026, 2026-2027 and 2027-2028	3 Years	21-Feb-2025	28-Feb -2025

Important Dates and Timing:

- | | |
|------------------------------------|----------------------|
| 1. Offer download start date | 21.02.2025, 03:00 PM |
| 2. Offer representation start date | 21.02.2025, 05:00 PM |
| 3. Offer representation last date | 28.02.2025, 12:00 PM |
| 4. Offer opening date | 28.02.2025, 03:00 PM |

Regards

(Dr. Mahesh Chandra Pandey)
Finance Controller

Copy to: Incharge Computer Cell in order to get the the RFP uploaded on Parishad and E- Tender Website.

Finance Controller

Uttar Pradesh Awas Evam Vikas Parishad
104-Mahatma Gandhi Marg,
Lucknow-226001

Request for Proposal
for Chartered Accountant's Firm
GST Monthly Compliances and Allied Work

Date: 21-02-2025

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FORMAT OF APPLICATION

1. Name of Firm:
2. Registration No. of the Firm:
3. Date of Registration of the Firm:
4. Details of Head Office & Branch Office(s):

Head Office:

Address	Date of Establishment	Contact Person/ Mobile Number	Email

Branch Office 1:

Address	Date of Establishment	Contact Person/ Mobile Number	Email

(Insert information for additional Branch office(s), if any)

5. Details of Partners:

Sl. No.	Name of Partner	Membership No.	FCA/ACA	Date of joining the firm
1				
2				
3				
4				
5				

6. Details of Semi-Qualified Assistants:

Sl. No.	Name of the Assistant	Qualification	Experience
1			

2			
3			
4			
5			

7. Details of other staff:

Sl. No.	Name of the Assistant	Qualification	Experience
1			

8. Empanelment with CAG:

(Copies of letter/document from CAG regarding Empanelment with CAG)

9. Details of Experience of firm in GST/Service Tax related work in departments of State/ Central Government/ PSU/ Autonomous Body etc. organization from FY 2013-14 on wards:

Sl. No.	Name of Organization	Year of Assignment	Nature of Assignment	Supporting document
1				
2				
3				

10. Details of Experience of firm in Housing Board/ Development Authorities:

Sl. No.	Name of Organization	Year of Assignment	Nature of Assignment	Supporting document
1				
2				
3				

11. Details of Valid Peer Review Certificate No. Dated (Enclose Supporting Document)

12. PAN No. of the Firm:

13. GST Registration No.:

14. EPF Registration No.:

Signature of Partner with Seal

Annexure-A

Sl. No.	Particulars	Points to be Allocated	Maximum Points
1	Year of Establishment of the firm	1 (One) per full financial year	20
2	Firm's Head Office located in U.P. Capital	Five Points	5
3	Firm's Branch Office located in U.P.	2 (Two) Per Branch	6
4	No. of partners in the firm who have been with the applicant firm for a minimum period of three years as on date of application	2 (two) for each partner who is ACA/FCA	10
5	No. of Semi-qualified Assistant (CA-IPCC/Inter) employed with the firm	1(one) per semi qualified assistant	6

6	Empanelment with CAG	5 for Major Audits 2 for other than major audits	5
7	Experience of the firm in handling GST / Service tax matters in Govt./State/Central/Autonomous body / PSU	2 (two) per year of assignment	20
8	Experience of firm in Housing Board/ Development Authorities	2 (two) per year of assignment	16
9.	Valid Peer Review Certificate issued by ICAI not older than three years		2
10.	Exclusive work experience in U.P. Awas Evam Vikas Parishad in last three years		10

Note:

1. Experience from the financial year 2016-17 onwards only shall be considered while carrying out evaluation for criteria at Sl. No. 8-10.
2. Sl. No. 8 to 10 points for each year's experience shall be awarded irrespective of the number of audits/ assignment handled during that particular year
3. GST /Service Tax experience includes GST return filing, GST audit, Service tax return filing, cash handling, DGAP work handling, DGGI / DGCEI etc.
4. Firm who have exclusive experience of handling assignment of units such as Estate management office, Division office/ head office of U.P. Awas Evam Vikas Parishad shall be given preference.

Annexure-B

(A) Instruction to the bidders:

1. Format of Application must be completely filled in. Incomplete applications will be outrightly rejected.
2. Please ensure that date of opening of Registered Office, Branch Office(s), entrance dates of all Partners into the firm, date of joining firm as qualified & semi-qualified assistants are invariably indicated in the application.
3. All EOIs will be evaluated on the basis of the documents furnished along with applications only.

4. Since, all the applications will be evaluated strictly on the basis of SelectionCriteriaas per Annexure-A, please avoid attaching unsolicited information/documents for processing applications expeditiously.
5. All the documents submitted should be signed by a Partner with his / hername and under the seal of the firm.
6. Applications must be submitted through E-tender i.e. www.etender.up.nic.in
7. Applications sent through E-mail will not beconsidered.

(B) List of Documents to be submitted alongwith the application:

1. Latest registration certificate of the firm issued by The Institute ofChartered Accountants of India w.r.t the information related to the year ofestablishment of Head Office, Branch Office(s), address(es), details ofpartners along with their membership nos. etc. Particulars as indicated inthe Certificate(s) will be treated asconclusive and used for the purpose ofevaluation of EOIs.
2. Certificates of ISA/ CISA/ Forensic Audit and Fraud Prevention from ICAI if any, issued by the respective Institutes.
3. Certificates/ Mark sheets issued by the respective Institutes in evidence ofqualification of semi- qualified assistants.
4. A declaration has to be submitted by each audit firm that none of itspartner(s) or qualified employee(s) is a partner in any other audit firmwhich is applying for the current empanelment in UPAVP. Any EOIwithout such declaration in this regard shall be summarily rejected.
5. Copies of appointment letters/Experience/completion certificate for the Assignments issued by PSUs/ / Central / State Government(s)/ Autonomous body in evidence of experience.
6. Peer review certificate issued by ICAI
7. Copy of PAN card.
8. Copy of GST Registration.
9. Copy of EPF Registration

10. A copy of complete EOI document duly signed as a token of acceptance of all terms and conditions and sealed.

Annexure-C

TERMS OF REFERENCE

The terms and conditions for attending the assignment in UPAVP are detailed here under:

The assignment is a time bound project and shall be attended in Estate Management Offices with co-ordination with head office. The assignment shall cover two periods: first is related to Service Tax era and second in GST era. The commencement of

work shall be started from next day of award of work assignment and to be submitted within one week including holidays.

1. Team

The firm would deploy a suitable team for understanding the assignment. The team should consist of at least two partner along with three semi-qualified staff and four assistants. It should be ensure that the assignment is headed by partner having more than 10 years of experience.

2. Report

The firm should submit the report along with working in a format provided by the head office at the time of award of work. The report shall be submitted within the stipulated time.

3. Payment of Fees

The firm will be paid the fees after successfully filing returns of GSTR-1, 3B and GSTR-7. The bill shall be submitted to Finance Controller, Uttar Pradesh Awasthi Vikas Parishad, 104, M.G. Marg, Lucknow-226001.

4. The quoted fee should not be in any case below the minimum fees prescribed.

5. General Terms and Conditions:

- i. Firms that secure 75 points and above as per criteria given in Annexure-A shall be considered for financial proposal.
- ii. This RFP is only for the purpose of empanelment of Firms and does not guarantee/assure allotment of Internal Audit/any other assignments.
- iii. The Parishad reserves its right to accept or reject any application(s) without assigning any reasons thereof. The decision of the Parishad for empanelment of Firms shall be final and binding upon the firms participating in the process of empanelment.
- iv. The Selected Firm will ensure that the information obtained in respect of the working/operation of the unit is maintained in strict confidence and secrecy at all times, including after the completion of the assignment. All such information shall remain exclusive property of UPAVP at all the times. A certificate towards maintaining confidentiality is to be provided by the Audit firm at the time of acceptance of assignment.

- v. If progress/performance of the audit team is not found satisfactory, Parishad reserves the right to discontinue the services of the Firm, without assigning any reason whatsoever.
- vi. The Audit Firm will be debarred from getting, in future, any assignments in UPAVP in the following cases:
 - a. If the Firm obtains the appointment on the basis of misrepresentation of information / misstatement of facts at the time of submission of application/documents along with RFP.
 - b. The Firm is found to have sub-contracted the work.
 - c. If the Firm does not take-up assignment in terms of the appointment letter.
 - d. If the Firm does not submit the Report, complete in all respects as per terms of the appointment.
 - e. If the firm refuses to take up the assignment as mentioned in the letter of appointment for any reason whatsoever.
- vii. If the assigned work is not completed within the due dates or within time extension (if any) given, penalty @ 25% per day shall be deducted from the bill subject to maximum of 100% of agreement value.
- viii. If a firm quotes the minimum fees based on the Estimated Value of work but does not complete the work, the firm will be blacklisted. Additionally, the matter will be reported to the Disciplinary Body of the Institute of Chartered Accountants of India (ICAI) for further action. This is to ensure that firms maintain their professional responsibilities and follow ICAI's ethical guidelines.

Annexure-D

Scope of Work

1. Compilation of GST information and data for all units/division offices of the Parishad.
2. Preparation of information and data for filing of Monthly GSTR-1.
3. Preparation of information and data for filing of Monthly GSTR-3B.
4. Preparation of information and data for filing of Monthly GSTR-7.

5. Reconciliation of Input tax Credit with the GSTR-2A.
6. Preparation and reconciliation of ITC as per the GST Rules 42/43 etc.
7. Attending the matters before Adjudicating officers on receipt of any notice regarding filing of GST returns and compilation of records.
8. Preparation of reply and submission before the adjudicating authorities and GST Audit authorities.
9. Response to the queries of the units / division/ head office within the reasonable time frame.
10. Attend the meetings when called by the Parishad no TA / DA or extra cost will be provided.
11. The scope of work shall be changed as per the requirement and no additional fees shall be awarded.

Details of Units:

1. Estate management office - Awadh Vihar Yozna, Lucknow
2. Estate management office - Vrindavan Yozna, Lucknow
3. Construction Division-04 Lucknow
4. Construction Division -08 Lucknow
5. Head Office Lucknow.

B0Q

E-TENDRING SCHEDULE

S.No	Description Of Item	Number	Amount (Minimum) Rs. 12 Lac PA & TA/DA+GST	Date Of Completion As per GST Act
1.	<ol style="list-style-type: none">1. Compilation of GST information and data for all units/division offices of the Parishad.2. Preparation of information and data for filing of Monthly GSTR-1.3. Preparation of information and data for filing of Monthly GSTR-3B.4. Preparation of information and data for filing of Monthly GSTR-7.5. Reconciliation of Input tax Credit with the GSTR-2A.6. Preparation and reconciliation of TTC as per the GST Rules 42/43 etc.7. Attending the matters before Adjudicating officers on receipt of any notice regarding filing of GST returns and compilation of records.8. Preparation of reply and submission before the adjudicating authorities and GST Audit authorities.9. Response to the queries of the units / division / head office within the reasonable time frame.10. Attend the meetings when called by the Parishad no TA / DA or extra cost will be provided.11. The scope of work shall be changed as per the requirement and no additional fees shall be awarded.	1		


Finance Controller