



Tender No. KSMC&A/ACCTS/ITAXCON/2025-26

Date: 11.04.2025

**Karnataka State Marketing Communication & Advertising Ltd**  
(A GOVT. OF KARNATAKA UNDERTAKING)

EXPRESSION OF INTEREST  
CUM  
REQUEST FOR PROPOSAL

FOR APPOINTMENT OF GST CONSULTANTS

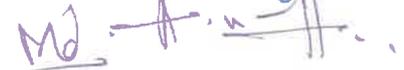
**Time Table**

Last Date for Submission of Tenders	: 21.04.2025. 05.00 PM
Date of opening Pre qualification Bids	: 22.04.2025. 05.30 PM
Contact Person	: Smt. Rashmi Yadati
Designation	: Manager – F & A
Phone	: 080 22285857

**Place of Pre bid meeting**

**KSMCA LTD, MCA HOUSE, 42, MILLERS ROAD, BANGALORE – 560 001.**

For Karnataka State Marketing  
Communication & Advertising Ltd

  
Managing Director



**Karnataka State Marketing Communication & Advertising Ltd**  
(A Government of Karnataka Undertaking)  
MC & A House, 42, Millers Road, Bangalore – 560 052.

PH – 22256287 / 22256288 / 22254289 / 22252132 / 22257965  
E-mail:md@mcaltd.in

Tender No. KSMC&A/ACCTS/GSTTAXCON/2025-26

Date: 11.04.2025

**EXPRESSION OF INTEREST CUM REQUEST FOR PROPOSAL FOR APPOINTMENT OF  
GST CONSULTANTS**

Expression of Interest cum Request for Proposal (EOI – RFP) is invited for **APPOINTMENT OF GST  
CONSULTANTS**

for consultancy of our Organisation from reputed Chartered Accountants. Detailed Information is given in the specifications of jobs in the Document of Expression of Interest.

Submission of Proposals in General:

1. Consultancy services for Income Tax of KSMC&A Ltd for 2025-26, i.e., 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026.
2. Proposals shall be submitted by CA firm supported with their certificate of registration with ICAI of India in two parts, viz., Technical and Financial.
3. "Technical" and "Financial" proposals must be submitted through e-portal (www.eproc.karnataka.gov.in) of the Department of E-Governance, Government of Karnataka indicating the professional service. The "Technical proposal" should include the description of the firm/organization, firm's general experience in the field of assignment, qualification and competency of the personnel proposed for the assignment. The 'FINANCIAL PROPOSAL' must be submitted along with it separately and should contain the lump-sum offer for the Consultancy Services, excluding taxes.
4. The proposal has to be accompanied with payment of EMD amounting to Rs.10,000/- through e-portal. The successful bidder's EMD shall get released only after completion of work and the other unsuccessful bidders' EMD shall get refunded to them soon after the signing of the contract.

The Management has the right to accept or reject any or all the Expression of Interest without assigning any reasons thereon.

Sd/-

**Tender Inviting Authority**

For Karnataka State Marketing  
Communication & Advertising Ltd

  
-- Managing Director



## Section 1. LETTER OF INVITATION

KSMC&A/ACCTS/GSTTAXCON/2025-26

Date: 11.04.2025

To

M/s ABC & Co., Chartered Accountants,  
M/s XYZ & Co., Chartered Accountants,  
M/s XXX & Co., Chartered Accountants.

Sir,

Sub: Expression of Interest cum Request **FOR APPOINTMENT OF GST CONSULTANTS**

**Ref: This office advertisement Dated: 11/04/2025 and Expression of Interest (EOI) date 11.04.2025**

Karnataka State Marketing Communication & Advertising invites proposals/offers through Competitive Bidding from shortlisted CA Firms for ONE YEAR to be extended on performance basis for another two years.

**The Interested parties “Expressing interest” cum Request for Proposals FOR APPOINTMENT OF GST CONSULTANTS Services to M/s KSMC &A Ltd., may apply through e-procurement platform.** The EOI documents are available at e-procurement website: <https://eproc.karnataka.gov.in> **address from 11.04.2025 to 21.04.2025**

KSMC&A reserves the right to reject any and all proposals as it may determine in its sole and absolute discretion.

Yours faithfully,

Sd/-

MOHAMMED ATEEQUILLA SHARIFF  
Managing Director

For Karnataka State Marketing  
Communication & Advertising Ltd

  
Managing Director



## Section 2. Information to GST CONSULTANTS

The name of the Company : Karnataka State Marketing Communication & Advertising Ltd  
MC & A House, 42, Millers Road  
Bengaluru -560 052.

Expression of Interest (EoI) Proposals : Yes – through E-procurement portal  
are requested

The name, objectives and description : Request for proposals for providing  
of the Assignment are GST Consultant to KSMC&A,

### **The name(s), address(es), and telephone/numbers of the KSMC&A's Official(s) are:**

Name of Contact Person & Number : 1. MOHAMMED ATEEQUILLA SHARIFF  
Managing Director  
080 22266271

2. Smt. Rashmi Yadati  
Manager – F & A  
080 22285857

Name & Address of the Company : Karnataka State Marketing Communication & Advertising Ltd.,  
No.42,KSMC&A House, Millers Road  
Bengaluru – 560 052

For Karnataka State Marketing  
Communication & Advertising Ltd

  
Managing Director

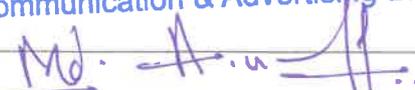


### **Section 3. SCOPE OF GST RELATED SERVICES**

**The following works are to be carried out by the Tax Consultants as enumerated below:**

1. Verification of all purchase invoices & Expenses for the eligibility of Input Tax Credit and sales invoice for the payment of GST liability on monthly basis.
2. Verifying the transactions for applicability of RCM.
3. Calculating the monthly tax liability for GST/TDS GST based on the data provided by company.
4. Preparation, Compilation and Submission of Monthly and Annual returns within time or any other reports or Returns statutorily required (GSTR-1, GSTR-3B & GSTR-7).
5. Review of Books of accounts on monthly basis for verification of GST rates, HSN/SAC classification and other relevant matters
6. Input tax Reconciliation-GSTR-2A, 2B vs GSTR-3B on monthly basis
7. Input Tax Reconciliation-GSTR2B vs GSTR-3B on monthly basis.
8. Input Tax Reconciliation-GSTR-2A, 2B vs Books on monthly basis
9. Undertake Liaison work with the Tax Authorities for preparation and submission of replies against the notices issued by the Tax Authorities from time to time.
10. Queries raised by the company regarding Taxation have to be replied /Clarified then and there
11. Liaisoning with Taxation authorities for assessment/Hearing till completion of assessment on behalf of the company.
12. On receipt of communication/Notice/Show cause notice from the Tax Authorities and forwarding to Tax Consultant for drafting replies in compliance to that Communication / Notice under relevant rules & acts including physical appearance before appellate authority.
13. To represent and appear before Taxation authorities /Appellate Authorities for current as well as old pending cases pertaining to VAT/Service Tax/GST and submitting explanation and information asked for.
14. Examination of the Assessment Order/Appellate Orders and advising further action in the matter.
15. Drafting and Preparation of Appeal papers and submitting before Appellate Authority and necessary co-ordination with appellate authority including physical appearance before appellate authority.
16. Assisting and coordinating, if any scrutiny/audit conducted by Tax Department within the premises of the company.
17. In case of any dispute arising with assessing authority, all necessary guidance & assistance will be given to sort out the dispute.
18. Claiming of refund if any from the Tax Authorities.
19. To inform the latest amendments/circulars issued from time to time by Government with respect to GST/Income tax related matters and conduct workshops on Indirect tax matters for the benefit of Executives as and when as requested.
20. Reply to Internal Auditors report, Statutory Auditors and Comptroller & Auditor General Accountant General queries.
21. Verifying the transactions for applicability of ITC reversal
22. Bill wise reconciliation should be done for TDS on GST credited in the Portal with books of accounts.
23. Any other matters assigned pertaining to GST as required by the Management

For Karnataka State Marketing  
Communication & Advertising Ltd

Md. A. U.   
Managing Director

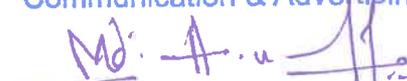


#### **Section 4. Eligibility Criteria & Selection Process**

The offer shall be considered only from Indian, technically competent, experienced and GST Registered Practitioners / Firms of Chartered Accountants who meet the following qualification requirements.

<b>S. No.</b>	<b>Criteria</b>	<b>Documents / Information Require</b>	<b>Basis of Marking</b>											
1.	The practitioner/firm should be Registered GST Practitioner and must have an office in Bangalor headed by a full-time partner having experience in GST matters	1) Bidder to submit a copy of PCT 02 (Enrollment Certificate on GST Portal) 2) Address Proof of the office registered in Bangalore 3) Address Proof of the Practitioner (atleast one) of residing in Bangalore.	Mandatory Criteria											
2.	Experience as GST consultant	Appointment Letter(s)/ agreement(s) for all the years from 2017-18 onwards	<table border="1"><thead><tr><th><b>No. of Years</b></th><th><b>Marks</b></th></tr></thead><tbody><tr><td>&gt;6</td><td>20</td></tr><tr><td>&gt;4 and &lt;=6</td><td>15</td></tr><tr><td>&gt;2 and &lt;=4</td><td>10</td></tr><tr><td>&lt;=2</td><td>5</td></tr></tbody></table>	<b>No. of Years</b>	<b>Marks</b>	>6	20	>4 and <=6	15	>2 and <=4	10	<=2	5	
<b>No. of Years</b>	<b>Marks</b>													
>6	20													
>4 and <=6	15													
>2 and <=4	10													
<=2	5													
3.	Experience in GST matters from 2017-18 Onwards pertaining to companies having	As per Annexure-1	5 marks for each company having turnover of ₹50 crore or more.  Or											

For Karnataka State Marketing  
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Managing Director



	turnover of ₹ 50 crore or more.		10 marks for each company having turnover of ₹100 crore or more.  Note:Acompany with a turnover of ₹ 100 crore or more will be eligible for <b>10 marks only</b> , and will not be considered for 15 marks.  <b>MaxMarks:40</b>
4.	Experience in GST matters from 2017-18 onwards pertaining to Public Sector Undertaking (PSU).	As per Annexure-1	4 marks for each PSU.  <b>Max Marks:20</b>
5.	Interaction with Management Committee	Bidder will be required to present himself/herself before the committee.	<b>Max Marks:20</b>

**Note:Financial Bids of only those bidders whose Technical Score is more than or equal to 40 shall be opened.**

**Annexure- 1**

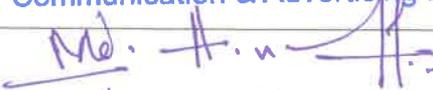
**Details of experience of the firm in GST matters**

S. No.	Name of Organization	Whether PSU (Yes/ NO)	Period of engagement (From date and to date)	Turnover of the client during year of engagement along with proof*	Experience Certificate or Appointment Letter duly signed by authorized representative of the Client to be closed

\*For turnover proof copy of audited financials accounts must be closed (Only statement of P&L)

**Computation of Score (50:50) on Quality Cost Based System (QCBS)**

A final combined score will be arrived at by applying above mentioned relative weightage to the score of technical criteria & score of financial bid. The proposal with highest weighted

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Managing Director



combined score shall be selected for initially one-year term. Subsequently, based on satisfactory performance, extension will be provided with the approval of Competent Authority. Example for QCBS is given hereunder:

Bidder	Technical Score (Assumed)=X	Financial Bid (Assumed) = Y	Financial Score (L*100/Y) = Z	Total Score (X*0.50 + Z*0.50)
A	80	2,40,000	75.00	77.50
B	50	2,10,000	85.71	67.85
C	40	1,80,000 (L)	100	70.00

In the above case, Bidder 'A' will be selected on the basis of highest score as per QCBS method. He will be paid Rs. 2,40,000/-as per his quote even if his financial bid is higher than other bidders.

**Note:**

1. Bidders are required to furnish the complete and correct information required for evaluation of their bids. If any information furnished is found to be false/misleading/incomplete, the same shall be considered as adequate ground for rejection of the bids.
2. Bidders are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. KSMCA reserves the right to seek additional information or ask for supporting documents from Bidders for verifying/evaluating their credentials whenever required.

**Note:**

1. Bidders are required to furnish the complete and correct information required forevaluation of their bids. If any information furnished is found to be false/misleading/incomplete, the same shall be considered as adequate ground for rejection of the bids.
2. Bidders are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. KSMCA reserves the right to seek additional information or ask for supporting documents from Bidders for verifying/evaluating their credentials whenever required.

For Karnataka State Marketing  
Communication & Advertising Ltd

Managing Director



### Computation of Score (50:50)

A final combined score will be arrived at by applying above mentioned relative weightage to the score of technical criteria & score of financial bid. The proposal with highest weighted combined score shall be selected for initially one-year term. Subsequently, based on satisfactory performance, extension will be provided with the approval of Competent Authority. Example for QCBS is given hereunder:

Bidder	Technical Score (Assumed)=X	Financial Bid (Assumed) =Y	Financial Score (L*100/Y) = Z	Total Score (X*0.50 + Z*0.50)
A	80	8,00,000	75.00	77.50
B	50	7,00,000	85.71	67.85
C	40	6,00,000 (L)	100	70.00

In the above case, Bidder 'A' will be selected on the basis of highest score as per QCBS method. He will be paid Rs. 8,00,000/- as per his quote even if his financial bid is higher than other bidders.

### Section 5. Preparation of Proposal

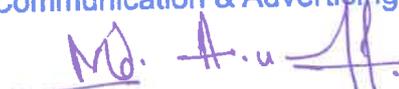
- 5.1 In preparing the Proposal, GST Consultant are expected to examine the documents comprising this EOI in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 5.2 The quote submitted by the Consultancy Firm shall be valid for the total period of 3 years. (Initially one year to be extended on performance basis for another two years). There will be no annual increase in the quoted price during the tenure of the contract.

### Section 6. Proposal Evaluation

#### **General**

- 6.1 From the time the proposals are opened to the time the contract is awarded, if any Firm wishes to contact KSMC&A on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the Firm to influence the KSMC&A in the KSMC&A's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Consultancy Firm's proposal.
- 6.2 Evaluation of EOI Proposals:  
The evaluation committee appointed by KSMC&A evaluates the proposals on the basis of eligibility criteria mentioned in EOI.

For Karnataka State Marketing  
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Managing Director



## **Section 7. Negotiations**

Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.

## **Section 8. Award of Contract**

- 8.1 The contract will be awarded following negotiations. After negotiations are completed, KSMC&A will promptly notify other Consultancy Firm on the shortlist that they were unsuccessful.
- 8.2 The Consultancy Firm is expected to commence the Assignment from 01.04.2025 on the date and at the location specified in the Data Sheet.

## **Section 9. Confidentiality**

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Tax Consultant Firm who have submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

## **Section 10. Time Frame**

The Consultancy firm/company shall be appointed for a period of 3 years on year to year basis but the performance be reviewed by KSMC&A every year to continue the appointment. Extension of work of firm beyond this period shall be subject to the decision of KSMC&A.

## **Section 11. Payment Schedule**

The payments shall be on quarterly basis. The Company shall release professional fees within fifteen days of acceptance of each report.

## **Section 12. Composition of Committee:**

Evaluation & Review committee to monitor Consultancy Firms work:  
Deputy General Manager (Non-Technical), KSMC&A  
Manager (Finance & Accounts), KSMC&A  
Manager (Client Service Department), KSMC&A  
Assistant Manager (Media), KSMC&A  
Asst. Director (Admin), KSMC&A

## **Section 13. Commencement, Suspension and termination of Agreement**

### **13.1 Commencement of Services**

The Tax Consultant Firms shall begin carrying out the Services within thirty (30) days

For Karnataka State Marketing  
Communication & Advertising Ltd  
M. A. J.  
Managing Director



after the date the Contract becomes effective, or at such other date as may be specified in the SC.

### 13.2 Suspension:

KSMC&A may by written notice of suspension to the Tax Consultant Firm, suspend all payments to the Tax Consultant Firm hereunder if the Tax Consultant Firm fail to perform any of their obligations under this contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Tax Consultant Firms to remedy such failure within a period not exceeding thirty (30) days after receipt by the Tax Consultant Firm of such notice of suspension.

### 13.3 Termination By KSMC&A

KSMC&A may terminate this Contract, by giving not less than thirty (30) days' written notice of termination to the Tax Consultant Firm, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause 2.7.1 and sixty (60) days' in the case of the event referred to in (e):

- a) if the Tax Consultant Firm does not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days of receipt after being notified or within such further period as KSMC&A may have subsequently approved in writing;
- b) if the Tax Consultant Firm (or any of its Members) become insolvent or bankrupt;
- c) if, as the result of Force Majeure, the Tax Consultant Firm are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d) if the Tax Consultant Firm, in the judgment of the KSMC&A has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- e) If KSMC&A, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

## Section 14. Obligations of the Firms / Tax Consultants

### General

The Tax Consultant Firm shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices. The Tax Consultant Firm shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to KSMC&A, and shall at all times support and safeguard KSMC&A 's legitimate interests.

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For Karnataka State Marketing  
Comm. & Advertising Ltd

  
Managing Director

Sd/-  
Tender Inviting Authority

