

Let. No. 544 / C.A / 2025-26 / 03/12/25

Date 03/12/25

E-TENDER NOTICE

Engagement of a Firm of Chartered Accountant GST Annual Return and Reconciliation of
UPAVP for FY 2024-25 to 2026-27(Three Years)

The Uttar Pradesh Awas Evam Vikas Parishad invites proposals from eligible Chartered Accountants/firms for GST Annual Return and Reconciliation and Allied Work for UPAVP for FY 2024-25 to 2026-27 which may be extended as per performance. The work involves:

- The consultant shall be responsible for the preparation and filing of the Annual GST Returns in Form GSTR-9 and the Reconciliation Statement in Form GSTR-9C, as applicable, in accordance with the provisions of the CGST Act, 2017 and relevant rules.
- The consultant will review monthly and quarterly GST returns (GSTR-1, GSTR-3B, GSTR-7, etc.) already filed during the financial year to verify the correctness and consistency of the data to be used for annual return filing.
- The consultant will undertake detailed reconciliation of outward supplies, Input Tax Credit (ITC), TDS/TCS, and other components between the books of accounts and GST returns. Any discrepancies observed will be brought to the notice of the management for necessary clarifications or corrective actions.
- The consultant will collect necessary data and supporting records from various field offices including Construction Divisions, Estate Management Offices, and other departments to ensure the completeness and accuracy of GST disclosures in the annual returns.
- The consultant shall verify accounting records, invoices, and ledgers related to GST transactions and ensure that all entries reported in the annual return are adequately supported by appropriate documentation, including reconciliation statements.
- The consultant shall provide necessary assistance to the statutory auditor or GST auditor during the filing of Form GSTR-9C and respond to queries, clarifications, and document requirements related to GST annual compliance.
- The consultant shall ensure that all GST filings are done within the prescribed due dates to avoid interest and penal consequences.
- No original documents or vouchers shall be taken outside the office premises. Verification of records will be conducted on-site, and all relevant work shall be carried out at the designated office location.
- Remaining detailed Scope of work and Terms & Condition will be same as mentioned in RFP attached.
- Response to the queries of the units/division/ head office within the reasonable time frame.

- Attend the meetings when called by the Parishad no TA/DA or extra cost will be provided.
- The scope of work shall be changed as per the requirement and no additional fees shall be awarded
- The applicant must be a registered Chartered Accountants or a firm of Chartered Accountants with experience in aforesaid work for government or public sector entities with other eligibility conditions as per the RFP document.
- The RFP document can be downloaded from [<https://etender.up.nic.in>]. The last date for online submission of proposals is 15-12-2025 at (12.00 PM). Only bids submitted through the e-Tender portal will be considered. The selection of the firm shall be based upon QCBS method.
- The authority reserves the right to accept or reject any proposal without assigning any reason. Any corrigendum or amendment will be published only on [<https://etender.up.nic.in>].

Important Dates:-

1-Offer Download Start Date 03.12.2025	Time: 03.00 PM
2-Start Date of Submission of Proposal 03.12.2025	Time: 05.00 PM
3- Last Date of Submission of Proposal 15.12.2025	Time: 12.00 PM
4-Proposal Opening Date 15.12.2025	Time: 03.00 PM



[Finance Controller]

[Uttar Pradesh Housing & Development Board]



E-TENDRING SCHEDULE

No	Discription Of Item	Number	Amount (Minimum)	Date Of Completion
1	Engagement of a Firm of Chartered Accountant GST Annual Return and Reconciliation of UPAVP for FY 2024-25 to 2026-27 (Three Years)	1	Rs. 3.50 Lac per annum +GST	As per GST Act
2	Detailed scope of work and terms and condition mentioned in RFP document attached			


Finance Controller