

NATIONAL AGRICULTURAL COOPERATIVE MARKETING FEDERATION
OF INDIA LTD. (NAFED)
Lucknow Branch

Nafed Warehousing Complex, Chhatta Mile Chauraha, Sitapur Road, Bakshi Ka Talab (BKT), Lucknow – 226201

NOTICE INVITING QUOTATIONS (NIQ)

For Appointment of Chartered Accountant / Chartered Accountant Firm for GST Consultancy & Compliance Services

NAFED, Lucknow Branch invites Technical Quotations from experienced Chartered Accountants/Chartered Accountant Firms based in Lucknow for providing GST Consultancy & Compliance Services for the Financial Year 2026-27.

The selected Chartered Accountant/Firm shall provide professional services relating to GST compliance, advisory, reconciliation, litigation support and other related assignments as detailed below.

1. Scope of Work

The selected Chartered Accountant/Firm shall be responsible for, inter alia, the following:

1. Filing of monthly/quarterly GST returns.
2. Filing of Annual GST Returns and Reconciliation Statements, wherever applicable.
3. Providing GST opinions, consultancy and advisory services.
4. Reconciliation of GSTR-2A, GSTR-2B, GSTR-3B and Books of Accounts.
5. Assistance in GST registration, amendment and cancellation.
6. Clarification on GST issues relating to HSN classification, tax rates, invoicing and statutory compliance.
7. Drafting and submission of replies to notices, summons, audits and communications issued by GST authorities.
8. Identification and rectification of GST mismatches and reconciliation of accounting records (including Tally) with GST Portal.
9. Advising NAFED regarding amendments in GST laws and ensuring timely statutory compliance.
10. Vetting of GST-related agreements, contracts, letters, formats and documents.
11. Filing of any additional GST returns/forms prescribed from time to time.
12. Any other GST-related work assigned by NAFED during the contract period.

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2. Eligibility Criteria

1. The applicant shall satisfy the following eligibility conditions:
2. The Chartered Accountant/Firm shall have a minimum of 05 years' experience in GST consultancy and compliance services.
3. The Lead Partner/Proprietor should not be more than 50 years of age as on the last date of submission.
4. The Chartered Accountant/Firm must have a functional office in Lucknow.
5. The selected CA/Firm shall visit the NAFED Lucknow Office whenever required for discussions, reconciliations, compliance and coordination.
6. Preference shall be given to firms having experience of handling GST matters of Government Departments, Public Sector Undertakings (PSUs), Cooperative Organizations and other large institutions.

3. Mandatory Eligibility (Pass/Fail)

The following documents/conditions are mandatory:

1. Valid ICAI Registration Certificate.
2. GST Registration Certificate.
3. PAN Card.
4. Minimum 5 years' experience in GST consultancy.
5. Functional office in Lucknow.
6. Lead Partner/Proprietor not exceeding 50 years of age.
7. Willingness to visit NAFED office whenever required.
8. Self-declaration regarding non-blacklisting by any Government Department/PSU/Statutory Authority.
9. Self-declaration that the firm has not been convicted of professional misconduct by ICAI during the last five years.
10. Undertaking regarding confidentiality of NAFED records.
11. Failure to satisfy any of the above conditions shall render the bid liable for rejection.

4. Evaluation & Selection Criteria

The selection shall be carried out in two stages:

Stage-I: Technical Evaluation; Annexure-I

Only bidders meeting the mandatory eligibility criteria shall be considered for technical evaluation.

The technical proposal shall be evaluated on the following parameters:

Sl. No.	Technical Criteria	Maximum Marks	Documents Required
1	Experience in GST Consultancy & Compliance (Minimum 5 years)	15	ICAI Registration, Experience Certificate
2	Experience of handling GST work of Government Departments/PSUs/Cooperative Societies/Autonomous Bodies	20	Work Orders/Completion Certificates
3	Experience in GST Return Filing, Annual Returns & GST Reconciliation (GSTR-2A/2B/3B)	10	Client Certificate/Work Orders
4	Experience in handling GST Assessments, Notices, Appeals and Departmental Proceedings	10	Copies of Orders/Client Certificates
5	Experience in Tally-based & ERP GST Reconciliation and Accounting Review	5	Self-certification/Client Certificate
6	Strength of the Firm in Lucknow (Partners/Qualified CAs/Semi-qualified Staff/Articles)	10	Firm Profile
7	Number of Active GST Clients handled during the last three financial years	10	Client List certified by CA
8	Office established in Lucknow with adequate infrastructure and manpower	5	Address Proof/Office Details
9	Availability for regular visits to NAFED Office and response to urgent matters within 24 hours	5	Undertaking
10	Interaction on approach, understanding of scope of work and methodology	10	Presentation before Evaluation Committee

Only bidders securing **70 marks or above** in the Technical Evaluation shall qualify for submission of the Financial Bid.

Stage-II: Financial Evaluation : Annexure-II

Financial Bids of only technically qualified bidders shall be opened.

The final selection shall be based on the **Quality-cum-Cost Based Selection (QCBS)** methodology:

- Technical Score – 70%

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- Financial Score – **30%**

The bidder obtaining the highest combined score shall be considered for award of the contract.

5. Contract Period

The appointment shall initially be for **Financial Year 2026-27**.

The contract may be renewed for subsequent financial years based on satisfactory performance, mutual consent and approval of the Competent Authority.

Revision in professional fees, if any, shall be considered only after completion of each financial year.

6. Submission of Technical Quotation

Interested Chartered Accountants/Firms shall submit the following:

1. Covering Letter
2. Firm Profile
3. Details of GST Experience
4. ICAI Registration Certificate
5. GST Registration Certificate
6. PAN Card
7. Details of Lead Partner/Proprietor
8. Relevant Experience Certificates/Work Orders
9. Self-declaration regarding non-blacklisting
10. Confidentiality Undertaking

Financial Bid

The Financial Bid shall be **submitted** only by technically qualified bidders **in** the prescribed format.

The date and mode of submission/opening of the Financial Bid shall be communicated separately to technically qualified bidders.

7. Mode of Submission

A. Physical Submission

The State Head

NAFED, Lucknow Branch
Nafed Warehousing Complex,

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OR

B. Email Submission

Email: recruitmentnafedlucknow@gmail.com

8. Last Date of Submission

The complete Technical Quotation must reach NAFED on or before:

31 July 2026

Late submissions shall not be entertained.

The schedule for submission of the Financial Bid shall be intimated separately to the technically qualified bidders.

9. General Terms & Conditions

1. NAFED reserves the right to accept or reject any or all quotations without assigning any reason.
2. Mere submission of the quotation shall not confer any right for appointment.
3. The selected Chartered Accountant/Firm shall maintain strict confidentiality of all records, documents and information of NAFED.
4. The selected firm shall comply with the Chartered Accountants Act, ICAI Guidelines, GST Laws and all other applicable statutory provisions.
5. NAFED may terminate the engagement at any time in case of unsatisfactory performance, breach of confidentiality or violation of contractual terms.
6. Any dispute arising out of this engagement shall be subject to the jurisdiction of the competent courts at Lucknow only.

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Annexure-I

Documents to be send with Technical quote before 31.07.2026

Checklist of Documents to be submitted with Technical Bid

Sl. No.	Particulars	Submitted (✓/X)
1	Covering Letter (as per prescribed format)	
2	Firm Profile	
3	Details of GST Experience	
4	Copy of ICAI Registration Certificate	
5	Copy of GST Registration Certificate	
6	Copy of PAN Card	
7	Details of Lead Partner/Proprietor	
8	Copies of Relevant Experience Certificates/Work Orders	
9	Self-Declaration regarding Non-Blacklisting/Debarment	
10	Copy of ICAI Certificate of Practice/Firm Registration	
11	Copies of Work Orders/Client Completion Certificates	
12	Client List (Certified by the Chartered Accountant/Firm)	
13	Address Proof and Office Details (Lucknow Office)	
14	Undertaking regarding Acceptance of NIQ Terms & Conditions	
15	Confidentiality Undertaking	

Declaration

I/We hereby certify that all the above documents have been enclosed with the Technical Bid and the information furnished is true and correct to the best of my/our knowledge. I/We understand that any false information or suppression of facts may result in rejection of the bid or termination of the engagement.

Name of CA/Firm: _____

ICAI Registration No.: _____

Name of Proprietor/Lead Partner: _____

Place: _____

Date: _____

Signature & Seal of the Chartered Accountant/Firm

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Financial Quotation

Particulars	Amount (₹)
Professional Fee for one Financial Year (Exclusive of GST)	
GST Applicable	
Total Amount (Inclusive of GST)	

Declaration

I/We certify that the above rates are valid for the Financial Year 2026-27 and that all terms and conditions mentioned in this Notice Inviting Quotation are acceptable to us.

Name of CA/Firm: _____

ICAI Registration No.: _____

Name of Proprietor/Partner: _____

Address: _____

Mobile No.: _____

Email: _____

Date: _____

Signature & Seal

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