

**SARDAR VALLABHBHAI NATIONAL INSTITUTE
OF TECHNOLOGY, SURAT – 395 007**

ENQUIRY

FOR

GST Annual Return & GST Audit Work

AT

SVNIT, SURAT.

ENQUIRY FOR Annual Return & GST Audit work at
SVNIT, SURAT

Enquiry reference no: A/c. /GST/670/2018-19

Date: 03-12-2018

Section I : PREAMBLE

- The Sardar Vallabhbhai National Institute of Technology, Ichchhantah, Surat (SVNIT, Surat) invites sealed bids from the Experienced and Competent Charter Accounting Firm (CA Firm) for GST related work such as Annual Return and GST Audit work to SVNIT, Surat, as per the requirements & technical compliance defined in the “GST ACT” and as specified in this Enquiry document; at the terms and conditions specified in the section “**General Terms & Conditions**”; provided the CA Firm satisfies the pre-qualification requirements as listed out in the section “**Prequalification Requirements of the Bidder**” to bid for the Enquiry.
- The entire Enquiry document comprises of various sections, as listed below:
 1. Preamble (this page)
 2. Schedule of Enquiry & Enquiry Form Covering letter
 3. Prequalification Requirements of the Bidder
 4. Scope of Work
 5. General Terms & Conditions
 6. Declaration to be honored and signed by the bidder
 7. Summary Sheet
- The Enquiry form should downloaded from the institute web-site,
- Bids will be opened in the presence of Bidders' representatives who may choose to attend on the specified date and time.
- In the event of the date specified for the bid receipt and opening, being declared as a closed holiday for SVNIT, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
- **The bid from the CA Firm who is found in fraud activity with SVNIT or on the name of SVNIT shall not be allowed for bidding and the bid from such CA Firm will not be accepted and will be rejected. The bid submitted in consortium with such CA Firm will not be considered and if such information is found later then the work order issued will be terminated immediately without any notice.**

Section II : SCHEDULE OF ENQUIRY

1. Last date of submission of Enquiry at SVNIT: **17th December 2018 (before 5:00 pm)**
2. Date of Opening of Enquiry of Pre-qualification requirements: **18th December 2018**
3. Date of Opening of Techno-commercial offer: **18th December 2018**
4. Place of opening of bids: Conference Room of A/c Section, SVNIT, Surat
5. Address for communication: Director, S V National Institute of Technology,
Ichchhanath, Surat – 395007

Important Notes:

- Enquiry offers must be sent by Registered Post A.D./Speed Post/Hand delivery only.
- Price in Indian Rupees should be quoted.

ENQUIRY FORM

FROM : _____

To,
The Director,
SVNIT, Surat

Sub.: **Enquiry for GST Annual Return & GST Audit Work to SVNIT, Surat**

Sir,

With reference to above, we submit the following particulars of our Firm.

1. Name of the firm & address with direct phone :
numbers

2. Name of the proprietor/ name of the firm :
3. Registration number & date :
4. Date of Establishment :
5. Present strength of the firm
 - Any Certification Standards : _____
 - No. of Major Clients with similar scope and magnitude of work : _____
 - No. of full time partners : _____
 - No. of audit staff : _____
6. Annual turnover in Rs. lacs :
(only in providing similar services)

Section III: Prequalification Requirements of the Bidder

Following are the specific pre-qualification requirements which should be satisfied by the bidding Charter Accountant Firm – GST Work (henceforth referred to as the “CA Firm”) for being **primarily considered** for bidding for above mentioned services at SVNIT, at the terms & conditions, mentioned in the appropriate section in this document:

Sr No	Details	Documentary Evidence Required to be attached	Compliance YES/NO	Corresponding Document as Proof in our Prequalification Requirements Document Set on PAGE NO
1	The CA Firm must be a registered firm (The Firm must be capable of handling matters related to Indirect taxation like Service Tax, Excise, GST etc)	Copy of Registration		
2.	The CAs must have minimum Five years of experience in providing auditing work	Copy of work order		
3.	The CA Firm must have local office at Surat	Copy of any two of the following : Property tax bill/Electricity Bill/Telephone Bill		
4.	The annual turnover of the CA Firm for providing same kind of work should be more than Rs. 10 lacs or above.	Copies of the Annual Account Statement		
5.	Net worth of the CA Firm must be positive	Copies of the Annual Account Statement		

If **complying all of the above conditions and appearing to be qualifying to bid**, the prospective CA Firm shall provide appropriate documents stating compliance of the above, **put them in a separate envelope along with a compliance statement** stating compliance to all the above requirements, super scribe it with “**Prequalification Requirements of the Bidder**” and enclose it in the main envelope along with the techno-commercial bid (**which should be supplied in other separate envelope**).

Place:
Date:

Signature of the Bidder:
Name & Address of the Bidder with office Stamp

Section IV : Scope of Work

The Institute has adopted the accounting method as per guideline of MHRD (Funding agency).

1. Institute makes Payment of GST on monthly basis within due date and as per the requirement of compliances of the act.
2. To analyze the reports/draft Rules/Law or any other amendment or documents related to GST published by the Government and suggest necessary steps to be taken by the institute in regards.
3. To advise the institute regarding amendment of existing software of development of new functionality or software, if required, to comply with GST and all relevant Rules and Provisions to with respect to GST including place of supply of Service Rules, point of Taxation Rules, Valuation Rules, etc.
4. Put in place necessary checks to ensure integrity of data being received at the Account Section.
5. Guidance/advises for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime.
6. To continuously review the above systems and software for ensuring compliance with GST requirements,
7. To assist in preparation/review and verification and filing of periodical GST returns,
8. To advise the institute on all issues related to GST as covered in GST
9. For the said agreement GST shall mean any other similar law which may be in force in future such as but not limited to GST.
10. Attending GST Audits and compliance of GST Audit queries and appearing before GST authorities for appeal proceedings and other related matters.
11. Attending Indirect taxes (i.e. GST) Audits and compliance of queries and appearing before respective authorities for appeal proceedings and other related matters which is carried forward of earlier years.
12. Help in resolving on any queries pertaining to the GST to the institute on immediate basis.
13. Annual Audit work of GST and submission of Audit report.
14. Filling of Annual Return of the institute.
15. The CA firm shall have to provide the services of expert as and when required at SVNIT.

Section V : GENERAL TERMS AND CONDITIONS

1. The bidder must comply all the pre-qualification conditions mentioned in the head “**PRE QUALIFICATION REQUIREMENTS OF THE BIDDER**”
2. Enquiry should be enclosed in a **sealed covers**, super scribed “**Enquiry for Annual Return of GST and GST Audit to SVNIT, SURAT**” addressed to the “Director, Sardar Vallabhbhai National Institute of Technology, Ichchanath, Surat–395 007.”
3. The main sealed cover should contain within it, apart from the other required documents/items, the following at least two envelopes viz.
 - a. A sealed Envelope super scribed as “**Prequalification Requirements of the Bidder**”
 - b. A sealed Envelope super scribed as “**Techno-Commercial Statement**”It should very clearly be noted that **any bid without these two envelopes, enclosed in the main envelope, will be treated as an incomplete bid and is liable to be rejected.**
4. The Enquiry received after due date will be rejected.
5. The Techno-commercial offer of only those Enquiries will be considered who satisfies pre-qualifying criteria.
6. The validity of offer must be at least **120 days** from the date of opening of the price bid.
7. The bidder should preferably visit the account section of SVNIT, Surat and shall satisfy himself about the local conditions, locations, accessibility of documents in the sections, nature/extent/character of work and obtain clarification from the Dy. Reg. (A/c) of SVNIT, Surat if required.
8. No claim of any nature on any ground on inadequate information or knowledge or misunderstanding or otherwise in such respects will be admissible, later on. Interested parties may contact Dy. Registrar (A/c) of SVNIT, Surat for inspection during working hours of the institute.
9. The rates quoted once will be treated as final. No alteration either in rates or in Enquiry documents will be entertained.
10. The CA firm should furnish the complete bio-data, address-proof, Certificates of his staff to be deployed at SVNIT, Surat. This staff can be deployed at SVNIT after approval from Dy. Reg. (A/c). The identity card issued by CA firm must be there with these persons while on duty.
11. All the staff of the CA firm will be under the direct control of Dy. Reg. (A/c). They have to follow the instructions of Dy. Reg. (A/c) , SVNIT, Surat.
12. No negotiation meetings will be conducted.
13. The successful bidder to whom the work is awarded will be under direct control of the Dy. Registrar (A/c) of SVNIT, Surat and has to follow the instructions from time to time as issued by Dy. Registrar (A/c) of SVNIT, Surat.
14. In case of any dispute, the decision of SVNIT authority/Director shall be final and abiding to the CA firm.
15. The Director, SVNIT Surat reserves the right to split the work into two or more CA firm.
16. The CA Firm will not be permitted to assign or give sub assignment of the work awarded to him without prior written permission from the Director, SVNIT, Surat. The decision of SVNIT authorities in this regard shall be final and binding to the C A firm.

SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT – 395 007

Tel Nos: 0261-2259571, 82 to 84 TeleFax: 0261-2228394 director@svnit.ac.in; <http://www.svnit.ac.in>

17. The CA firm must meet necessary statutory and legal compliances. SVNIT will not be responsible for any legal action arising out of non-compliance to statutory & other similar legal compliances.
18. The CA firm must take necessary insurance for their personnel deputed at the institute. The institute will not be responsible for any damage caused to these personnel by way of accident including the loss of life.
19. No attempt shall be made by the CA firm or the staffs deputed by the CA firm at SVNIT Surat to unlawfully reveal, misuse or encroach upon the intellectual or private data/information at the SVNIT, Surat to which they may have access, too, as part of the work carried out.
20. Any loss or damage caused to the institute property by the personnel deputed by the CA firm will be recovered from the CA firm and the decision of institute authority in this matter will be treated as final and abiding to the CA firm.
21. The duration of the contract shall be initially for a period of one year. However, the contract may be extended for further one more year or part thereof at the same terms & conditions at the sole discretion of SVNIT, Surat.
22. The successful CA firm must submit a Service Level Agreement along with accepting the work order within 15 days of receipt of work order otherwise the work order is liable to be canceled without intimation. Service Level Agreement should be executed on Non-judicial stamp paper of Rs. 100/- (Cost of paper is to borne by CA firm) on receipt of work-order. **The contract will commence only after duly signed Service Level Agreement is submitted to Account Section, SVNIT, Surat.**
23. Though the successful bid shall be decided based on **the total value of the bid** as one of the parameter after evaluating all the prequalification and technical criteria
24. The CA firms are STRONGLY advised **to fill in the fees in the SUMMARY SHEET** provided at the end of this document – which shall become the basis for the financial comparison of the bid. Any bids without the summary sheet may be rejected.
25. **The rates quoted should include all the taxes, duties, GST, etc. as applicable.**
26. Payment Terms :
 - (i) No advance payment will be released for assignment.
 - (ii) Payment of services shall be made at the end of each quarter on satisfactory completion of the work during the quarter within 30 days after receipt of bill duly certified by Dy. Registrar (A/c) of SVNIT, Surat.
 - (iii) The necessary deduction of income tax at source will be done as per government norms.
27. Termination:
 - (i) The contract can be terminated by giving one month notice by either party. In such case, the payment shall be made of appropriate amount of rendered services after deducting at least **10%** of bill amount.
 - (ii) In case of failure on the part of the CA firm to sustain the work to the satisfaction of the SVNIT, Surat, the Director/institute authority reserves the right to terminate the contract with immediate effect and will be at liberty to get the work executed through a separate CA firm at the risk and cost of the defaulting CA firm.
28. **The bid from the CA Firm who is found in fraud activity with SVNIT or on the name of SVNIT shall not be allowed for bidding and the bid from such CA Firm will not be accepted and will be rejected. The bid submitted in consortium with such CA Firm will not be considered and if such information is found later then the work order issued will be terminated immediately without any notice.**

29. **The bid from the CA Firm who has been black listed at any Government organization / Semi-Government Organization will be rejected.**
30. **The bid from the CA Firm to whom previously work has been assigned by SVNIT and were not able to complete the work, will be rejected.**
31. At any time prior to the deadline for submission of bids, SVNIT may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment.
32. **All prospective bidders should keep looking at the institute website for information concerning the changes/amendments on the website.** No claim of any nature on any ground on inadequate information or knowledge or misunderstanding or otherwise in such respects will be admissible, later on.
33. **It is compulsory to attach all the mentioned and required documents at time of submission of Enquiry. No additional attachment is permitted later on.**
34. **All documents along with Enquiry form must be numbered.(1...n) and corresponding page number must be entered in the pre-qualify sheet, no further clarification will be entertained.**
35. **The Bidder has to examine all instructions, forms, terms, conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.**
36. **SVNIT reserves the right to change any bid condition of any item even after inviting the bids, with/without prior notification**
37. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the prospective Supplier does not accept the correction of errors, its bid will be rejected and its bid security may be forfeited.
38. In the event of the date specified for the bid receipt, being declared as a closed holiday for SVNIT, the due date for submission of bids will be the following working day at the appointed times.
39. Dispute, if any will be subject to Surat jurisdiction only.

DIRECTOR, SVNIT.

Section VI : DECLARATION

Enquiry reference no: A/c./GST/CA/670/2018-19 dated 03-12-2018

I/We hereby declare I/We have read all the terms and conditions of the Enquiry stated in all the sections in this Enquiry document and as may be modified/mutually agreed upon, are acceptable and binding to me/us.

I/We have also verified that the bidding document contains at least the following

- A sealed Envelope superscripted as **“Prequalification Requirements of the Bidder”** containing compliance statement for all the prequalification requirements.
- A sealed Envelope super scribed as **“Techno-Commercial Statement”** to contain at least the following:
 - The Enquiry document appropriately signed and stamped at all pages
 - General Conditions of Contract
 - Acceptance to all the Requirements;
 - **Price Schedules of each and every item**
 - **Summary Sheet in the format laid in this document**

I also understand that **my bid without these two envelopes, enclosed in the main envelope, super scribed as “Enquiry For Providing Internal Audit & Allied Services SVNIT, Surat will be treated as an incomplete bid and is liable to be rejected.**

Place:

Signature:

Date:

Name & Address of the Bidder with office Stamp with all contact details

Section VII SUMMARY SHEET

Enquiry reference no: A/c./GST/CA/670/2018-19 dated 03/12/2018

Sr No.	Name of assignment	Amount in Rupees
1	Annual Return and GST Audit Work	
Total in Rs.....		
Rebate / Concession for Academic Institute in Rs.		
Total Cost in Rs.....		
Rupees (In Words)		

Note :

- (i) All taxes should be inclusive.
- (ii) **This summary sheet must be enclosed in Techno-Commercial envelop only, otherwise the bid will be rejected.**

Date :
Place :

Signature & Stamp of Bidder



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