



# INFRASTRUCTURE DEVELOPMENT AUTHORITY

(A GOVT.OF BIHAR UNDERTAKING)

1<sup>st</sup> Floor, Udyog Bhawan, East Gandhi Maidan, Patna.

Email [md@idabihar.com](mailto:md@idabihar.com) Website-[www.idabihar.com](http://www.idabihar.com) Phone/ 0612-2675933, 2675935 Fax: 0612-2675934

## SHORT NOTICE INVITING QUOTATION FOR PROVIDING GST ADVISORY AND IMPLEMENTATION SERVICES IN INFRASTRUCTURE DEVELOPMENT AUTHORITY FOR ONE YEAR.

Short Notice No:- 39/NIQ/IDA/23

### **A ELIGIBILITY CRITERIA:**

- 1) Practicing Firm/Company must have full fledged office at Patna, Bihar and having branches in more than one state.
- 2) Practicing Firm/Company must have minimum of 5 qualified personals amongst C.A/CWA. One of the partners of the Firm/company must have experience of minimum one year in advisory, implementation and all matters related to GST in Govt. Undertaking/ Government run Society/PSUs.
- 3) Copy of Membership certificate of the respective Professional Bodies, duly attested by the firm must be submitted.
- 4) Firm/ Company must be registered with their professional Bodies and a certificate from the respective Institute must be attached.
- 5) Audited average turnover of Firm/ Company for last financial year must be above Rs. 50 lakh. Audited Financial statements must be enclosed.
- 6) Experience GST related work with Government sector organization.
- 7) GST consultant must come minimum five visits every month to office for check our books of accounts and ensure the GST compliance as per GST Act.
- 8) GST consultant must ensure Audit as per the GST Act.

### **B. INDICATIVE SCOPE OF WORK**

- 1) Short listed firms/ Company are required to conduct GST advisory services and implementation of all GST related matters in IDA Office as per statutory requirement for one year period from date of agreement.
- 2) Filling of all GST returns for IDA initially for one year period commencing from date of agreement (extendable for a further period as may be decided by the Managing Director on the same terms and conditions subject to satisfactory performance).
- 3) Generating and filling of all GST monthly returns as well as annual GST returns in the requisite format prescribed under GST regime from time to time.



- 4) Generating and filling all requisite periodical returns under the GST regime for IDA by providing assistance in Outward/ Inward information of matching transactions and thereby reconciling any differences.
- 5) Generating Challans for payment of GST on behalf of IDA. The primary data concerning all transactions e-filing will be provided by IDA.
- 6) Providing on site assistance to IDA on month to month basis to ensure that GST laws are complied with, credits in full are availed of, reporting and compliances as prescribed by the act are complied with and that proper taxes are paid in time.
- 7) Providing consultancy and rendering advices to IDA on various GST related issues.
- 8) Guide/ Advise for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime and preservation of related records in digital form.
- 9) Addressing, responding and resolving any notice or query received from GST authority on behalf of IDA. However no addition remuneration or fees shall be payable by IDA in this regard.

Note: - The above mentioned scope of work is illustrative and not exhaustive i.e. terms of reference shall include providing professional assistance for all activities required for all work relating to GST Rules and subsequent Notifications as and when issued by GOI/CBEC.

The interested firms/company are requested to submit the quotation as per the enclosed prescribed bid document viz. (1) Part -1, Technical proposal & (2) Part-2 Financial proposal in a separate sealed cover and the envelopes should be marked as "GST advisory and Implementation Services PART-1" and "GST Advisory and Implementation Services, PART-2 separately. These two sealed envelopes shall then be kept in a third envelope and superscripted as "GST Advisory and Implementation Services" which should be addressed to-

**Managing Director, Infrastructure Development Authority, 1<sup>st</sup> Floor, Udyog Bhawan , East Gandhi Maidan, Patna-4 and shall also bear the name & address of the sender. The quotation should be submitted upto 28.08.23 till 5:00 P.M. as per the prescribed format available from the website of the Authority i.e. [www.idabihar.com](http://www.idabihar.com)**

It is to mention here that the scope is not exhaustive but indicative in nature. You are requested to fill up the Form-I which is the Technical proposal and Form-II as Financial proposal in A4 size paper covering all the points with due authentication. In addition to the Form-I all the supporting documents in evidence of the particulars stated in the Form-I has to be submitted with due authentication.

**GENERAL INFORMATION -1**



1. Interested CA/CWA Firm etc may apply in the stipulated Performa along with all the documents and a **demand Draft of Rs. 1000/- (one thousand rupees only) as a processing fee drawn in favour of Infrastructure development Authority, Payable at Patna towards the cost of processing fee (Non-refundable).** Interested firms shall also submit EMD of Rs. 5,000/- in favor of IDA at the time of submission of their proposal.
2. The fees shall be quoted in financial proposal as per Form-II only. Quotations not submitted as per 'Form-II' will be rejected.
3. The selected firm shall be i.e. quoted annual fees as mentioned in Firm-II on quarterly basis i.e. quoted annual fees shall be divided in four parts and bills shall be raised quarterly.
4. Conditional quotations other than the conditions mentioned in the Quotation document will be liable for rejection.
5. The sealed Quotation should reach The Infrastructure Development Authority (IDA), Udyog Bhawan, 1<sup>st</sup> Floor East Gandhi Maidan, Patna-4 through Registered Post/Speed Post/Courier Service upto **28.08.23 till 5:00 p.m.**
6. Quotations received after the schedule date and time shall not be considered.
7. The firm submitting Quotation is required to sign all pages of the Quotation Document.
8. After selection of the firms as per the procedures as above, they will be intimated in their registered address to accept the GST Advisory and Implementation Services as per the scope of the work through registered letter within seven days of receiving the offer letter they have to submit the Acceptance letter to the Managing Director, Infrastructure Development Authority (IDA), Udyog Bhawan, 1<sup>st</sup> Floor East Gandhi Maidan, Patna-4, failing which their offer letter shall treated as cancelled and no further communication in this regard will be entertained. The next best firm will be given the fresh offer letter.
9. If progress/ performance of the GST advisory firm & implementation services team are not satisfactory, the management reserves the right to terminate the appointment of the Firm with 7 days prior notice.
10. The Management reserves the right to seek any information/ clarifications related to engagement at any time during the process of GST advisory firm & implementation services as per the requirement.
11. The selected Firm/Company is not permitted to sub-contract the work to any other Firm/Company.
12. "Any dispute arising out of or in connection with this contract, including any question regarding its existence, validity or termination, shall be referred to Managing Director, IDA and his decision in this regard shall be final and binding.
13. All disputes shall be subject to the jurisdiction of Courts situated in Patna, Bihar.



## APPLICATION FORM-I

The GST advisory firm and implementation services firm(s) shall apply with details as noted below in the application failing which the application may not be considered.

1. Year of establishment:

(Photocopy of latest Certificate of registration issued by the Institute of Chartered / Cost Accountants of India to be enclosed).

2. Name of Quoted firm:

2.A- Registration/Empanelment details

With details of Partners

(a) Qualifications (ACA/ACMA or FCA/FCMA).

(b) Date of joining the firm.

(c) Post qualification experience of the partner (total no. of years).

(d) Membership No. of all Partners.

3. Details of the qualified assistants with

(a) Name \_\_\_\_\_

(b) Membership number (if any) \_\_\_\_\_

(c) Date of joining the firm \_\_\_\_\_

4. Details of the semi-qualified assistants with

(a) Name \_\_\_\_\_

(b) Registration number (if any) \_\_\_\_\_

(c) Date of joining in the firm \_\_\_\_\_

5. Detailed Office Address: \_\_\_\_\_

6. Contact Details: (a) Mobile No. \_\_\_\_\_

(b) L/L No. \_\_\_\_\_

(c) Name \_\_\_\_\_

(d) E-mail ID. \_\_\_\_\_



7. Submit an undertaking for not black-listed /debarred by any Central /State Govt. or ICAI/ICWA/Central/State Agencies/PSU etc.

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8. PAN No. \_\_\_\_\_

9. GST No. \_\_\_\_\_

11. Name of the Organization where the Quotation firm has worked (Pl. attach proof) 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

12. Annual turnover of last two years (enclose Audited Statement) :-

13. Name of the Banker with Address :-

14. Account No. with IFS Code No. :-

15. Quotation document payment Details :-

16. Details of experience of the firm. In providing GST Advisory and Implementation Services (Photocopy of proof of experience to be enclosed)

I/We hereby declare that the information furnished herein is true to the best of my knowledge; I/we further declare that in case of appointment I/we shall abide by the terms and conditions enumerated in quotation. In case the furnished information is found to be false at any stage, IDA will cancel the Quotation/awarded order(s) without assigning any reason thereof.

Dated \_\_\_\_\_

Full Signature with office seal of The Quoted firm



**FORM-II**

**FINANCIAL PROPOSAL**

**CONSOLIDATED GST ADVISORY & IMPLEMENTATION SERVICES FEES  
(IN RUPEES)**

Important information with respect to Financial proposal:-

1. The fees to be quoted should be consolidated and includes all taxes and
2. No out of pocket fees will be paid/ reimbursed for conducting the GST Advisory & Implementation.
3. Financial proposal shall be opened for those firms who have qualified in the technical proposal as per the evaluation criteria.

Full Signature with office seal of the Quoted firm.

Dated \_\_\_\_\_