

भारतीय राजमार्ग अभियन्ता अकादमी
(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)
Indian Academy of Highway Engineers
(Ministry of Road Transport and Highways, Govt. of India)

IAHE/F&A/04/GST Compliance/2022-23

Dated 02.05.2022

Noting Inviting Quotations (NIQ)

To,

As per list identified
Through Internet/ Local Enquiry
& Website of IAHE

Sub: Engagement of Chartered Accountant Firms for Goods & Service Tax (GST) compliance of Indian Academy of Highway Engineers (IAHE), A-5, Sector-62, Noida.

Sir,

Your quotation may be submitted to Director, IAHE in sealed envelope so as to reach by **23.05.2022 by 15.00 hrs** in the format as given at **Annexure-1** and the following terms and conditions for the subject work. In the quotations, the letter number and date of this NIQ may be mentioned.

Terms & Conditions

1. The Chartered Accountant Firms submitting quotation should have valid registration of their firm from Institute of Chartered Accountants of India (ICAI), PAN and GST registration (if applicable). Agencies are required to submit proposals in 2 covers. The **First Cover** shall contain a copy of the registration of their firm from ICAI, PAN Card, GST Registration Certificate and Security deposit of Rs. 5,000/- in the form of Demand Draft / Bankers Cheque of a scheduled bank drawn in favour of Indian Academy of Highway Engineers payable at Noida. The **second cover** shall contain the Financial Quote / Quotation as given at **Annex-1**. The First cover shall be opened at first and agencies who have submitted registration of their firm from ICAI, PAN Card, GST Registration certificate & Security deposit shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote. The work shall be awarded to the firm submitting the **Lowest Financial Quote (Grand Total Price)**. Both the covers should be enclosed in a third cover with "Quotation for Engagement of Chartered Accountant Firms for Goods & Service Tax (GST) compliance of Indian Academy of Highway Engineers (IAHE), A-5, Sector-62, Noida" in response to IAHE's NIQ bearing No. **IAHE/F&A/04/GST Compliance/2022-23** dated **02.05.2022**.

2. Prospective bidders/ CA firms are encouraged to visit IAHE for proper understanding the scope of work before submitting the quotation.

3. The selected CA firm shall be initially engaged for the said work for a period of one year. On satisfactory performance and at the sole discretion of IAHE, the same may be extended on similar rates, terms and conditions for a period of two more years, year by year.

4. The CA firm is required to do following but not limited to the works/tasks for GST compliance of IAHE:

- Calculation of monthly GST liability based on outward invoices raised during the month and timely filing of GSTR-1 on monthly basis.
- Calculation of monthly "TDS on GST" on deduction made by IAHE on Inwards Invoices and timely filing of GSTR-7 on monthly basis.

Please note: All correspondence should be addressed to the Director by designation only

A-5, Institutional Area, Sector-62, Noida (UP) – 201 301 (India)
Tel 0120-2400085-86, 2405006-9, Fax 2400087



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- (iii) Scrutiny of Inward Invoices for eligibility of Input Tax Credit (ITC) on onthly basis and comparison with GSTR-2A/2B
- (iv) Finalisation of net liability to be paid after adjustment of output with input and TDS and filing of monthly GST returns in Form GSTR-3B
- (v) Reconciliation of Audited Books of Accounts with Periodic Returns and finalization of Annual Return and filing annual Reconciliation Statement i.e. GSTR-9& 9C
- (vi) Providing periodic Updates with respect to latest notification / circulars
- (vii) Any other item related to the GST compliance

5. The rates quoted should be inclusive of all expenditure etc. of the CA firm for the said work in IAHE, A-5, Sector-62, Noida, U.P.

6. The said work shall be timely executed/done.

7. Security Deposit of bidders except lowest bidder (i.e. selected CA firm) shall be returned in original (Their DD/ Banker cheques) to the bidders not later than 15 days from the date of opening of the Financial quote. The Security deposit of the successful firm (lowest bidder) will be released within 15 days from the completion of the said work.

8. Rates for all the items (mentioned in Annexure-I of NIQ) must be quoted by the agency / firm. If any agency/firm fails to quote any items, his quotation shall be considered as incomplete and shall be rejected. Evaluation will be done on the basis of Grand Total Price. Rates must be quoted as per units mentioned in quantities column at Annexure-I.


9. Quaterly/Half Yearly Payment shall be made through cheque or NEFT/RTGS within fifteen (15) days of satisfactory completion of said work assigned to the agency. Details of Bank A/c (Name of account holder, nature of account, account number, bank name / branch) shall be specified in the quotation.

10. If any dispute arise due to dealing between the successful bidder and IAHE here to or on account of interpretation of any term of this contract or otherwise due to this contract then the same may be decided by mutual consent otherwise the decision of Director, IAHE will be final and binding to the successful bidder.

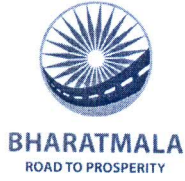
11. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason.

12. Quotation shall be submitted to IAHE in sealed envelope mentioning "**Quotation for Engagement of Chartered Accountant Firms for Goods & Service Tax (GST) compliance of Indian Academy of Highway Engineers (IAHE), A-5, Sector-62, Noida**" in response to IAHE's NIQ bearing No. IAHE/F&A/04/GST Compliance/2022-23 dated 02.05.2022 so as to reach by 15.00 hrs on 23.05.2022.

13. This issues with the approval of Director, IAHE

Yours faithfully

(Sunil Kumar Gupta)
Deputy Director
For Director, IAHE

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Annexure -1

Format should be on the letter head of the agency submitting the quotation

To,

The Director
Indian Academy of Highway Engineers (IAHE)
A-5, Sector-62, Noida-201301, U.P.

Sir,

Please find our quotation with respect to your NIQ bearing No. IAHE/F&A/04/GST Compliance/2022-23 dated 02.05.2022.

S. No.	Description	Qty	Unit	Rate to be quoted in Rs.	Amount in Rs.
1	Professional fee for monthly compliance	12	Months		
2	Professional fee for annual compliance	01	Year		
				Total	
				Add GST @ 18% (as per Prevailing rates)	
				Grand Total	

I accept all the terms and conditions stated in NIQ issued bearing No. IAHE/F&A/04/GST Compliance/2022-23 dated 02.05.2022.

Signature of Authorized Signatory
Name of the firm with Stamp and Date

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