

**West Bengal**  
**Industrial Infra-structure Development Corporation**  
**DJ - 10, Sector - II, Salt Lake City , Kolkata – 91**  
**Tel : 2321-5802/04/05/06/07, Fax : (033) 2321-5803**

**Notice inviting Tender for engagement of Chartered Accountant Firm for Goods and Service Tax(GST) work**

**NIT No.IIDC/02(ADMIN)/2017-18**

No. **Infra/ Accounts/1E-15/11/628**

**Date: -08.05 .2018**

Sealed tenders are invited from the Chartered Accountant firms for engagement for the purpose of work relating to the Goods & Service Tax (GST) in respect of West Bengal Industrial Infrastructure Development Corporation. The annual turnover of the Corporation for the year 2016-2017 was ₹ 25 crore (approx.).

The tender in sealed cover should be addressed to the Chief Executive Officer, WBIIDC and must reach the office of the West Bengal Industrial Infrastructure Development Corporation, DJ - 10, Sector - II, Salt Lake City , Kolkata – 91, by 22.05.2018 within 2.00 P.M. Tender received after the scheduled time will not be entertained. Tender will be opened in the Head Office of WBIIDC at 3.00 P.M. on 22.05.2018 in presence of the intending tenderers or their authorized representatives. All photo copies are to be self attested with firm Stamp and date.

**(A) Scope of Work**

- i) Filing of monthly return on GST as per GST rules & Act.
- ii) Filing of annual GST return
- iii) Calculation of monthly GST liability towards outward supply and Inward Supply together with challan generation
- iv) Reconciliation of electronic cash ledger with accounts
- v) Assistance in creation of GST complaint customer as well as vendor database.

The firms should tender rate in their printed letter pad for the above mentioned work in lump sum on monthly basis inclusive of all taxes and charges.

**(B) Eligibility Criteria**

The firm should fulfill following eligibility criteria:

- 1) The firm should have continuous existence for a period of at least 10 years as on 31.03.2018 since its registration with the institute of Chartered Accountants of India (ICAI) and having its Head Office in Kolkata.
- 2) The firm should have at least 5 (five) years exposure in accounts and audit in large organization. The firm should have at least 3 (three) years experience in Service Tax related work including submission of return on Service Tax and Service Tax consultant in respect of Government Undertaking/ Statutory Authority. The firm also should have experience in GST related work including submission of return of any Government Undertaking/ Statutory Authority.
- 3) The firm should have at least one FCA having experience in the field of accounts, audit, Income Tax, Service Tax, GST and should have at least 5 (five) audit assistants (excluding articles).
- 4) The firm should have average annual turnover of ₹ 15.00 lakh in the year 2015-16 and 2016-17.
- 5) No disciplinary action should have been taken or pending with the Institute of Chartered Accountants of India (ICAI), against the firm or any of its partners or employees (submit an undertaking).

All submitted documents will be verified with the originals at the time of opening of tender and non-compliance to verification will entail disqualification for participation in the tender.

Contd.

(2)

**(C) Documents to be attached**

Firms are required to enclose following documents along with the tender:-

- i) Copy of constitution certificates of firm issued by the ICAI containing inter-alia
  - (a) Date of formation of the firm with full time FCAs
  - (b) Details of Proprietor/ Partners, date of joining the firm(s), date of becoming FCA etc.
- ii) Documentary evidences regarding experience on relevant Service Tax and GST matters as mentioned in the eligibility criteria at serial no. 2
- iii) Declaration regarding the number of audit assistants (excluding articles)
- iv) Copy of PAN
- v) Copy of the GST Registration certificate of the firm
  
- vi) Copy of valid Income Tax return of the firm for the year 2015-16 and 2016-17
- vii) Copy of Balance Sheet and Profit & Loss Account of the firm for the year 2015-16 and 2016-17

**(D) Period of engagement: - 2 (Two) years**

Statutory deduction of Tax will be made from the bills as per Govt. rules.

WBIIDC reserves the right to accept or reject any or all proposals, and to annul the selection process and reject all proposals at any time prior to the issuance of work order without there by incurring any liability or any obligation in any form to the affected firms on any ground.

Sd/  
Chief Executive Officer