

## **REQUEST FOR PROPOSAL**

Request for proposal is required from firms of Chartered Accountant practising in Allahabad to act as **Consultant on Goods and Service Tax Act** of Civil Aviation Training College, Allahabad as per schedule attached.

### **The requirement of Quotation:**

1. Self attested copy of Certificate of Practice.
2. Self attested copy of Pan No of the Firm
3. Self attested copy of GST Regn. No. of the Firm, if applicable.

### **General Scope of Works:**

1. To advise Principal, CATC, Allahabad on all issues arising out of compliance with CGST ACT, SGST ACT, and IGST ACT and their allied matters.
2. Compilation of GST data including review and verification, in the requisite format of Form GSTR-3B and GSTR-1 of CATC and CAT, Allahabad and any other format as notified by Govt. of India.

### **Payment Terms:**

1. After completion of the assignment, the party will raise the bills on a quarterly basis for the services rendered.
2. Payment will be released within 15 days of submitting the bill and after deducting any TDS, if applicable, at the applicable rate, and after the completion of the work.

However, post selection of a consultant, if the scope of work increases than fees payable can be renegotiated.

Please quote GST % and HSN code in the schedule.

**(Manish Gupta)**  
*Asstt. G. M. (Finance)*  
*On behalf of Principal, CATC.*  
Civil Aviation Training College  
Allahabad - 211012

## Schedule

PAN NO:

GSTN NO:

S. No	Description	Quantity	Amount(excl. GST)
1	Resolution of query regarding GST matters including applicability, rates, treatment etc. of CATC, and CAT, Allahabad	1 (Rate per Query)	
2	Compilation of GST data in the requisite format of Form GSTR-3B and GSTR-1 of CATC and CAT, Allahabad and any other format as notified by Govt. of India.	1 (for the year)	
3	Applicable GST Rate ..... % and HSN Code .....	---	-----

The above proposal in above format may be sent to Asstt. G. M. (Fin), Civil Aviation Training College, Bamrauli Allahabad - 211012 latest by 20.06.2018 till 1500 hrs in a separate sealed envelope.

### Terms & Conditions:

1. The query has to be replied within 2 days of the raising of the query.
2. GST compilation may be done latest by 5<sup>th</sup> of every month.
3. GST report would be given after the end of every month.
4. Payment would be made after due acceptance and deposit of tax, and acceptance of the report at the portal to be filed by SAU, Lucknow.

Partner / Proprietor's  
Signature & Seal of the Firm.