



केन्द्रीय सरकारी कर्मचारी कल्याण आवास संगठन  
CENTRAL GOVERNMENT EMPLOYEES  
WELFARE HOUSING ORGANISATION

(Ministry of Housing & Urban Affairs)  
(An ISO 9001-2015 Organisation)

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**TENDER/e-TENDER NOTICE FOR GST CONSULTANT IN CGEWHO AT NEW DELHI**

CGEWHO, an Autonomous Organization of Government of India invites sealed tenders/quotations from reputed Chartered Accountants Firm, GST Consultant in CGEWHO at New Delhi. Last date for receipt of quotations is 30.07.2018 up to 1600hrs at the address mentioned above. Tender may be studied and downloaded from the website [www.cgewho.in](http://www.cgewho.in), i.e. [www.tenderwizaed.com/CGEWHO](http://www.tenderwizaed.com/CGEWHO) or [www.eprocure.gov.in](http://www.eprocure.gov.in).

## **CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION**

### **NOTICE INVITES SEALED TENDERS/ QUOTATIONS FROM REPUTED CHARTERED ACCOUNTANT FIRM FOR GST CONSULTANT IN CGEWHO AT NEW DELHI**

Central Government employees Welfare Housing Organization (CGEWHO), an Autonomous Organization, under Ministry of Housing & Urban Affairs, Govt. of India invites sealed quotations/ tender from registered, well-established and reputed agencies for GST Consultant as under:

1. Interested Firms/ Agencies can download Tender document containing detailed information and terms & conditions from CGEWHO's website [www.cgewho.in](http://www.cgewho.in), [www.tenderwizard.com/](http://www.tenderwizard.com/) CGEWHO [www.eprocure.gov.in](http://www.eprocure.gov.in).
2. Minimum pre-qualification criteria for GST Consultant:
  - a) Firm should have at least 5year experience of maintaining accounts, audit and tax matter.
  - b) The firm should have at least 3 working Partners, out of which at least 2 Partners should be fellow members of ICAI.
  - c) The Firm should have Annual Turnover of mimimum Rs. 20 lacs in the last three Financial Years, copies of Audited A/cs should be enclosed with Technical bid.
  - d) Firm should have a team of specialist in the matter of GST Rules and regularization.
3. The Firm may submit their E-bids alongwith supporting documents towards Para 2 above as per enclosed annexure within prescribed time.
4. The schedule of receipt of quotations is as under:-

<b>Last Date and Time for receipt of Bids/ Quotations</b>	<b>30.07.2018 (1600hrs)</b>
<b>Opening of Technical Bids</b>	<b>30.07.2018 (1600hrs)</b>

5. Quotations received after the stipulated date & time and incomplete quotations, will be summarily rejected.

**PROFORMA OF FINANCIAL BID FOR GST CONSULTANT**

Particulars	Amount (Rs.)
Monthly Charges	
GST /Taxes	
Grand Total	

Signature and seal of the  
Authorized Person/ Proprietor of the Firm

Encl: Terms & condition(s) duly signed

Date:

Place:

**TENDER DOCUMENT CONTAINING DETAILED INFORMATION AND TERMS & CONDITIONS FOR GST CONSULTANT**

1. The offer of the intending Firm must be valid for acceptance for period of four months.
2. The firm should have at least 3 working Partners, out of which at least 2 Partners should be fellow members of ICAI.
3. The Firm should have Annual Turnover of Rs. 20 lacs in the last three Financial Years, copies of Audited A/cs should be enclosed with Technical bid.
4. Firm should have at least 5 year experience of maintaining accounts, audit and tax matter.
5. Firm should have a team of specialist in the matter of GST Rules and regularization.
6. The Firm has to ensure that the processing and implementation works are carried out without any disruption in the day-to-day working of the organization.
7. The period of the contract shall be as per financial bid.
8. The firm which do not fulfill the minimum qualify criteria shall NOT be considered and will be rejected.
9. The Firm has to quote the rate as per Performa given in ANNEXURE (S).
10. Offer of the Firm shall be all inclusive cost and necessary taxes. The Firm must be registered with GST. The GSTIN of the firm my indicated separately. All the bills raised by the firm must bear the GSTIN of CGEWHO. TDS as applicable shall be deducted from the bills to be raised by the firm. The PAN no. of all the partners of the Firm must be indicated separately in the offer.
11. The firm shall indicate the name of the Firm, name of its bank, bank A/c no., bank address and its IFSC code separately for payment. A copy of cancelled cheque may also be submitted for making online payments.
12. If the firm fails to provide satisfactory performance, the CGEWHO shall be at liberty to terminate the contract forthwith.
13. The tendering firm will comply with all data security, back up and confidentiality regulations of CGEWHO. Any breach of this condition will render the entire contract as null and void apart from compensation to CGEWHO for damages (if any), apart from fine/penalty/recovery as imposed with financial bid.
14. The technical & financial bid will be evaluated on the basis of the technical soundness and total bid amount. Financial bid shall contain price bid only and no other document shall be enclosed with financial bid.
15. The CGEWHO reserves the right to accept or reject any Tender / Quotation in full or in part case of in complete quotations and also without assigning any reason thereof. In case of any dispute, decision of the CEO, CGEWHO will be final and binding on both the parties.

16. The owner/partner/authorized person or manager of firm should be available in his own direct telephone (office as well as residence) and also on mobile phone for assistance in relation to contract work under progress.

17. There should be no cutting/ overwriting in the Financial Bid / Quotation.

SIGNATURE OF THE TENDERER \_\_\_\_\_

NAME IN BLOCK LETTER \_\_\_\_\_

FULL ADDRESS WITH TELEPHONE NUMBERS \_\_\_\_\_

\_\_\_\_\_  
OFFICIAL STAMP \_\_\_\_\_

## **SCOPE OF WORK:**

1. Preparation and Issue of GST invoice incase of fresh Allotment, Calling of Installment and Change of Category for all running Project such as, Greater Noida, Chennai Ph-III, Mohali Ph-II, Bhubaneswar and new project if any.
2. Preparation and Issue of GST invoice for Cement and Steel to Contractors for all projects.
3. Preparation and Issue of credit note invoice wherever required.
4. Adjustment of GST / Service Tax paid in case of cancellation cases.
5. Preparation and submission of all monthy and Annual GST Returns for all projects such as, Greater Noida, Chennai , Mohali, Bhubaneswar, Delhi and Delhi (ISD).
6. Filing of Amendments in GST Registration from time to time.
7. Filing of Applications for New Registration under GST, whenever required.
8. Reconciliation of GST on monthly basis.
9. Calculation of GST amount to be deposited by 15<sup>th</sup> of each month to CGEWHO.
10. Punching of GST accounting entries inTally.
11. Develop a system wherein all the details like total amount, name of beneficiaries, Regn no. etc. of invoices issued.