



Quotation document for engagement of practising Chartered Accountant or practising Cost Accountant for conducting of GST Audit (GSTR-9) and submission of GST Audit reports, filing of GST Annual return Reconciliation statements (GSTR-9C), certification for CONCOR, South Central Region for FY 2018-19.

## **CONTAINER CORPORATION OF INDIA LIMITED**

**A Navratna Company  
Govt. of India Undertaking, under Ministry of Railways**

**Quotations Ref No.CON/SCR/FA/GST/Audit/Quotations/01/18-19**

**QUOTATION DOUCMENT FOR ENGAGEMENT OF  
PRACTISING CHARTERED ACCOUNTANT OR  
PRACTISING COST ACCOUNTANT FOR  
CONDUCTING OF GST AUDIT (GSTR-9) AND  
SUBMISSION OF GST ANNUAL RETURN,  
RECONCILIATION STATEMENTS (GSTR-9C),  
CERTIFICATION, AND FILING OF AUDIT REPORT  
FOR FY 2018-19 FOR CONCOR, SOUTH CENTRAL  
REGION, AS PER GST LAWS.**

**Container Corporation of India Ltd,  
6th Floor, #601-603, Navketan Complex,  
S.D.Road Opp: Clock Tower,  
Secunderabad – 500 003.**

**(Document is not transferable)**

**Signature and Stamp of the bidder**





Quotation document for engagement of practising Chartered Accountant or practising Cost Accountant for conducting of GST Audit (GSTR-9) and submission of GST Audit reports, filing of GST Annual return Reconciliation statements (GSTR-9C), certification for CONCOR, South Central Region for FY 2018-19.

- THIS QUOTATION DOCUMENT CONSISTS OF 7 PAGES. THE BIDDER IS REQUESTED TO CHECK THAT THE DOCUMENT IS COMPLETE WHILE RECEIVING THE SAME.
- THE QUOTATION DOCUMENT IS NOT TRANSFERRABLE UNDER ANY CIRCUMSTANCES.
- ALL FOLIOS OF THIS DOCUMENT SHOULD BE SIGNED BY INTENDING BIDDER AND EMBOSSED WITH OFFICIAL SEAL AT THE TIME OF SUBMISSION.





Quotation document for engagement of practising Chartered Accountant or practising Cost Accountant for conducting of GST Audit (GSTR-9) and submission of GST Audit reports, filing of GST Annual return Reconciliation statements (GSTR-9C), certification for CONCOR, South Central Region for FY 2018-19.

**QUOTATION NOTICE DETAILS**

**INVITING QUOTATIONS FOR Engagement of practising Chartered Accountant or practising Cost Accountant for filing of GST Annual Return for CONCOR, South Central Region for FY 2018-19.**

Name of the work	Engagement of practising Chartered Accountant or practising Cost Accountant for filing of GST Annual Return (GSTR-9), reconciliation statements, certification and filing of Audit Report in Form 9C for CONCOR, South Central Region for F.Y. 2018-19
Estimated Cost Approx.	Rs.2.40 Lakhs (approx.) + GST
Period of contract	For 2 months
Last date & time for submission & opening of Quotation bid	16.12.2019 on or before 15.00 hrs and opening at 15.30 hrs on same day at office of Chief General Manager, Container Corporation of India Ltd, 6 <sup>th</sup> Floor, #601-603, Navketan Complex, S.D.Road, Opp: Clock Tower, Secunderabad – 500 003.

**Notes / Instructions:**

- (i) The bid form is not transferable under any circumstances.
- (ii) The bid documents are required to be submitted intact in a sealed cover i.e., none of the folios of the quotation bid document including all the Annexure should be detached and retained by the intending bidder.
- (iii) Each folio of bid document shall be signed by the intending bidder or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- (iv) Failure to comply with conditions will render the bid liable to be rejected.
- (v) Sealed bid, complete in all respects shall be submitted either through person or by post/courier so as to reach at the office of Chief General Manager, Container Corporation of India Ltd, 6<sup>th</sup> Floor, #601-603, Navketan Complex, S.D.Road, Opp: Clock Tower, Secunderabad – 500 003. On or before 15:00 hrs. of 16.12.2019.
- (vi) In case of Incomplete/Conditional bid, CONCOR reserves the right to reject the bid.
- (vii) The bids shall be opened at Regional office – 602, 6<sup>th</sup> Floor, Navekethan Complex, S.D Road, Secunderabad-500003 on 15:30 hrs of 16.12.2019. The bidders who chose to attend the opening of bids may do so at their own expense.

**Container Corporation of India Ltd.  
(A Navratna Govt. of India Undertaking)**

Signature and Stamp of the bidder





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## **CHAPTER – 1**

### **SCOPE OF WORK AND TERMS & CONDITIONS GOVERNING THIS CONTRACT**

#### **1. PREAMBLE**

CONCOR (Container Corporation of India Ltd.) is a Public Sector Undertaking under the Ministry of Railways with its main objective of being a catalyst for promoting containerization and to give boost to India's International and internal trade and commerce by organized multimodal logistics support. It has its various terminals in South Central Region in two states, Andhra Pradesh & Telangana. Now quotes are invited for Engagement of practising Chartered Accountant or practising Cost Accountant for filing of GST Annual Return for CONCOR, South Central Region (GSTR-9) along with reconciliation statements, certification and filing of Audit report in Form GSTR 9C for FY 2018-19, as per GST Laws.

#### **2. SCOPE OF WORK**

The successful bidder will be required to provide the following services -

- 2.1 Providing guidance and assistance in preparation of Annual return in Form GSTR 9 and Preparation & Issue of GST Audit Report / Certification in Form GSTR 9C for FY 2018-19 in respect of 2 GSTINs of South Central Region (viz., Andhra Pradesh & Telangana) as per the requirements of the GST legislation.
- 2.2. Providing guidance and assistance in Electronic filing of GST Annual Return in Form GSTR 9 and submission of GST Audit Report in Form GSTR 9C for FY 2018-19 in respect of 2 GSTINs of South Central Region (viz., Andhra Pradesh & Telangana) as per the provisions of the GST Laws, as amended from time to time.
- 2.3 Preparation of Requisite reconciliation statements and certification of specific, incidental and ancillary records as required by GST Laws with respect to GST Annual return and GST Audit, for FY 2018-19.
- 2.4 Submission /e-filing of GST Audit Report along with annual reconciliation statement as per the provisions of GST Law, as amended from time to time.

#### **3. TENURE OF THE CONTRACT**

- 3.1 The contract shall be awarded for a period of two months from 01.02.2020 up to 31.03.2020. CONCOR reserves the right to extend the validity of the contract in case the request furnished by the service provider are considered to be acceptable.
- 3.2 No request for any change in rates will be entertained during the currency of the contract.

#### **4. TIME LIMIT FOR SUBMISSION OF BILLS**

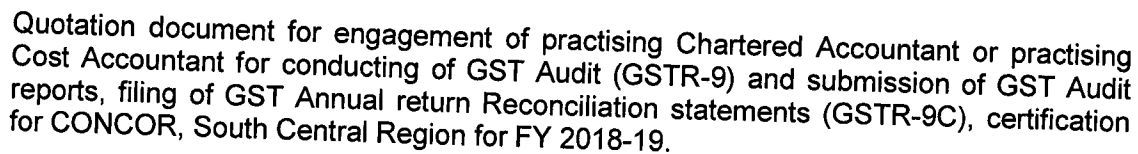
A claim for the services rendered under this contract shall be made by the Chartered Accountant firm or Cost Accountant firm not later than three months after rendering such service. However, Regional Head/SCR reserves the right to condone the delay.

#### **5. PAYMENTS**

- 5.1 The Chartered Accountant firm Cost Accountant firm shall have to perform all the services mentioned in the scope of work and shall be paid at the rates quoted by the firm and accepted by CONCOR, subject to the **Terms and Conditions** of this contract.

Signature and Stamp of the bidder





- 5.2 Payment will be made through online mode within 15 days from the receipt of the invoice after successful completion of the work. Deduction of income tax at source will be made from money payable in accordance with the provisions of the Income Tax Act of 1961 or any statutory modifications of the said act and a certificate of such deductions shall be issued. PAN number, GSTIN and Bank Account details must be quoted in all bills.
6. **Un-Satisfactory performance:**
  - 6.1 In case of un-satisfactory performance of the contractor, the management reserves the right to exit the contract by giving one week advance notice to the contractor or levy suitable penalty at the discretion of the management.
7. **OTHER TERMS**
  - 7.1 The Chartered Accountant firm or Cost Accountant firm shall not sublet, transfer or assign the contract or any part of thereof without the previous written approval of CONCOR.
  - 7.2 The rates have to be quoted both in words and figures. In case of discrepancy between words and figures, rates quoted in words will prevail. Evaluation of bids will be done on the basis of the lowest rate quoted by the bidder.
  - 7.3 The rates quoted in the price bid should have a validity of 90 days from the date of opening of the bid.
  - 7.4 The late and delayed Quotationss are not accepted.
  - 7.5 The successful bidder shall enter into an agreement as per the prescribed format of CONCOR within 10 days of issue of LOI.
  - 7.6 The rate quoted shall be final (excluding GST) and no escalation of rates during the currency of the contract under any circumstances.
  - 7.7 Any dispute arising out of running of this contract, CGM/CONCOR/SCR shall be the final authority to decide the dispute or interpreting the conditions and the agency should abide the same. For any litigation on this contract the jurisdiction will be Hyderabad/Secunderabad only.
  - 7.8 CONCOR reserves the right to amend/alter any clause of Quotation document.
  - 7.9 CONCOR reserves the right to seek clarification/documents for evaluation of bids.

**For and Behalf of CONTAINER CORPORATION OF INDIA LTD.**

**Sr. Manager (F&A)/SCR**

SIGNATURE OF BIDDER \_\_\_\_\_  
FOR AND ON BEHALF OF \_\_\_\_\_  
NAME \_\_\_\_\_  
DESIGNATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE NO/NOS \_\_\_\_\_ PIN CODE \_\_\_\_\_  
FAX/TELEX NOS \_\_\_\_\_  
\_\_\_\_\_

**Signature and Stamp of the bidder**





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**ANNEXURE - I**

**LETTER OF SUBMISSION OF BID**

From:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

Container Corporation of India Limited  
6<sup>th</sup> Floor, #601, 603, Navketan Complex,  
S.D.Road, Opp: Clock Tower,  
Secunderabad -5000 003.

Dear Sir,

**Sub: Inviting Quotations for Engagement of practicing Chartered Accountant or Cost Accountant for filing of GST Annual Return along with reconciliation statements, Certification and filing of Audit report in Form GSTR 9C for FY 2018-19 for CONCOR, South Central Region.**

**Ref: Quotation No. CON/SCR/FA/GST/Audit/Quotations/01/18-19**

In response to your quotation no. CON/SCR/FA/GST/Audit/Quotations/01/18-19 dated ..... inviting offers for engagement of practising Chartered Accountant or practising of Cost Accountant for subject services for CONCOR, South Central Region, I/We ..... a Company/Partnership Firm/an Association /Sole Proprietor carrying out business at

.....hereby submit our offer in the prescribed proforma at the rates quoted in the schedules attached thereto.

I/we hereby declare that we have read and understood and agree to abide by and fulfill the Terms and Conditions including Scope of work of Contract, which shall be deemed to form an integral part of this offer and I/we return herewith one copy thereof duly signed on each page as token of my/our acceptance thereof.

I/we hereby further agree to notify you at any time whether before or after acceptance of my/our bid of any change in the constitution of my/our firm, association/syndicate, either by exclusion or retirement of any partner or member or by the admission of a new partner or member (this clause shall apply where the bidder is a firm/association or syndicate).

I/We hereby declare that this bid on acceptance communicated by you shall constitute a valid and binding contract between us.

Date:

Yours faithfully,

(Signature and seal of the bidder)  
**Name & Designation of authorized person(s)**  
**Signing the bid on behalf of the bidder(s)**  
**(Power of Attorney to be also enclosed)**

Encl: .....

Signature and Stamp of the bidder





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**ANNEXURE -II**

**SCHEDULE OF RATES (SOR)**

Quotations Ref No.CON/SCR/FA/GST/Audit/Quotations/01/18-19

Total lump sum charges for Engagement of practicing Chartered Accountant or Cost Accountant for captioned services relating to filing of GST Annual Return and Audit report for CONCOR, South Central Region to be quoted exclusive of GST, in the table given below.

Description of work	Amount in figure to be quoted (in Rs.) (excluding GST)	Amount in words to be quoted (in Rs.) (excluding GST)
Refer Scope work clause no.2 i.e.		
2.1 Providing guidance and assistance in preparation of Annual return in Form GSTR 9 and Preparation & Issue of GST Audit Report / Certification in Form GSTR 9C in respect of 2 GSTINs of South Central Region(viz., Andhra Pradesh & Telangana) as per the requirements of the GST legislation'		
2.2. Providing guidance and assistance in Electronic filing of GST Annual Return in Form GSTR 9 AND filing of GST Audit Report in Form GSTR 9C in respect of 2 GSTINs of South Central Region (viz., Andhra Pradesh & Telangana) as per the provisions of the GST Laws, as amended from time to time.		
2.3 Preparation of Requisite reconciliation statements and certification of specific, incidental and ancillary records as required by GST Laws with respect to GST Annual return and GST Audit.		
2.4 Submission /e-filing of GST Audit Report along with annual reconciliation statement as per the provisions of GST Law, as amended from time to time.		

Note: The above quote should be inclusive of all charges except GST and the GST will be paid extra as applicable.

**ALL THE TERMS AND CONDITIONS LISTED IN THE QUOTATION BID DOCUMENT HAVE BEEN READ CAREFULLY HAVE BEEN UNDERSTOOD AND ARE ACCEPTED.**

Yours faithfully,  
(Name & Signature of Bidder)

Signature and Stamp of the bidder

