



Tender document for engagement of practicing Chartered Accountant or practicing Cost Accountant for Certification of GST Annual Return (GSTR-9) and filing of GST Annual return for CONCOR, Area-III/South, for Six states Andhra Pradesh, Chhattisgarh, Karnataka, Tamil Nadu, Kerala & Telangana for FY 2020-21.

CONTAINER CORPORATION OF INDIA LIMITED

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

Tender Doc Ref No. CON/SCR/FA/GST/Certification/Tenders/01/20-21

**TENDER DOUCMENT FOR ENGAGEMENT OF
PRACTICING CHARTERED ACCOUNTANT OR
PRACTICING COST ACCOUNTANT
CERTIFICATION OF GST ANNUAL RETURN
(GSTR-9), SUBMISSION AND FILING OF GST
ANNUAL RETURN FOR FY 2020-21 FOR
CONCOR, AREA-III/SOUTH FOR SIX STATES
ANDHRA PRADESH, CHHATTISGARH,
KARNATAKA, TAMILNADU, KERALA &
TELANGANA, 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

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Tender document for engagement of practicing Chartered Accountant or practicing Cost Accountant for Certification of GST Annual Return (GSTR-9) and filing of GST Annual return for CONCOR, Area-III/South, for Six states Andhra Pradesh, Chhattisgarh, Karnataka, Tamil Nadu, Kerala & Telangana for FY 2020-21.

- **THIS TENDER DOCUMENT CONSISTS OF 9 PAGES. THE BIDDER IS REQUESTED TO CHECK THAT THE DOCUMENT IS COMPLETE WHILE RECEIVING THE SAME.**
- **THE TENDER 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.**



Tender document for engagement of practicing Chartered Accountant or practicing Cost Accountant for Certification of GST Annual Return (GSTR-9) and filing of GST Annual return for CONCOR, Area-III/South, for Six states Andhra Pradesh, Chhattisgarh, Karnataka, Tamil Nadu, Kerala & Telangana for FY 2020-21.

TENDER NOTICE DETAILS

INVITING TENDERS FOR Engagement of practicing Chartered Accountant or practicing Cost Accountant for certification and filing of GST Annual Return for CONCOR, for FY 2020-21 for the states of Andhra Pradesh, Chhattisgarh, Karnataka, Tamilnadu, Kerala & Telangana.

Name of the work	Engagement of practicing Chartered Accountant or practicing Cost Accountant for certification and filing of GST Annual Return (GSTR-9) for CONCOR, for six states Andhra Pradesh, Chhattisgarh, Karnataka, Tamilnadu, Kerala & Telangana for F.Y. 2020-21
Estimated Cost Approx.	Rs.3,08,859/- (approx.) (including GST@18%)
Period of contract	Till successful submission & filing of GSTR-9 or 15-12-2021, whichever is earlier.
Last date & time for submission & opening of Tender bid	12.10.2021 on or before 15.00 hrs and opening at 15.30 hrs on same day at office of Group General Manager, Container Corporation of India Ltd, 6 th 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) 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.
- (iii) Failure to comply with conditions will render the bid liable to be rejected.
- (iv) Bid, complete in all respects shall be submitted through GeM on or before 15:00 hrs. of 12.10.2021.
- (v) In case of Incomplete/Conditional bid, CONCOR reserves the right to reject the bid.

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



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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 Area-III/South, in six states, Andhra Pradesh, Chhattisgarh, Karnataka, Tamilnadu, Kerala & Telangana. Now bids are invited for Engagement of practicing Chartered Accountant or practicing Cost Accountant for certification and filing of GST Annual Return (GSTR-9) along with reconciliation statements for FY 2020-21, for CONCOR, Area-III/South for six states Andhra Pradesh, Chhattisgarh , Karnataka, Tamilnadu, Kerala & Telangana.

Accounting software (ERP) in existence:

CONCOR is working in Oracle R-12 Platform. Presently CONCOR has the following Modules in operation i.e. Accounts Payable, Accounts Receivable, Fixed Assets, General Ledger Module. CONCOR's commercial packages are ETMS, DTMS & RAMCO payroll. The details of the company are available on website www.concorindia.co.in.

Turnover for the FY 2020-21 is Rs. 851.12 Crores with respect to Six states Andhra Pradesh, Chhattisgarh, Karnataka, Tamilnadu, Kerala & Telangana (Area-III/South).

2. SCOPE OF WORK

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

- 2.1 Checking and Certification of the values in Annual return in Form GSTR 9 for FY 2020-21 in respect of 6 GSTINs of Area III (viz., Andhra Pradesh, Chhattisgarh, Karnataka, Tamilnadu, Kerala & Telangana).
- 2.2 Preparation, submission and electronic filing of GST Annual Return in Form GSTR 9 for FY 2020-21 in respect of 6 GSTINs of Area III (viz., Andhra Pradesh, Chhattisgarh, Karnataka, Tamilnadu, Kerala & Telangana).
- 2.3 Checking and Certification of reconciliation statements and certification of specific, incidental and ancillary records as required by GST Laws with respect to GST Annual return for FY 2020-21 (reconciling the values of supplies declared in the return furnished for the financial year, with the audited annual financial statements) and Assisting in compliance to GST notices/GST department audit For the FY 2020-21.
- 2.4 To opine and guide on any GST issue, which may arise and also arrange compliance of the same.

3. TENURE OF THE CONTRACT

- 3.1 The engagement of Chartered Accountant/Cost Accountant firm as CONCOR's GST consultant is for financial year 2020-21 till successful filing of Annual GST



Tender document for engagement of practicing Chartered Accountant or practicing Cost Accountant for Certification of GST Annual Return (GSTR-9) and filing of GST Annual return for CONCOR, Area-III/South, for Six states Andhra Pradesh, Chhattisgarh, Karnataka, Tamil Nadu, Kerala & Telangana for FY 2020-21.

return for the state of Andhra Pradesh, Chhattisgarh, Karnataka, Tamilnadu, Kerala & Telangana which should be filed on or before 15-12-2021. CONCOR also reserves its right to cancel the engagement if the performance is not found satisfactory.

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, GGM/F&A reserves the right to condone the delay in case reasons submitted by the firm are found to be reasonable and acceptable.

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.

5.2 Payment will be made through online i.e., NEFT/RTGS mode within 15 days from the receipt of the invoice after successful satisfactory 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 CONCOR 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. **ELIGIBILITY CRITERION:-**

7.1 The Chartered Accountant firm or Cost Accountant firm should have branches in Hyderabad or Chennai.

7.2 The Chartered Accountant firm or Cost Accountant firm should have atleast 5 full time partners and further atleast 2 partners should have been in full time practice for atleast 10 years.

7.3 The Chartered Accountant firm or Cost Accountant firm should have atleast 3 years of experience in Indirect taxation audits and should have Certified and Filed GST Audits Returns from FY 2017-18 to FY 2019-20 periods.

7.4 The Chartered Accountant firm or Cost Accountant firm should have atleast Rs. 31 Lakhs turnover for each FY 2017-18 to FY 2019-20 periods.



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- 7.5 The team to be deputed for the assigned work must consists of atleast one qualified chartered accountant apart from signing partner.
- 7.6 Necessary self-certified proof of documents may be provided with bid in relation to experience of firm, Number of partners, location of offices of firm and turnover of the firm.

8. General Terms & Conditions:

- 8.1 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
- 8.2 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, experience & past track record as quoted and submitted by the eligible bidders.
- 8.3 The rates quoted in the price bid should have a validity of 90 days from the date of opening of the bid.
- 8.4 The rate quoted shall be final (including GST) and no escalation of rates during the currency of the contract under any circumstances.
- 8.5 Any dispute arising out of running of this contract, GGM (F&A)/CONCOR/Area-III 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.
- 8.6 CONCOR reserves the right to amend/alter any clause of Tender document.
- 8.7 The team will work in strict confidentiality and will ensure that the data, Statements and information in respect of the operation of the location / work center/ Company is dealt with in strict confidence and secrecy. An undertaking towards maintaining confidentiality is to be provided by the firm on receipt of appointment letter and before commencement of assigned work.

For and Behalf of CONTAINER CORPORATION OF INDIA LTD.

DGM (F&A)/AREA-III

SIGNATURE OF BIDDER _____
FOR AND ON BEHALF OF _____
NAME _____
DESIGNATION _____
ADDRESS _____
_____ PIN CODE _____
TELEPHONE NO/NOs _____
FAX/TELEX NOs _____



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ANNEXURE - I

LETTER OF SUBMISSION OF BID

From:

To

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

Dear Sir,

Sub: Inviting Tenders for Engagement of practicing Chartered Accountant or Cost Accountant for certification and filing of GST Annual Return in form GSTR 9 for FY 2020-21 for the six states of Andhra Pradesh, Chhattisgarh, Karnataka, Tamilnadu, Kerala and Telangana of CONCOR. (Area-III/South)

Ref: Tender No. CON/SCR/FA/GST/Certification/Tenders/01/20-21

In response to your Tender no. CON/SCR/FA/GST/Certification/Tenders/01/20-21 dated inviting offers for engagement of practicing Chartered Accountant or practicing of Cost Accountant for subject services for the six states of Andhra Pradesh, Chhattisgarh, Karnataka, Tamilnadu, Kerala and Telangana of CONCOR, I/We a Company/Partnership Firm/an Association /Sole Proprietor carrying out business athereby 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:



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ANNEXURE -II

SCHEDULE OF RATES (SOR)

Tenders Ref No.CON/SCR/FA/GST/Certification/Tenders/01/20-21

Total lump sum charges for Engagement of practicing Chartered Accountant or Cost Accountant for captioned services relating to Certification and filing of GST Annual Return for CONCOR, for six states of Andhra Pradesh, Chhattisgarh, Karnataka, Tamilnadu, Kerala and Telangana to be quoted inclusive of GST, in the table given below for FY 2020-21.

Description of work	Lump sum Amount in figures to be quoted (in Rs.) (including GST)	Lump sum Amount in words to be quoted (in Rs.) (including GST)
Refer Scope work clause no.2 i.e. 2.1 Checking and Certification of the values in Annual return in Form GSTR 9 for FY 2020-21 in respect of 6 GSTINs of Area III (viz., Andhra Pradesh, Chhattisgarh, Karnataka, Tamilnadu, Kerala & Telangana). 2.2 Preparation, submission and electronic filing of GST Annual Return in Form GSTR 9 for FY 2020-21 in respect of 6 GSTINs of Area III (viz., Andhra Pradesh, Chhattisgarh, Karnataka, Tamilnadu, Kerala & Telangana). 2.3 Checking and Certification of reconciliation statements and certification of specific, incidental and ancillary records as required by GST Laws with respect to GST Annual return for FY 2020-21 (reconciling the values of supplies declared in the return furnished for the financial year, with the audited annual financial statements) and Assisting in compliance to GST notices/GST department audit For the FY 2020-21. 2.4 To opine and guide on any GST issue, which may arise and also arrange compliance of the same.		

Note: No other charges will be paid extra apart from the quoted amount above.

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

**Yours faithfully,
(Name & Signature of Bidder)**