

Calling Tenders for Work relating to e-filing of GST returns and other related work for Doordarshan Commercial Service, Doordarshan Directorate New Delhi and its attached local units/ offices located in the “State of Delhi” From Registered CAs / CA firms.

Tender No. DCS/20/I/1/GST/2020/Hiring CA/

Date of issue of Tender:	Date: 23.03.2020	
Last date for submission of Tender:	Date: 13.04.2020	Time: 11:00 AM
Date of opening of Tender:	Date: 13.04.2020	Time: 03:00 PM

Address for submission of Tender:

**Dy. Director General (Commercial)
Doordarshan Commercial Service
Doordarshan Directorate,
Tower-A Doordarshan Bhawan
Copernicus Marg New Delhi-110001
Tel: 011-23114971/ 23114973
email: dcsadmin@prasarbharati.gov.in**

**Directorate General Doordarshan,
Doordarshan Commercial Service
Copernicus Marg, New Delhi – 110001.**

1. INTRODUCTION

- 1.1 Prasar Bharati (India's Public Service Broadcaster) is the only Public Service Broadcaster in the Country, with Akashvani (All India Radio) and Doordarshan as its two constituents. It came into existence on 23rd November, 1997 with the mandate to organize and conduct Public Broadcasting Services to inform, educate and entertain the public and to ensure a balanced development of broadcasting on radio and television.
- 1.2 From 01.04.2005, the accounts are initially compiled on cash basis at field unit level and subsequently converted into accrual basis based on the information collected from both the Directorate. Prasar Bharati Board however decided to give effect to complete switch over from cash to accrual accounting at field unit/level also by introducing accounting software.
- 1.3 Doordarshan Directorate New Delhi has 19 attached units/offices and 8 national channel telecast from Delhi for which GST Registration has been obtained. These support units/common offices/attached units include Civil Construction wing (CCW), Engineering Zonal Offices etc.
- 1.4 Doordarshan Commercial Service, Doordarshan Directorate, New Delhi hereby invites bids under rule 193 of GFR 2017 (**Least Cost System**) from practicing Chartered Accountants/ Chartered Accountant firm for work of consultancy and all GST related matters. The CA/CA firms would provide advisory to ensure GST compliances, and will file all related monthly, as well as annual returns of GST within the stipulated timeline after availing of due Input Tax Credit (ITC) as per extant GST Acts and rules made there under and subsequent amendments and carry out audit as mandated under GST Act and rules thereto.
2. Broad Scope of Work and Services:

The Broad scope of work is as follows:

S.no	Scope of Work
i.	<p><u>Filing of all GST Returns, Handholding & other GST related work:</u></p> <p>Filing of all GST Returns for Doordarshan Directorate and its attached units/offices initially for a period of two year from the date of award of the work (extendable for a further period as may be decided by the Competent Authority on the same terms and conditions subject to satisfactory performance).</p> <p>This work shall include the following, but not limited to:</p> <p>a) Filing of all GST monthly returns GSTR1, GSTR 3B as well as annual GST returns GSTR 9 & 9C in the requisite format prescribed under the GST regime from time to time.</p> <p>Annual GST return for the period 01.04.2019 to 31.03.2020 and 01.04.2020 to 31.03.2021. Monthly GST returns for the period from the date of award of the work to the month of March 2022 (Including 2020-2021 Annual return).</p> <p>b) Amendment of GST returns as and when required by DCS/GST Cell, Doordarshan.</p>

- c) Generating/Filing all requisite periodical (monthly as well as annual) returns under the GST regime for Doordarshan Directorate and its attached offices/units in the state of Delhi covering assistance in outwards-inwards information of matching/un-matching transactions and reconciliation thereof, reconciliation with GSTR 2 A.
- d) Advise necessary checks to be exercised to ensure authenticity of data being received at the centralized platform;
- e) To advise/give written opinion related to any GST issues within reasonable time.
- f) To assist on issues in preparation & filing of GST returns.
- g) To assist in preparing replies/submissions for Department's Notices regarding GST issues including show Cause Notices.
- h) To examine any order/communication received from GST authorities and advise further course of action.
- i) To update about relevant changes/amendments/judgements in the GST Act & Rules (more specifically having implications on Doordarshan/Prasar Bharati) regularly through mail.
- j) To advise on the tax-planning benefits/rebates/deductions/exemptions available under GST act.
- k) To provide general consultancy services in any other work related to GST.
- l) The consultant or a qualified representative will be required to visit atleast one day (3-4 hours a day) in a week and as and when required at DCS/GST Cell office of DG:Doordarshan.
- m) To assist in filing of any return by SNO Delhi.
- n) To attend the Appeal(s)/Show Cause Notice(s)/Hearing(s) related to GST Matters with GST authorities.
- o) Partner to visit and attend meetings as and when required for discussion with senior officers of Doordarshan Customers/ Vendors.
- p) Generating Challans for payment of GST on behalf of Doordarshan Directorate, New Delhi and its attached units located in Delhi. The Primary data concerning all transactions for e-filing will be provided by the Doordarshan Commercial Service, Doordarshan Directorate New Delhi.
- q) On site assistance to Doordarshan Commercial Service, Doordarshan Directorate and its attached offices/units in the "State of Delhi" on a month to month basis to ensure that the GST laws are complied with. The Bidder/Tenderer shall ensure for handholding for a period of the work order/agreement to ensure that proper taxes are paid, credits in full are availed of and reporting & compliances envisaged in the GST laws are complied with **in Toto**.
- r) Ensure proper records as prescribed under GST Acts and rules made there under are being maintained by Doordarshan Commercial Service, DG:DD and its attached offices/units in the "State of Delhi".
- s) Render advices and provide clarifications to Doordarshan Commercial Service/GST Cell , Doordarshan Directorate, New Delhi on GST related

	<p>issues.</p> <p>t) Time to time advice on other compliances to be undertaken by the Doordarshan Commercial Service/GST Cell, Doordarshan Directorate, New Delhi and its attached offices/units under the GST regime and any other eventual queries that may arise along with timely implementation of any relevant circulars/notifications/amendments in Doordarshan Directorate, New Delhi, during the engagement of the consultant.</p> <p>u) Guide/advice for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime and preservation of related records in digital form.</p> <p>v) To assist Doordarshan Commercial Service/GST Cell, Doordarshan Directorate, New Delhi and suggest suitable changes required under GST regime for minimizing the tax burden, effective utilization of available Input tax credits (ITC) and suggestion for review mechanism for availing all eligible input tax credits and utilization under GST, etc.</p> <p>w) Provide guidance regarding valuation, classification and tax rate of transfer/permanent disposal of assets, job works, goods used both for exempt and taxable services, etc. to ensure availing of maximum eligible tax benefits under the GST regime.</p> <p>x) Highlight areas of potential non-compliance for immediate regulation.</p>
ii	<p>Identification of additional issues and renders advice to Doordarshan Commercial Service, Doordarshan Directorate, New Delhi thereon its offices/units in the State of Delhi.</p> <p>To advise Doordarshan Commercial Service, Doordarshan Directorate/GST Cell, New Delhi on issues arising out of or connected to subsumed tax laws and GST Acts and rules made there under including ongoing litigation, assessment, etc. and on any matter relating to GST considered important and significant according to the consultant or as per the requirement of the Doordarshan. Handout a reconciliation procedure for monitoring Input/ Output/ final monthly returns and guidance to track Un-reconciled transactions, etc.</p>
iii	<p>Audit as mandated under GST Acts and rules thereto</p> <p>To conduct Audit of Doordarshan registration of State of Delhi including its 19 attached units/offices in the State of Delhi as mandated under GST Acts and rules thereto and issue of various certificates, if required, for GST compliance.</p>
iv	<p>Addressing notice from GST authority</p> <p>If any notice/query is served to Doordarshan by GST authority then it will be the duty of the consultant to resolve the issue without charging any extra remuneration.</p>

Note: The above-mentioned Scope of Work is illustrative and not exhaustive i.e. Terms of reference shall include providing professional assistance for all activities required for all the work relating to GST Rules and Subsequent Notifications as and when issued by GOI/CBIC.

3. Eligibility Criteria:

SI. No.	Description	Criteria	Supporting documents to be submitted by Applicant for Pre-qualification
a.	Type of Entity	The Entity should be a registered CA/CA Firms having valid COP. The entity should have valid PAN issued by Income Tax Department.	<ol style="list-style-type: none"> 1. Certificate issued by the concerned Institute. 2. Name(s) and other details of the authorized signatory (ies) that are authorized to execute the contract & other documents. 3. Copy of valid PAN issued by Income Tax Department.(Annexure-2)
b.	Experience of the CA/Firm.	<p>The Entity/Firm should have continuous operations of minimum 5 years with gross turnover of Rs 10 lakhs During last five financial year i.e from 2014-15 onwards</p> <p>The firms/CA should have completed minimum 5 (Five) years of Indirect Tax (Excise/Service Tax/VAT/CST) assignments, including consultancy of Indirect taxation in India.</p>	<ol style="list-style-type: none"> 1. Details to be furnished as per Annexure-3. 2. List of clients whose Indirect tax assignments undertaken in last five years. Copy (ies) of award of Work and documentary evidence in support of successful completion of such assignment(s) to be appended. (Annexure3) Note: The copy of letter for award of work specifically mentioning the nature of work, period and amount of contract.
c.	Office in Delhi/NCR	CA/ firms should have one full-fledged functional office in the Delhi/NCR region.	<p>Details of Offices to be furnished as per Annexure-2.</p> <p>A self-certificate from the entity, citing the addresses and telephone numbers of all offices shall be furnished.</p>
d.	Declaration about black-listing	The entity should not have been blacklisted for supply of any items or services to Doordarshan (Prasar Bharati) or any other Government department/agency in India. A self-declaration to this effect should be provided by the entity's Authorised Signatory in the technical bid.	A self declaration by the entity on the letterhead of the organization.
e.	Related party disclosure	The Entity's firm should not be owned or controlled by any Employee (or any of his/her relative) of Doordarshan, Prasar Bharati.	A self-declaration by the entity on the letterhead of the organization.

Note:

- I. The successful firm has to ensure that all the key team members deployed personnel on the project matches the job profile with the Scope of Work.**
- II. The firm shall submit necessary documentary proof showing that they meet the eligibility criteria along with their bid. All documents submitted should be self-attested by the Authorized Signatory of the firm.**
- III. The bidders must submit earnest money of Rs. 5000/- in the form of a demand draft/pay order issued by any Government scheduled/ commercial bank in India in favour of Prasar Bharati (BCI), Doordarshan Commercial Service, New Delhi.**
- IV. Validity of price Bid will be 45 days from the date of opening of Tender.**
- V. Without EMD tender will be ignored.**
- VI. The Earnest Money of unsuccessful bidders will be returned on finalization of the Tender. The Earnest Money of the successful bidder will be returned on receipt of Security Deposit/ Performance guarantee.**
- VII. If a Tenderer, who's tender, has been accepted, fails to furnish Security Deposit/ Performance guarantee within 30 days the EMD will be forfeited.**

4. Documents to be Submitted:

The requisite documentary evidence needs to be submitted by the CA/Firms for each of the eligibility criteria. The following information/data shall be provided by the bidders:

- a) Letter of submission given in **Annexure -1**
- b) Declaration Form given in **Annexure – 2** along with all supporting documents/annexure.
- c) Work experience **Annexure 3** along with documents
- d) Declaration on Non – Disclosure as per **Annexure4.**
- e) A self-declaration by the Entity/Firm on the letterhead of the organization that the Entity/Firm is not owned or controlled by any Employee (or any of his/her relative) of Doordarshan, Prasar Bharati (BCI).
- f) Copy of PAN card and COP.
- g) Authorization (Power of Attorney) in support of Signatory.
 - Self- declaration needs to be signed by authorised signatory. Entity shall be under a duty to ensure that it fulfills the eligibility criteria and other essential condition.
 - Entity shall be under a duty to ensure that it fulfills the eligibility criteria and other essential conditions.
- h) The Financial/Price bid should be giving quoted price duly signed and stamped by the bidder without any cutting and overwriting as per Annexure 5.

5. Address for Correspondence

Dy. Director General (Commercial)
Doordarshan Commercial Service
Doordarshan Directorate,
Tower – A Doordarshan Bhawan
Copernicus Marg, New Delhi-110001
Tel-011-23114971/23114973
Email: dcsadmin@prasarbharati.gov.in

6. General Terms:

- i) Doordarshan Directorate reserves the right to verify information submitted by the entity. In case the information is found false/incorrect, the offer shall be rejected and shall also be liable for other action as per Prasar Bharati/Doordarshan policy.
- ii) **Doordarshan Directorate reserves the rights to accept or reject any tender without citing any reason/explanation.**

7. Terms and conditions for payment:

The payment shall be made on submission of bill by the agency on quarterly basis after the successful filing of the returns for the said quarter. The final payment after deduction of applicable taxes shall be released on filing of annual return and mandatory audit certificate. All mandatory deductions of taxes shall be made as per rules. The payments shall be released subject to completion of the work detailed in the scope of work.

8. Other terms and condition:

- i) **Performance Bank Guarantee:** The successful tenderer will be required to submit account payee performance bank guarantee of 10% of the value of the entire contract. The same will be receivable in the form of Demand Draft, Fixed Deposit Receipt (FDR) from a commercial bank, bank guarantee from a commercial bank or online payment in an acceptable form in favour of Prasar Bharati (BCI) Doordarshan Commercial Service New Delhi. Performance Bank Guarantee should remain valid for a period of 6 months beyond the date of completion of all contractual obligations.
- ii) Doordarshan Directorate, DCS New Delhi shall recover liquidated damages/losses in the event of imposition of penalty/interest imposed by GST authority and if the same is attributable to the consultant. Also in the event of Non Completion of the contract or inadequate performance loss will be recovered from the performance guarantee/ consultation charges payable to the consultant.

Declaration Regarding Acceptance of Terms and Conditions of Contract and clean track record

*[On the Letterhead of the Entity including full postal
address, and telephone, facsimile and e-mail address]*

Reference No. **DCS/20/I/1/GST/2020/Hiring CA/**

Date:

To

Deputy Director General
Doodarshan Commercial Service
Tower – A, Copernicus Marg,
New Delhi-110001 (INDIA)

Sir,

We have carefully gone through the Terms & Conditions contained in the bid Document regarding Providing consultancy and advisory to ensure GST compliances, filing of all related monthly as well as annual returns of GST within the stipulated timeline after availing due Input Tax Credit (ITC) as per GST Act and rules made there under and carry out audit as mandated under GST Act and rules thereto. We do hereby accept the terms and conditions of the contract as listed in the bid document. Further, we do declare that we have not been blacklisted for supply of any items or services by Doordarshan or any other Department of Government of India.

It is further certified that the signatory to this document is the authorized signatory and, therefore, competent to make this declaration.

Yours truly,

Signature of the Authorized Signatory

Seal of the Entity

(This is to be give on the letter head of the Applicant)

Subject: Calling Tenders for work relating to e-filing of GST returns and other related work for Doordarshan Commercial Service, Doordarshan Directorate New Delhi and its attached local units/offices located in the "State of Delhi" from Registered CAs/CA firms.

**Reference No: DCS/20/I/1/GST/2020/Hiring CA/
A-BIDDER'S DETAILS**

Name of the Firm	
Address	
CA/CA firm (Date of commencement of practice)	
Date of Registration	
Registration No./Certificate of practice (COP) Number (Please attach copy):	
PAN Card Number (Please attach copy)	
GSTIN (GST registration number) (Please attach copy)	
Name of the Authorized Partner/ Associate/Others	
Telephone Nos.	
Fax No.	
Mobile No.	
Email Address	
Date of Establishment	
Web Site Address (if any)	
Please enclose copy of IT return for last 5 assessment years from 2014-15 to 2018-2019	

Declaration:

All the information provided by me/us is correct.

I/We have no objection if enquiries are made about the work listed by me/us in the accompanying annexure.

I/We hereby undertaken that, I will not sub contract the work assigned to me or my firm.

Signature of Authorized Signatory of Applicant Name:

Designation: Date:

Place: Seal of Organization:

(This is to be give on the letter head of the Applicant)

Subject: Calling Tenders for work relating to e-filing of GST returns and other related work for Doordarshan Commercial Service, Doordarshan Directorate New Delhi and its attached local units/offices located in the “State of Delhi” from Registered CAs/CA firms.

Reference No: DCS/20/I/1/GST/2020/Hiring CA/

Relevant experience of the applicant in the field of Indirect Taxation in India during last 5 financial years.

S.NO.	Nature of Client & nature of Business	Nature of Assignment	Nature of Experience (whether Excise, Service Tax, VAT/Entry Tax)	Work Order No. and Date	Work Order Value (Rs.)	Date of Completion of Assignment
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Signatory of Authorized Signatory of Applicant Name:

Designation: Date:

Place:

Seal of Organization:

(This is to be given on the letter head of the Applicant)

Subject: Calling Tenders for work relating to e-filing of GST returns and other work for Doordarshan Commercial Service, Doordarshan Directorate New Delhi and its attached local units/ offices located in the “State of Delhi” from Registered CAs/CA firms.

Reference No.: **DCS/20/I/1/GST/2020/Hiring CA/**

DECLARATION ON NON DISCLOSURE

M/s..... Willing to provide GST related services to Doordarshan Commercial Service Doordarshan Directorate New Delhi & its offices/ Units in the State of Delhi do hereby undertake to comply with the following in line with information security of DOORDARSHAN (PRASAR BHARATI):

1. To maintain confidentiality of documents & information used during the execution of the contract.
2. The documents & information shall not be revealed to or shared with third party in a manner which is determined to the business interest of Doordarshan Directorate New Delhi

Signature of Authorized Signatory of Applicant Name:

Designation: Date:

Place:

Seal of Organization:

PRASAR BHARATI
(India's Public Service Broadcaster)
DOORDARSHAN COMMERCIAL SERVICE

Doordarshan Bhawan,
Copernicus Marg, New Delhi – 110 001
Tel. 011 – 23114971 23114972

FINANCIAL BID

Ref: DCS/20/I/1/GST/2020/Hiring CA/

Particulars of work	Professional Fees on monthly basis (excluding GST)*	
	Monthly Rate in INR (In Figures)	Monthly Rate in INR (In words)
For all the GST works as mentioned in the Scope of Work.		

Notes:

- a. Only GST as applicable shall be Paid Extra on the above quoted fee.
- b. Statutory Deductions like TDS etc. shall be made by this Directorate as per statutory rate and norms wherever applicable.

Complete address of the Tenderer/Bidder

Place: _____

Signature: _____

Date: _____

Name and Designation: _____

Company's Seal: _____