

**PRASAR BHARTI  
INDIA'S PUBLIC SERVICE BROADCASTER  
ALL INDIA RADIO: SHIMLA**

**No.: SML 8(5) GST/2019**

**Dated: 29 / 10/ 2019**

**Subject: - Notice for inviting Tender**

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All India Radio Shimla invites tender from Approved and Eligible Firms for uploading of GST Returns in respect of AIR Shimla (HP Zone).

**Estimated Cost: Rs 70,000/- Annual (approx)**

**Last Date & time of: 25/11/2019 up to 1500hrs**

**Submission of Tender**

**Opening date of Tender: Tender will be opened on 26/11/2019 at 1530hrs, in presence of Bidder or their representative.**

**Scope of work:-**

- 1)** This office will be providing data in format as Annex. 'A' 'B' and Annx-3 (5 formats) {copy enclosed} or any other format suitable for GST work. Generation of G.S.T.R. 1 and uploading thereof will be done by firm. The firm will also advise every necessary details about these format.
- 2)** Chartered Accountant will check all data for eligibility of ITC & other GST related matter as per GST Law.
- 3)** Chartered Accountant will certify all returns like GSTR-I, GSTR-3B Annual report GSTR-9, 9C.
- 4)** Chartered Accountant will Audit All Returns.
- 5)** Chartered Accountant will advise for proper maintain of Credit/Debit Note and to upload on GST Portal.
- 6)** Chartered Accountant will upload All Return, GSTR-I, GSTR-3B, GST TDS, GSTR 07 of Annual Report as per GST Law in scheduled time.
- 7)** Provide guidance so that proper records under GST Act are being maintained.

- 8)** Advise necessary checks to be implemented to ensure authenticity of data.
- 9)** On site assistance at AIR Shimla for all G.S.T related work as and when required to ensure that proper taxes are paid, I.T.C. in full are availed and reporting & compliance envisaged in the G.S.T. laws.
- 10)** Render advised and provide clarification to A.I.R. Shimla on all G.S.T. related issues.
- 11)** Guidance/advise for developing necessary tools for review, monitoring, reporting and compliance with report required in G.S.T. regime and preservation of related records in digital form.
- 12)** Assist A.I.R Shimla and suggest suitable changes required under G.S.T. regime for minimizing the tax burden, effective utilizations of available I.T.C. and suggestions for review mechanism for availing all eligible input tax credits and utilization under G.S.T. extra.
- 13)** Provide guidance regarding valuation, classification and tax rate of transfer/permanent disposal of assets, job work goods used both for exempt and taxable services etc. To ensure availment of maximum eligible tax benefit under the GST regime.
- 14)** Highlight areas of potential non-compliance to regulation.
- 15)** Advise AIR Shimla 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 matters related to GST. Handout on reconciliations procedure for monitoring input/output/final monthly return and guidance to track on reconciled transactions etc.
- 16)** Provide professional assistance for all activities required for all the work relating to G.S.T. rules regulation, notifications as and when issued by GOI/CBEC.
- 17)** Conduct of audit of AIR Shimla as mandated under GST Act & Rules thereto and issue of various certifications for GST compliance.

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Rates to be quoted in **below format only**

| <b><u>Sr. No</u></b> | <b><u>Nature of Source</u></b>                                 | <b><u>Basic Cost</u></b> | <b><u>GST</u></b> | <b><u>Total</u></b> |
|----------------------|--|--------------------------|-------------------|---------------------|
| 1.                   | Preparing and filing of Monthly Return GSTR I & GSTR 3B        |                          |                   |                     |
| 2.                   | Preparing and filing of Monthly Return of GST TDS GSTR 07      |                          |                   |                     |
| 3.                   | Audit & Certification of monthly Return by registered CA.      |                          |                   |                     |
| 4.                   | Audit, Certification & uploaded of return GSTR 9,9C            |                          |                   |                     |
| 5.                   | Written advise fee regards GST Laws and amendments.            |                          |                   |                     |
| 6.                   | Drafting of application for advance Ruling                     |                          |                   |                     |
| 7.                   | Amendment to be made in core field                             |                          |                   |                     |
| 8.                   | Consultation meeting charges regards GST work at AIR Shimla    |                          |                   |                     |
| 9.                   | Meeting with Tax authority in connection with Tax notices etc. |                          |                   |                     |
| 10.                  | Miscellaneous Job  |                          |                   |                     |

Authorized Signature:

Firm Name:

Seal

## **TERMS AND CONDITIONS:-**

1. Firms should be sole propriety or partnership or Pvt. Ltd. Firm having valid PAN and GST Number.
2. The firm should have at least 2 years of experience in dealing with preparations and filing of tax returns.
3. The firm should have office in Shimla and having adequate number of persons working within the organization.
4. The successful firm has to ensure that all key members involved with AIR Shimla GST related work remain so engaged until successful filing of various GST related work monthly/quarterly/yearly.
5. All documents submitted should be self attested and firm shall submit documentary proof wherever necessary.
6. Firm shall ensure that it fulfils the eligibility criteria and other essential conditions.
7. Quotations submitted should be free from ambiguity change or inter lineations. Incomplete quotation will not be accepted and is liable to be rejected without mailing any further reference to the firm.
8. The firm should sign on each page of quotation submitted.
9. AIR Shimla will not be responsible for any Technical Snag or network failure during ON line submission of GSTR Return. It is firms responsibility to comply with system requirement i.e. hardware software and internet connectivity other than G.S.T. Portal.
10. The firm would follow all relevant laws/legislations as applicable from time to time.
11. Certificates to be provided by firm as in Annexure-1 attached.
12. Successful firm has to provide 10% of estimated cost as security deposit in shape of Bank performance Guarantee/F.D. pledge in favour of D.D.O. AIR Shimla.

13. Returns will have to certified by Registered C.A. and then only return should be filled. Successful Bidder will give name of C.A. who will audit the report which will be incorporated in Agreement.
14. Provide guidance maintain ledger of all goods/services as per G.S.T. norms.
15. Payment of bills on monthly basis within 25 days of receipt of bill, if complete in all respect.
16. All overwriting and cutting should be duly signed.
17. Bid shall remain open for 3 months after opening of tender.
18. A.I.R. Shimla may without prejudice to any other remedy for breach of contract may terminate the whole or in part if firm fails to perform any obligations under the contract and agreement.
19. Rates should be quoted in prescribed proforma duly signed & verified by the firm.
20. This office reserves the right to reject any tender document without assigning any reason.
21. This contract will be for 1 year basis, however this office reserve the right to terminate the contract without assigning any reason by giving one months notice in advance.
22. Firm will have to execute agreement with AIR, Shimla.
23. Provide past experience certificate.
24. Successful bidder will be required to sign a legal contract on stamp paper of requisite value containing terms and condition as stated thereof. The agreement will be signed authorized representative of AIR Shimla and successful bidders after mutual consent.
25. These document will have to be submitted by successful Bidder

**Service provider will be required to submit PBG of Rs 10,000/-**

**PBG may be furnished demand Draft in favour of DDO AIR Shimla.**

**This will be for filed in case of work done by firm is unsatisfactory.**

26. In case of delay by C.A. for filing of GSTR-1, 3B and 7 & Annual. Whole liability will be on part of C.A.
27. In case of delay for providing GST related advice etc by due date, penalty Rs 500/day day will be imposed.
28. Any other delay or part C.A. will be attract penalty @ 500/day.
- 29 Arbitration: - Provided always and it is hereby expressly agreed that if at any time any dispute, differences, doubt or question arises with regard to the interpretation or meaning of any of the terms and conditions of this Agreement or in respect of the rights, duties and liabilities of the parties hereto or in any way touching or arising out of these present or otherwise. Then every such dispute, difference, doubt or question (except the decision whereof is hereby expressly provided for) shall be referred to sole arbitration of the person appointed with mutual consent of both the parties. The decision of the arbitrator shall be final & binding on the parties to this agreement. The provisions of the Arbitration & conciliation Act,1996 or any statutory notification or re-enactment thereof and the rules made there under for the time being in force shall apply to such arbitration and these present shall be deemed to be a submission to arbitration within the meaning of the said act.
- 30 Court Jurisdiction: - That in the event of any dispute with regard to terms and conditions, the same shall be subject to the jurisdiction of court at Shimla where the property is situated or bench of high court of judicature.

**Drawing & Disbursing Officer (GST)**  
**For State Nodel Officer,**  
**H.P.State**

## UNDERTAKING

1. We have carefully gone through the terms & conditions and scope of work, contained in Inquiry documents for filing all related monthly as well as annual returns of G.S.T. within stipulated timeline after ensuring availing of maximum Input Tax Credit (ITC) as per extant GST Acts and rules made there under. Also provide advisory to ensure G.S.T. compliance and carry out audit as mandated under G.S.T Acts and rules thereto.
  
2. Not with standing anything in the quotations, we hereby accept all the terms and conditions of this Inquiry. We hereby confirm and undertake that we have understood all the specifications, stipulations, terms and conditions as mentioned in tender Inquiry.
  
3. We hereby under, will comply the following in line with information security of AIR Shimla.
  - (i) To maintain confidentiality for documents & in formations used during the execution of the contract.
  - (ii) The documents & information shall not be revealed to of shared with third party in a manner which is deterrental to the business interest of AIR Shimla.

Authorized Signature:

Name:

Place:

Seal

