

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

Clarifications on quires raised by the bidders.

Sr. No.	Detail of work	Query	Reply to Query
1	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.	Kindly clarify the following:  -Number of GST registrations;  -Details regarding the aggregate turnover of the year preceding to the duration of the contract; and  -Approx. number of invoices for inward/ outward supplies (on monthly basis) is required including supplies covered under Reverse charge mechanism.	<ul style="list-style-type: none"> <li>- Single GST Registration of Doordarshan offices of Delhi State</li> <li>- Turn over for multi GSTIN Units under same PAN is approx. 800 crore</li> <li>- Approx.1800-2000 invoices for inward/outward supply p.m.</li> </ul>
2	Amendment of GST returns as and when required by DCS/GST Cell, Doordarshan.	Noted	
3	Generating/Filing all requisite periodical (monthly as well as annual) returns under the GST regime including assistance in outwards-inwards information of matching/un-matching transactions and reconciliation thereof, reconciliation with GSTR 2 A.	Kindly note that in case of reconciliations, deliverables would in excel format and would be on quarterly basis.	Noted
4	Advise necessary checks to be exercised to ensure authenticity of data being received at the centralized platform	Noted	
5	To advise/ give written opinion related to any GST issues	Kindly let us know the number of opinion expected on quarterly basis. Also, whether the same would be required on mail or in the form of memo.	As and when any advise and opinion related to GST issue required. Email or memo both are acceptable.
6	To assist on issues in preparation & filing of GST returns.	Noted	
7	To assist in preparing replies/submissions for	- Kindly clarify which show cause notices have been	- It refers GST authority/department's show cause

	Department's Notices regarding GST issues including show Cause Notices	referred here.  - Also specify number of show cause notices pending finalization	notice.  - Till date NIL.
8	To examine any order/communication received from GST authorities and advice further course of action.	Kindly clarify the type of matters covered in this clause.	Any modification or amendment issued by GST Authorities time to time.
9	To update about relevant changes/amendments/judgments in the GST Act & Rules regularly through mail	Noted	
10	To advise on the tax-planning benefits/rebates/deductions/exemptions available under GST Act	Noted	
11	To provide general consultancy services in any other work related to GST	Noted	
12	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.	Noted	
13	To assist in filing of any return by SNO Delhi.	Kindly confirm the existing list of compliances required to be undertaken by SNO Delhi	Already specified in Tender document clause 2- Broad scope of works.
14	To attend the Appeal(s)/Show Cause Notice(s)/Hearing(s) related to GST Matters with GST authorities.	- Kindly confirm the list of GST matters currently pending with the authorities.  - Also kindly confirm whether representation/ matter at appellate level (commissioner, commissioner of appeals, CESTAT, High Court, Supreme Court) would also be covered here	- As of now no notice(s) has been issued/served to Doordarshan office of Delhi State.  - All representation/ matter at appellate level (commissioner, commissioner of appeals, CESTAT, High Court, Supreme Court) related to GST in r/o Doordarshan office of Delhi State would also be covered here.
15	Partner to visit and attend meetings as and when required for discussion with senior officers of Doordarshan Customers/ Vendors.	Noted	

16	Generating Challans for payment of GST on behalf of Doordarshan Directorate, New Delhi and its attached units located in Delhi.	Noted	
17	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.	Noted	
18	Ensure proper records as prescribed under GST Acts and rules made there under are being maintained.	Noted	
19	Time to time advice on other compliances to be undertaken and any other eventual queries that may arise along with timely implementation of any relevant circulars/notifications/a mendments in Doordarshan Directorate, New Delhi, during the engagement of the consultant.	Noted	
20	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.	Noted	
21	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	Noted	

	tax credits and utilization under GST, etc.		
22	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.	Noted	
23	Highlight areas of potential non-compliance for immediate regulation.	Noted	
24	Handout a reconciliation procedure for monitoring Input/ Output/ final monthly returns and guidance to track Un-reconciled transactions, etc.	Noted	
25	Audit as mandated under GST Acts and rules thereto	<ul style="list-style-type: none"> <li>- Kindly specify the nature of Audit and certificates</li> <li>- Also specify approx. number of invoices for inward/ outward supplies (on monthly basis)/ turnover in 19 attached units/offices of Doordarshan, Delhi</li> </ul>	<p>- As per GST Act.</p> <p>Approx.1800-2000 invoices for inward/outward supply p.m.</p>
26	Addressing notice from GST authority	Kindly clarify the type of matters covered in this clause other than those covered at point no 7 above.	Other than mentioned at point No. 7, if any.