



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

Jaipur
Chapter

EXPRESSION OF INTEREST

FOR APPOINTMENT OF GST CONSULTANT

Jaipur Chapter of NIRC of The Institute of Company Secretaries of India, a premier professional body under the jurisdiction of Ministry of Corporate Affairs invites Expression of Interest (EOI) from Jaipur based practicing firms of Company Secretaries / Chartered Accountants / Cost Accountants for appointment of GST Consultant for Jaipur Chapter Office situated at ICSI House, A-5/A, Jhalana Doongri, Jaipur for the period from 01st June 2023 to 31st May 2024. The appointment may further extendable on annual renewable basis based on the performance.

The eligibility criteria, scope of work, fees, application format and other terms & conditions are given in annexure attached hereto.



Annexure - A

Eligibility Criteria

Sr. No.	Requirements
1.	At least 5 years of existence of Firm
2.	Firm should be GST Consultant/GST Auditor for at least five entities having turnover of at least 50 lacs each in the previous three years.
3.	Individual or partner of the firm should not be an Office-bearer or Member of Managing Committee of the Council/Regional Council / Chapter of ICSI/ICAI/ICAI (Cost) at present or in past.
4.	There is no disciplinary action against the Firm/Individual

Declaration:

The Interested Firms while expressing their interest shall be required to submit a declaration on their letter head that details furnished in this regard are true and correct. Any incorrect information furnished by the applicant shall lead to rejection of the application.



Annexure - B

Scope of Work:

The GST Consultant should ensure:

1. To filling of applicable GST returns on prescribed timelines as per GST Authorities.
2. Supervision of Regulatory Compliances under GST Act & Rules.
3. Provide Advice/Opinion as and when required.
4. To check & ensure that the correct Input Credit has been taken in accordance with GST Act & Rules
5. To Reconcile the all-relevant figures in Books of Accounts as well as on GST portal.

Other Scope of Work

1. To provide specific advice/guidelines, including updates on accounting treatment and taxation matters related to GST
2. To address the issues raised by Statutory Auditors/Internal Auditor with regard to GST Compliance.



Annexure - C

Consultation Fees

The eligible firms should quote their consultation fees (Annual basis) in the relevant field of the Application Form.

The fees shall be released on quarterly basis subject to satisfactory completion of work.

Expected Bid value is Rs.15000/- (Rs. Fifteen Thousand only) on annual basis.



APPLICATION FORM

S.No.	Particulars	Documents/Certificates to be attached
1.	Name of the Firm	<i>Firm Registration Certificate</i>
2.	Address of Registered/Head office	
3.	Telephone Numbers	
4.	Email Address	
5.	PAN No.	<i>Copy of PAN</i>
6.	GST No.	<i>Copy of GST registration certificate</i>
7.	Firm Registration No.	<i>Firm Registration Certificate</i>
8.	Date of Constitution of Firm	
9.	No. of Partners	<i>Self-declaration on letterhead with details of partners</i>
10.	No. of Fellow Partners	
11.	No. of Branches	
12.	Address of Branch offices	
13.	Whether Firm has experience of GST filling/GST Audit of PSU, Govt. Entity, Statutory or Autonomous Body? If yes, please specify no. of clients.	<i>Provide details on letterhead along with certificate of clients.</i>
16.	Years of Consultancy/ Audit Experience in above audits	
17.	Quotation of prospective Consultation Fees	<i>Breakup of Fees including applicable taxes shall be given on a letterhead</i>



Other terms & conditions

Annexure – E

1. Interested firms of Chartered Accountants/Company Secretaries/Cost Accountants which meet the eligibility criteria as mentioned in Annexure A, may furnish their Expression of Interest in the Application Format given in Annexure D along with all the necessary certificates, documents, declaration etc. in sealed envelope to the Jaipur Chapter office: **The Chairperson, Jaipur Chapter of NIRC of ICSI, Plot No. A-5/A, Jhalana Doongri Institutional Area, Jaipur – 302004.**
2. The duly filled application shall reach to Jaipur office latest by 22nd May, 2023.
3. There shall be no fees for the application.
4. Queries, if any, in this regard may be asked on 0141-2707236 (Mon – Fri, 11:00 AM to 4:00 PM)
5. Any amendment / corrigendum / clarification to the EOI will be posted on the website of NIRC of ICSI, i.e. www.icsi.edu/jaipur/home/
6. The Jaipur Chapter of NIRC of ICSI shall not be liable for non-receipt/late receipt of any of the Application.
7. The Jaipur Chapter of NIRC of ICSI reserves the right to reject any of the applications without assigning any reason at any time and may call for any other details or additional information from any of the applicants at its own discretion. Non submission of details sought for will render the firm ineligible for the assignment. In this regard, the decision of Jaipur Chapter of NIRC of ICSI shall be final on all the applicants.
8. The decision of the Jaipur Chapter of NIRC of ICSI shall be final as regards to the criteria to finalize the firm out of the applications so received and selection of GST consultant.
9. Incomplete applications shall be summarily rejected.
10. GST filing shall be conducted by appointed firm only and shall not be allowed to sublet the assignment.
11. The GST consultant shall maintain professional integrity and confidentiality of information obtained during the course of filing and other related assignments.
12. In case of any dispute or difference arising out of or in connection with any of the terms and condition to the Assignment, in the first instance, the parties shall try to resolve the same by mutual consultation, failing which the same shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held at Jaipur and the language of the arbitration proceeding shall be in English. The arbitral award shall be final and binding upon both the parties. All arbitral awards shall be in writing and shall state the reasons therefor. The cost of the arbitration shall be borne by both the parties.
13. Subject to the arbitration clause as mentioned above, the Courts at Jaipur shall have the exclusive jurisdiction to try any suit in the matter.