

HABITAT SERVICES CENTRE

Hudco Place, Andrews Ganj, August Kranti Marg, New Delhi-110049.

Phone: 41012223, 26257036, 41754100

website: www.hscdelhi.in

Ref.:HSC/AG/GST/474/2025/79

Date : 10.02.2025

Sealed tenders are invited on behalf of Executive Director, Habitat Services Centre (HSC), Hudco Place, Andrews Ganj, New Delhi-110049 for appointment of GST Consultant for GST services pertaining to **financial year 2025-26** as per the scope of work defined in the later part of the tender document.

Issue of Tender Documents : 10.02.2025 to 18.02.2025

Receipt of Tenders upto 3.00 PM : 19.02.2025

Opening of Tenders at 3.30 PM : 19.02.2025

Tender Fees : Rs.500/- (Non-Refundable)

Instructions: The tender documents with terms and conditions can either be collected from the Office of **Executive Director, Habitat Services Centre, Hudco Place, Andrews Ganj, New Delhi** or **download from HSC portal**. Tenders should be submitted in two separate sealed envelopes i.e. Part-I Technical Bid, Part-2 Price Bid.

Details are available at our website: www.hscdelhi.in

Sd/-

Executive Director

INTRODUCTION

Habitat Services Centre (HSC) – is a Society registered under the Societies Act, 1860. HSC is looking after maintenance of common areas/services at HUDCO Place, Andrews Ganj Community Centre and Zonal Green and August Kranti Bhawan, Bhikaji Cama Place. In addition to above HSC has also been rendering services of repairs & maintenance at HUDCO Bhawan, HUDCO residential flats at AGVC and Jangpura and HSMI Hostel at AGVC Complex.

HSC after execution of the job of repair & maintenance, security, horticulture and housekeeping etc. raises monthly bills on the clients. The bills are raised on cost plus basis in respect of direct costs incurred for works, executed through specialized agencies in the field of civil, mechanical, electrical, horticulture and security services. The resulting GST arising out of the transactions are required to be determined so that timely payment for GST dues can be done by HSC.

General Terms and conditions :

1. **In case of same fee quoted by two or more bidder, work will be awarded to the Agency who has executed assignments of higher aggregated values of the work, during the three financial years upto 2023-24 based on the certificate of experience/fee received, strength of staff and partners, submitted alongwith the tender papers.**
2. The Executive Director, Habitat Services Centre reserves the right to accept / reject any application for issue of tender documents without assigning any reason and his decision shall be final in this regard.
3. The tenderers must go through the tender documents and acquaint themselves with the conditions fully and obtain all necessary information before submitting their offer.
4. **Mode of submission of Tender**
 - 4.1 Tender shall be in TWO PARTS and in TWO SEPARATE SEALED ENVELOPES (duly super scribed with name, reference number of tender, due date and time of opening) containing the required documents described in detail hereafter.
5. **PART-I (Technical Bid) shall consist of:**
 - i) Copy of PAN and Registration of GSTIN.
 - ii) Registration certificate of the firm issued by the Institute of Chartered Accountants of India (ICAI).
 - iii) List of assignments carried out during last three years, ending on 31st March, 2024 with amount per annum (as per Annexure-I).
 - iv) Details of CA Firm's professional income (Gross professional Fees received/earned) as per Annexure-II and self certification regarding Profit & Loss Account for last three years (2021-22, 2022-23 and 2023-24).
 - v) **The firm has to submit "No blacklisting certificate" (Affidavit).**
 - vi) Bidder's detail as per Annexure-III.
 - vii) Partner/ proprietor of the firm should have more than 3 years of post qualification experience in GST.
 - ix) Tender Fees (Demand Draft or Pay Order) in favour of "Habitat Services Centre" payable at New Delhi.
 - x) **The bidder should be registered with GST.**

6. **PART-II (Price Bid) shall consist of:**
- i) Price Bid duly filled-in with rates and amount.
 - ii) Original tender documents comprising of terms and conditions of Contract including this NIT with bidders' endorsement and company seal / stamp on each page thereof in token of their acceptance of terms and conditions.
7. If the tenderer chooses to submit both the envelopes mentioned above by keeping them in one envelope, they can do so; but the main envelope should be marked as Tender Bid- Part-I & II.
8. HSC shall not be responsible for any delay including postal delay in submission of sealed offer. As such, any request for accepting offer after the due date and time shall not be entertained.
9. **Tender Opening**
- i) Tenders shall be opened in the office of Executive Director, Habitat Services Centre, HUDCO Place, Andrews Ganj, New Delhi at 3.30 p.m.on the last date of receipt of tenders.
 - ii) Tender Envelopes No.1 consisting of Technical Bid shall be opened as per schedule in the presence of those tenderers or their authorized representatives (on production of Authorization Letter to that effect from the officer signing the tender offer) who may like to be present.
Note: In case scrutiny of Technical Bid takes more time on the date of technical bid opening, the opening of Part-II (Price Bid) shall be postponed and the date with time shall be intimated to all the successful Bidders later on.
 - iii) The Envelope No.2 consisting of Part-II (Price Bid) of offer shall be opened only if technically suitable bidders on a date to be notified.
10. Tenderers are advised not to deviate from tender conditions. Tender with conditions / deviations are liable to be rejected.
11. A tenderer which does not fulfill all or any of the terms and conditions contained in this tender or contains conditions not covered and / or contemplated in this tender, shall be liable to be rejected.
12. The firm, before submitting a tender, should clearly understand HSC's requirement, for any clarification, their representative may contact undersigned during any working day between 10 am to 5 pm before the closure of last date.
13. If at any point of time, the above mentioned job done is found unsatisfactory on account of quality or not matching with the specifications laid down by HSC, payment would not be released.
14. The firm will work in close co-ordination with the representative of HSC.

15. After opening of bids, no communication from the tenderer shall be entertained unless formally asked for.
16. The Executive Director is not bound to accept the lowest or any other tender, and reserves his right to reject any or all the tenders received without assigning reasons. Tenders not satisfying the prescribed conditions or tenders found incomplete in any way are liable to be rejected.
17. Canvassing directly or indirectly, in connection with the tender is strictly prohibited and the tenders submitted by the tenderers who resort to canvassing in any form shall be liable to rejection.
18. The rates shall be quoted neatly both in figures and words. In case of any discrepancy in the rates quoted in words and figures, rates quoted in words shall prevail.
19. Erasures / overwritings or other changes in the tender documents while quoting rates shall bear the initials of the person signing the tender.
20. Tender documents shall be returned duly completed, signed and stamped by an authorized signatory. Power of Attorney in favour of authorized signatory shall be furnished with the tender.
21. The tenderer shall sign and stamp at the bottom right hand corner of every page of the tender documents.
22. The tender for the work shall remain valid for a period of Seventy Five (75) days from the date of its opening.
23. The initial period of the contract shall be one year which may further extended for a period of two years on the same terms and conditions, if the yearly review of the services of GST Consultant are found satisfactory and subject to requirement of the HSC, or may be curtailed/terminated before the specified period, including on the ground of HSC, not being satisfied with the performance of such firm.

24. **TERMINATION OF CONTRACT**

In the event of GST Consultant committing breach of any of the terms and conditions herein contained and / or required to be observed and to be performed by the GST Consultant, for the satisfactory and faithful performance of the contract, HSC shall be at liberty to terminate the contract by giving one-month notice.

25. The person(s) signing the bid documents shall preferably signed and stamped all pages of the bid.
26. **Arbitration** : Any dispute in relation to the process of selection of the Chartered Accountant firm under this process shall be subject to the exclusive jurisdiction of courts at New Delhi only. Any dispute arising post the award of contract shall be settled in accordance with the terms mentioned therein.
27. The applicant firm should be based in Delhi/New Delhi or in National Capital Region.

28. This Notice Inviting Tender shall form part of the contract documents. The successful tenderer, on acceptance of his tender by the competent authority, shall be required to sign the letter of award, the conditions of contract, specifications, enclosures etc. in token of his acceptance within 7 days from the date of issue of the award letter.

Sd/-
Executive Director

SCOPE OF WORK FOR GST COMPLIANCES

1. Checking of monthly Input details which will be provided by HSC.
2. Checking of monthly Output details which will be provided by HSC.
3. Intimate the monthly details regarding TDS on GST.
4. Filing of monthly/Annual GST Returns.
5. Rectification of mismatch of GST details.
6. GST Audit.
7. **Reviewing the accounting data** provided by HSC and check for GST compliance as per the tax laws.
8. Assisting HSC in the **Classification** of the transactions under the correct HSN/ SAC code for goods/ services.
9. Assessing **potential impact of GST Laws** on different business operations of the client. In other words, advising clients on the applicability of GST on various transactions undertaken or proposed to be undertaken.
10. Applying provisions related to **place of supply** in client's transactions and determining the correct type of tax (CGST & SGST or IGST) to be paid on the basis of classification under inter-state or intra-state supply.
11. Determining the **time of supply** to eventually determining the tax period in which tax dues are required to be paid.
12. Determining the inputs, input services and capital goods on which taxes have been paid and **credit** of which are **eligible** to be taken and determining the **reversals of input tax credit** availed as per GST laws.
13. Determining the applicability of **reverse charge mechanism**.
14. **On Mail/call Tax advisory** with respect to various queries and issues under the GST law.
15. Assisting for **E-invoicing**.
16. **Updating the clients on amendments** under GST laws so that they comply with the requirements of the amended laws on time to avoid any penal or other consequences of non-compliance.
17. **Updating Authorised Signatory on GST Portal** as and when the same changes.
18. **Resetting the email address and mobile number** of their Authorized Signatory on GST Portal and assisting the HSC **in any other related support (not covered above)** in connection with the GST Compliances.
19. **Reconciliation of outward supplies** made during the year as taxable supplies, non-taxable/zero-rated supplies/exempted supplies & transaction not leviable to GST.
20. Review the **availability of Input Tax Credit ('ITC')** including proportionate credit availed, in eligible credit and examine the correctness of input tax credit claimed in the GST returns.
21. Review whether the company has **correctly identified the transactions** on which tax is liable to be paid under reverse charge mechanism ('RCM') and whether liability correctly and timely discharged under RCM.
22. **Monthly Reconciliation of GSTR 2A/2B** i.e. auto populated from supplier data and purchased data recorded by HSC and taking relevant actions as per Rule 36(4) of the CGST

Rules for the input tax credit availment and utilization.

23. Intimating HSC about **default of suppliers** in filing their Form GSTR-1 and invoices reflecting in Form GSTR-2A/2B, however not recorded and availed by HSC and any other related mismatches.
24. **Preparation and timely filing of GSTR-1 & GSTR-3B**, including monthly remittances of GST Liability after incorporating all the factors/components like RCM, Input Tax Credit & necessary validation of input data consolidated by HSC.
25. **Preparation of Monthly sheet** stipulating the tax liability declared in GSTR-1 and GSTR-3B including RCM, input availed as per Rule 36(4) of the CGST Rules, and intimating the total payment required to be made to the Government.
26. Filing of Annual Return in **Form GSTR-9** and ensure rectification of any changes done after filing the returns GSTR-1 and GSTR-3B, if any.
27. Filing return for availment of deducted **TDS on GST** as per the GST Laws.
28. Reply of any Notices to GST Authorities/Regular GST Assessments. No charges for reply of notices and GST Assessment shall be paid. However, out of pocket expenses, if any, shall be paid for GST assessment on actual basis in consultation with the Competent authority.
29. Any other details related to GST considered necessary but not included above.

30. **Review of Annual Return in Form GSTR-9**

- a. **Review of the audited annual accounts** including the accompanying notes to accounts of the company for the relevant period from GST perspective.
- b. **Review of the reconciliation statement** under section 44(2) of CGST Act 2017 i.e. statement reconciling the value of supplies declared in the returns furnished for the relevant period with the audited Annual Financial Statements.
- c. **Filing** the aforesaid Reconciliation Statement in **Form GSTR-9C**, electronically through the common portal.

31. **Other Support works**

- a. **Assisting HSC in tallying the GST Ledger Balances** as per the GST Portal.
- b. **Assisting with Auditor** in respect to GST.

32. **Payment Terms**

The payment shall be made on quarterly basis and through on-line/cheque only.

32. **The payment of the last quarter shall be made after filing of Annual Return only in the time period prescribed by the GST Authorities.**

33. TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payments made by HSC.

34. **Confidential**

The GST Consultant shall not disclose the documented management system to any third party including their internal department.

35. **Sub-contracting :**

Audit firm to whom work is awarded is not allowed to sub-contract the work to any other parties either in part or full.

Annexure-I

List of assignments carried out during last three years, ending on 31st March, 2024

2021-22	2022-23	2023-24

Signature of the tenderer(s)

**Details of CA Firm's professional income
(Gross professional Fees received/earned)**

(Rupees in lakhs)

Particulars	Financial Year 2021-22	Financial Year 2022-23	Financial Year 2023-24
Gross professional fees received/earned			

Date :

Signature :

Office seal :

Name :

Designation

Note : Enclose copies of Balance Sheet and Profit & Loss Account for last three years (2021-22, 2022-23 and 2023-24).

Bidders 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 No. (Please attach copy)	
GSTIN (Please attach copy)	
Name of the authorized partner/associate/others	
Telephone No.	
Fax No.	
Mobile No.	
E-mail address	
Website address (if any)	
IT Returns for the last three F.Y. upto 2023-24 (please attach copy of IT Returns)	
Black list certificate in Non-judicial stamp paper	

PRICE BID/FINANCIAL BID

S.No.	Description of Service	2025-26 (Figures in Rupees)
1.	Providing GST services	
	Total	

Amount in figures :Rs.....

Amount in words :Rs.....

Note :

- i) GST shall be paid extra as per prevailing rates prescribed in the Act.
- ii) **In case of same fee quoted by two or more bidder, work will be awarded to the Agency who has executed assignments of higher values of the similar work, during the three financial years upto 2023-24 based on the certificate of experience/fee received, strength of staff and partners, submitted alongwith the tender papers.**
- iii) The above fee is inclusive of out of pocket expenses including travelling charges.

Date :

Signature :

Office seal :

Name :

Designation