

Request for Proposal (RFP)

**Appointment of GST Auditor
For GST Audit u/s 35 (5)**

**CIDCO Limited
5th Floor, Accounts Department
CIDCO Bhavan, CBD Belapur,
Navi Mumbai, 400614**

Date of Issue: June 4, 2019

Last Date of Submission: June 11, 2019 up to 14:30 hours (IST)

RFP Information

Date of Issue:	4 th June 2019
Last Date & Time For Submitting RFP	14:30 hrs., 11 th June ,2019
Address for submission of RFP	Chief Accounts Officer 5 th Floor, Cidco Bhavan CIDCO Ltd, CBD Belapur Navi Mumbai 400614
Contact Details	Ms Asmita Dalvi Sr. Accounts Officer 5 th Floor, Cidco Bhavan CIDCO Ltd, CBD Belapur Navi Mumbai, 400614.
Please attach copies of each of the following:	i. PAN card ii. GST Registration Number iii. Registration Certificate iv. Profile of the firm

1) Introduction

The **City and Industrial Development Corporation of Maharashtra Limited (CIDCO)** is completely owned by the State Government incorporated as a company on 17th march 1970, it is a public sector undertaking of the Government of Maharashtra. CIDCO is notified by the State Government as the New Town Development Authority (NTDA). The Government later widened the scope of CIDCO's activities delegating the responsibility as the Special Development Authority (SPA). Today CIDCO has earned a reputation as the premier town planning and development agency in the country.

2) Purpose of this RFP

The purpose of this RFP is to engage GST Auditor having requisite experience and qualification for Annual GST Audit of CIDCO Ltd under GST Law.

3) SCOPE OF WORK:

- Conducting GST Audit for the financial year 2017-2018 as per provisions lay down under Section 35(5) of the Central Goods and Service Tax (CGST/SGST) Act.
- Preparation and Submission of GST Audit Report as per provisions in the Act.
- The brief scope of work is enclosed as **Annexure I**.

4) Fees for GST Audit :

Fees for annual audit **per financial Year** is to be mentioned in Form B attached herewith

5 Minimum Eligibility Criteria:

The Firm of Chartered Accountants should inter alia satisfy that:

- I. The firm should be in existence for more than 10 years;
- II. The firm should have minimum turnover of Rs 0.50 Crore
- III. The firm should have experience of conducting GST & TDS related work of Government companies having minimum turnover of Rs 100 crore.
- IV. The firm should have staff strength of minimum 10 including Audit and Articled Assistants out of which at least 2 shall be Chartered Accountants ;
- V. The firm should not be Statutory Auditors of the Cidco Ltd for last 3 years.

6 Invitation of Financial & Technical Quotation

CIDCO Limited vide this Request for Proposal (RFP) invites RFP in sealed envelopes from interested CA firms for GST Audit related work, as per the scope of work.

Financial bid should please be submitted in separate envelope. (Only those firms, who fulfill the technical criteria, will be evaluated on the financial bids submitted by them.)

Place of service

The place of work shall be at Cidco Bhavan, Navi Mumbai only.

7 Tenure of the contract

The tenure of the contract shall start from the date of award till completion of the Annual Audit for F. Y. 2017-18 and submission of report, with an option to extend it for another such period in one or more tranches at the discretion of competent authority at mutually agreed terms.

8 Terms and Conditions

General instructions are specified in the following paragraphs.

- The CA Firms are advised to study all technical and commercial aspects, instructions, forms, terms and specifications in this RFP carefully. Failure to furnish all information required in the RFP or submission of a bid not substantially responsive to the RFP in every respect will be at the Audit Firm's risk and may result in the rejection of the bid.
- The quotations shall be submitted strictly in conformity with the specifications given in this RFP and as per the mandatory response format. RFP not submitted in the prescribed format or incomplete in any manner shall be summarily rejected.
- The RFP is not transferable.
- CIDCO Ltd. is not responsible for non-receipt of RFP within the specified date of submission due to any reason including postal delay or holidays.