

ASSAM GRAMIN VIKASH BANK
HEAD OFFICE::GUWAHATI

Advertisement for Engagement of Chartered Accountant Firm for TDS/GST return and other works

Ref No. Accts & Invt/86/03/2023-24

Date: 11-10-2023

Assam Gramin Vikash Bank, Head Office, Adam's Plaza, MSS Path, Christianbasti, Guwahati-781005 invites application from the intending Chartered Accountant firms for TDS/GST return and other works of the Bank for a period not exceeding 3(three) years from the date of engagement.

Both Technical and Financial Bids shall be submitted in separate sealed envelopes super scribing "TECHNICAL BID" on top of the envelope containing the technical bid and "FINANCIAL BID" on top of the envelope containing financial bid to be marked as Envelope "A" and "B" respectively both to be submitted together in one big envelope. In envelope "A" the requisite documents as mentioned in Annexure I may be submitted with self-attestation and it should be super scribed as "TECHNICAL BID". The "FINANCIAL BID" should be submitted as per Annexure II.

The entire envelope containing the Technical and Financial Bid should reach the Bank's Head Office in sealed envelopes on or before 5 PM of 25-10-2023. The selected bidder will be informed accordingly.

Scope of Work

- 1. Preparation and submission of GST monthly/yearly returns starting from the month of October, 2023-**
 - a. Timely filing of monthly, quarterly, yearly returns, including reconciliation of ITC with GST portal data (GSTR-2A / GSTR-2B). Necessary input in the statutory forms & its filing/ uploading on the GST Portal shall be carried by the Chartered Accountant from the month of October, 2023 onwards.
 - b. Advising on matters relating to GST in day to day activities of the Bank, if any.
 - c. Providing timely updates / clarifications on Notifications, Circulars, Amendments etc. of the GST laws which are relevant to the Bank and professional advice on the action to be taken by the Bank in implementation of said amendments.
 - d. Reply to enquiry, notices by the department.
 - e. Providing monthly computation of Tax liability and its challan for payment under GST after verification of data provided by Bank.

- 2. Annual Income Tax Return of Bank from FY 2023-24 -**
 - a. Calculate and inform Advance Tax Liability, if any.
 - b. Submission of Income Tax return for corresponding Financial Year before due date.
 - c. Calculation of Deferred Tax as per accounting standard.



3. Representing on behalf of Bank before Income Tax Department/GST Department and attending hearing(s), called for, if any from October,2023-

- a. To represent before the Assessing Officer in the Assessment Proceedings for Assessment for both past and present assessments including Re-opening of old Assessments.
- b. To representing before Assessing Officer in respect of Re-opening of Assessment.
- c. Drafting and filing Appeals or Petitions to Commissioner (Appeals)/ Commissioner till closure of the proceedings.

Eligibility Criteria:

Eligibility Criteria of CA Firm	Documents required in support of eligibility criteria
Reputed Chartered Accountant Firm, practicing Income Tax/GST return filing and having a minimum 3 year experience on the date of the advertisement.	<ol style="list-style-type: none">a. Certificate of practice of the CA Firm issued by the ICAI (The Institute of Chartered Accountant of India) of w.r.t information related to the year of establishment, no of partners etc.b. Copy of work order/ appointment etc. complying the eligibility criteria of experience.

Others:

- a) In case of non-submission of returns within prescribed timeline of Income Tax Department/GST Department, penalty imposed on the Bank, if any, will be realized from subsequent bills of the CA Firm.
- b) Security Deposit of an amount equivalent to 10% of the amount quoted has to be submitted by the selected CA Firm.
- c) For payment of bills following data should be provided by the Audit firm as soon as they receive the appointment letter

Bank A/c Name of the Firm:

Bank A/c number :
Bank and Branch name :
IFS Code of the Branch :
GST Regd. No. :
PAN No. :

- d) Bills should be prepared addressing the General Manager, Accounts & Investment of Assam Gramin Vikash Bank, Head Office, Adam's Plaza, Christianbasti, Guwahati-781005.
GSTIN of Bank: 18AAIAA8534E1ZQ.



TECHNICAL BID DOCUMENTS

- Copy of Certificate of practice of the CA Firm issued by the ICAI (The Institute of Chartered Accountant of India of w.r.t information related to the year of establishment, no of partners etc.
- Membership No. of Chartered Accountant
- Copy of work order/ appointment etc. complying the eligibility criteria of experience.
- Copy of PAN.
- Copy of GST Registration Certificate.
- Firm Registration No. and partnership deed.
- Declaration on letter head that the CA Firm is not a defaulter to any Bank/Institution.

FINANCIAL BID

Sl. No.	Details	Quoted Price (INR)
1.	Fees for carrying out the work as per the scope of work under,- 1. Preparation and submission of GST monthly/yearly returns. Any other Return specified under Law.	Fee for filing Monthly Return: Rs. Fee for filing Yearly Return: Rs.
	2. Annual Income Tax Return of Bank	Fee:Rs.
	3. Representing on behalf of Bank before Income Tax Department/GST Department and attending hearing(s), called for, if any.	Fee for full settlement of IT/GST notice pertaining to each year: Rs.
	Total without GST	Rs.
	GST	Rs.
	Gross Total	Rs.

Note:

- For any clarification please reach out at Assam Gramin Vikash Bank, Accounts & Investment Department, Head Office, Adam's Plaza, Christian Basti, Guwahati-781005.
- CA/CA Firm shall note that no extra cost will be considered over and above the price quoted in the financial bid and hence it must be ensured that price submitted in the bid is quoted considering the complete scope of work as defined in the tender document.
- The Bank reserves the right to accept or reject any application for engagement of Chartered Accountant without assigning any reason thereof.
- In case any Certificate/Declaration is found tampered/incorrect, the assignment would get terminated besides the Firm being liable for any action under ICAI / RBI / NABARD guidelines.

Sd/-

Date: 11-10-2023

GENERAL MANAGER