

Government of India
Ministry of Ports, Shipping and Waterways
Directorate General of Lighthouses and Lightships
"DEEP BHAWAN" A-13, SECTOR 24
NOIDA (U.P) - 201301



Notice Inviting Quotation

Name of Work : Providing GST Consultancy Services for filing of GST Return on Lightdues.

Government of India
Ministry of Ports, Shipping and Waterways
Directorate General of Lighthouses and Lightships
“Deep Bhawan”, A-13, Tulsi Marg, Sector 24,
NOIDA, Uttar Pradesh – 201 301.
Phone-0120-2411294, 0120-2411292, Fax-0120-2411345
E-mail:- noida-dgll@nic.in

SECTION- I - NOTICE INVITING QUOTATION

File No: BA-14002/1/2020-BA

DATE : 28.01.2022

For and on behalf of the President of India, the Director General of Lighthouses and Lightships (DGLL), Noida, invites quotations under two cover system (Part I-Technical Bid, Part II Commercial Bid) from reputed Chartered Accountants/ Consultancy firms registered with ICAI having experience and expertise for the following work:

Sl.No.	Details	Description
1	Name of work	Providing GST Consultancy Services for filing GST return on Light dues.
2	Period of Works	01 Year.
3	Time and Date of Publishing of NIQ	By 1700 Hours on 28/01/2022 on department website and www.eprocure.gov.in/epublish/app
4	Pre Bid Meeting	01/02/2022 (1200 Hrs) at the Office of Directorate General of Lighthouses and Lightships, Noida.
5	Bid Submission Period	28/01/2022 (1700 Hrs) to 04/02/2022 (1700 Hrs)
6	Date of Opening of Technical Bids	04/02/2022 at 1730 Hrs.
7	Bid validity	90 days from date of opening of bid.

8	Initial eligibility criteria	<ol style="list-style-type: none"> 1. The bidder must be a Chartered Accountant. 2. The bidder must have valid PAN Card and GSTIN. 3. The bidder shall have at least five (05) year experience in GST/Service Tax Consultancy Services. 4. The bidder must have office in Noida/NCR. 5. The bidder must not be blacklisted. 6. The Bidder shall have satisfactorily completed similar works during last Five years ending on the previous day of last date of submission of tender. Similar work shall mean GST/Service Tax Consultancy Services for Government Organizations in NOIDA / NCR.
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The past experience in similar nature of work should be supported by certificates issued by the client's organization. In case the work experience is of private sector, the completion certificate shall be supported with copies of the letter of award/ contract agreement and corresponding TDS Certificates. For the purpose of evaluation of bids, the value of work will be considered commensurate with the value of TDS Certificates.

The Technical Bids will be scrutinized by a Tender Evaluation Committee appointed by the Director General of Lighthouses and Lightships (DGLL). The bids, which do not

meet the tender requirements, are liable to be rejected. The commercial bids of technically qualified bidders meeting with the pre-qualification requirements shall only be opened. The decision of the Director General of Lighthouses and Lightships, Noida in deciding the successful bidder shall be final and binding on the bidders.

Directorate General of Lighthouses and Lightships, Noida reserves the right of accepting the bid.

Canvassing whether directly or indirectly, with Bid is strictly prohibited. The Bids submitted by the Bidders, who resort to canvassing, shall be summarily rejected.

Those Bidders whose near relatives are posted as accountant or as a gazetted Officer in any capacity in the Directorate General of Lighthouses and Lightships shall not be permitted to Bid. The prospective Bidder shall also intimate the names of persons who are working in the office of Director General of Lighthouses and Lightships, Noida in any capacity or subsequently employed, who are near relative to any gazetted officer in the DGLL or in the Ministry of Shipping. Any breach of this condition by the bidder shall render him ineligible. By the term 'near relative' is meant wife, husband, parents & grand parents, children & grandchildren, brothers & sisters, uncles, aunts & corresponding in laws.

No Gazetted Officer of Government of India is allowed to work as a contractor without prior permission of the Govt. of India in writing for a period of two years after his retirement from government service. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of Govt. of India as aforesaid, before submission of the Bid or engagement in the contractor's service.

**For Director General
For and on behalf of the President of India**

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SECTION - II -SCOPE OF WORK

Filing of all GST Returns, Handholding & other GST related work:

Filing of all GST Returns for DGLL initially for a period of one year i.e. up to March 2023 from the date of award of the work (extendable for a further period as may be decided by the competent authority on the same terms and conditions subject to satisfactory performance).

This work shall include:

- Filing of all GST monthly returns as well as annual GST returns in the requisite format prescribed under the GST regime from time to time
- Annual GST return for the period 01.04.2022 to 31.03.2023
- Monthly GST returns for the period from the date of award of the work for a period of one year.
- Generating/ Filing all requisite periodical (monthly as well as annual) returns under the GST regime for DGLL covering assistance in outwards/inwards information of matching /un-matching transactions and reconciliation thereof.
- Advise necessary checks to be exercised to ensure authenticity of data being received at the GST numbers of DGLL.
- Generating Challans for payment of GST on behalf of DGLL. The Primary data concerning all transactions for e-filing will be provided by the DGLL.
- Assistance to DGLL on a month to month basis to ensure that the GST laws are complied with. The Bidder/ Tenderer shall ensure for handholding for a period of the work order/ agreement to ensure that proper taxes are paid, credits in full are availed of and reporting & compliances envisaged in the GST laws are complied with.
- Ensure proper records as prescribed under GST Acts and rules made there under are being maintained by DGLL.
- Render advices and provide clarifications to DGLL on GST related issues.
- Time to time advice on other compliances to be undertaken by the DGLL under the GST regime and any other eventual queries that may arise along with timely implementation of any relevant circulars/ notifications/amendments in DGLL, during the engagement of the consultant.
- 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.
- Assist and 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 tax credits and utilization under GST, etc.
- 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.
- Highlight areas of potential non-compliance for immediate regulation.

Identification of additional issues and render advice to DGLL at separate quotation of work.

Assist reconciliation procedure for monitoring Input/ Output/ final monthly returns and guidance to track on Un-reconciled transactions, etc

Audit as mandated under GST Acts and rules thereto

Conduct of Audit of DGLL as mandated under GST Acts and rules thereto and issue of various certificates, if required, for GST compliance.

Addressing notice from GST authority

If a notice/ query is served to DGLL by GST authority then assistance from consultant to resolve the issue with expert supervision

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SECTION -III - FINANCIAL BID

1. Monthly GSTR-3B (With details and Data) -
2. Monthly GSTR-1 (With details and Data) -