

**M/s Intelligent Communication Systems India Limited (ICSIL)**, a joint venture of Telecommunications Consultants India Ltd. (TCIL), A Govt. of India Enterprise under Ministry of Communications & IT and Delhi State Industrial & Infrastructure Development Corporation Ltd. (DSIIDC), an undertaking of Govt. of NCT Delhi. ICSIL is an ISO 9001:2008 compliant company also holds the status of Public Sector Undertaking (PSU). Govt. of NCT of Delhi nominated ICSIL as a Nodal Agency for the procurement of Computer Hardware, Software, Computer accessories etc. and Empanelled by the Department of Information & Technology, Govt. of NCT of Delhi for providing Manpower to the Departments of Govt. of NCT of Delhi, Autonomous Bodies/Local Bodies/Corporations under Govt. of NCT of Delhi. Similarly, ICSIL also undertakes projects for various departments, autonomous bodies, PSU under Central Govt., other State Govt. and abroad. The company is having turnover of 175 Crore during FY 2018-19, out of which turnover of Rs.145 Crore is related to Indian operation i.e. mainly outsourcing of Manpower in Delhi to Govt. Deptt, Franchises for IT training, etc.

ICSIL is inviting sealed quotation from Practicing Chartered Accountant/Firm of Chartered Accountant/Practicing Cost Accountants/firm of cost Accountants for work of Audit of 13 States (i.e. Andman Nicobar, Delhi, Gujarat, Haryana, Jammu and Kashmir, Karnataka, Kerala, Maharashtra, Odisha, Pondicherry, Punjab, Tamilnadu, UP) Goods & Service Tax of the Company. ICSIL intends to appoint reputed Practicing Chartered Accountant/Firm of Practicing Chartered Accountant/Practicing Cost Accountants/firm of Cost Accountants as GST Auditor for FY 2018-19.

### **1. Scope of work :**

- 1.1 The scope of work will cover examination of records, returns and other documents as required under GST Act or rules made there under or under any other law for time being in force to verify the correctness of turnover declared, taxes paid, refund claimed and input credit availed and to assess the compliance with the provision of GST Act or rules made there under including submission of GST Audit report or any other compliance report as stated in GST Act 2017.
- 1.2 Ensure to complete and file Annual GST returns (including GSTR9, GSTR9C, etc.) of 13 states within due date for FY 2018-19.

### **2. Payment Terms:**

- 2.1 Payment will be released after completing the work/ submission of GST Audit report as per requirement of GST Act 2017 or rule and as per scope of work against submission of the Invoice.

### **3. Selection Criteria:-**

- 3.1 The lead partner/Proprietor/Individual, under whose supervision the GST Audit of ICSIL will be carried out, should have continuous experience of 5 (Five) years or more in full time practice for Service Tax/VAT/GST related matters. The cut-off date for ascertaining experience will be **15<sup>th</sup> February 2020**.

- 3.2 Bidder should not have been blacklisted / Terminated by Central / State Government Departments / Public Sector Undertakings or other institutions from past 3 Years.
- 3.3 Bidder should have an experience of atleast 1 Year for GST Audit in Central / State Government Departments / Public Sector Undertakings. The cut-off date for ascertaining experience will be **15<sup>th</sup> February 2020**.
- 3.4 The Competent Authority reserves the right to accept or reject any quotes or to cancel the entire process.
- 3.5 In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Managing Director, ICSIL will be final and binding on both the parties to the contract.
- 3.6 Bidder should have Registered office in Delhi /NCR.

**4. Terms and conditions:-**

- 4.1 The appointment will be initially for the Financial Year 2018-19. Appointment can be further extended on annually basis maximum upto 3 Years subject to satisfactory performance.
- 4.2 Audit firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full. In case it is subsequently revealed at any stage of the appointment process / post appointment that outsourcing has been resorted to, the appointment is liable to be summarily cancelled with immediate effect
- 4.3 The rate should be quoted in the specific format attached in schedule B enclosed herewith in a SEPARATE SEALED COVER. Further, the evaluation of price on lowest basis will be done considering the rate quoted in Schedule B.
- 4.4 Interested Practicing Chartered Accountant/Firm of Chartered Accountant/Practicing Cost Accountants/firm of cost accountants are requested to provide quotation for professional fees (excluding applicable taxes) for the services of the said scope of work on or before 28<sup>th</sup> Feb 2020, in SEALED COVER, with duly mentioning thereon “ Professional Quotes for appointment of GST auditor for FY 2018-19.”

For detailed information about our Company you can visit our Company website-[www.icsil.in](http://www.icsil.in). For any further information /clarification, in this regards, you may contact on 011-26929051, 011-26830338 or Email Id: [arunsharma@icsil.in](mailto:arunsharma@icsil.in)

Manager (F&A)  
ICSIL

SCHEDULE - A

OFFER/DETAILS TO BE SUBMITTED

To,

Manager(F&A)  
 ICSIL,  
 Administrative Building,  
 Above Post Office,  
 Ohkla Phase – III, New Delhi - 110020

Sr. No.	Particulars
1.	Name of the Practicing Chartered Accountant/Firm of Chartered Accountant/Practicing Cost Accountants/firm of cost accountants Indirect Tax Consultants: <ul style="list-style-type: none"> <li>• Whether Partnership/Proprietorship/Individual:</li> <li>• Name of the Lead Partner/Proprietor/Individual /In-charge</li> <li>• Name (s) of the Contact person(s) and the Contact Details:</li> </ul>
2.	Date of Commencement of Practice:  Date of registration:  Certificate of Practice (COP)Number/Registration Number (Please attach copy)
3.	Details of Office (s):  Address:-  Telephone Nos:-  Fax no.:  Email:-  Website
4.	Post Qualification Experience in fulltime practice of Lead Partner/Proprietor.
5.	Number of Active Partners in the Firm :
6	Profile of the firm:

7.	List of major clients of past and present as mentioned in point no.3 in selection criteria along with the work order, Profit & Loss Account & Balance sheet
8	Self Attested copy of ICAI Registration Certificate/Cost Accountant Practicing Certificate
9.	Any other relevant information.
10.	Self Declaration certificate not have been blacklisted / Terminated by Central / State Government Departments / Public Sector Undertakings or other institutions from past 3 Years.

Declaration:

1. All the information provided by me/us herein above is correct.
2. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.
3. I/We hereby undertake that, I will not sub contract the work assign to me or my firm.
4. I/We hereby undertake that, neither I nor any of my partners have any interest in the business of the Company.

Signature:\_\_\_\_\_

Name of the Authorized Signatory:\_\_\_\_\_

Stamp of the Proprietor /Firm:\_\_\_\_\_

Date:\_\_\_\_\_

Place:\_\_\_\_\_

Schedule B (Format of Price- Bid to be submitted in separate sealed cover)

<b>Scope of Work Point No.</b>	<b>Particulars (Scope of Work)</b>	<b>Professional Fees (Excluding Applicable GST)</b>
1	GST Audits and submission of GST report as required under GST Act 2017 or rule and file Annual GST returns (including GSTR9, GSTR9C, etc.) of 13 states (i.e. Andman Nicobar, Delhi, Gujarat, Haryana, Jammu and Kashmir, Karnataka, Kerala, Maharashtra, Odisha, Pondicherry, Punjab, Tamilnadu, UP) for FY 2018-19.	
	<b>Total</b>	