



भारतीय राजमार्ग अभियन्ता अकादमी
(सड़क परिवहन एवं राजमार्ग मंत्रालय, भारत सरकार)
Indian Academy of Highway Engineers
(Ministry of Road Transport and Highways, Govt. of India)

IAHE/F&A/04/GST Compliance/2022-23

Dated 02.05.2022

Noting Inviting Quotations (NIQ)

To,

As per list identified
Through Internet/ Local Enquiry
& Website of IAHE

Sub: Engagement of Chartered Accountant Firms for Goods & Service Tax (GST) compliance of Indian Academy of Highway Engineers (IAHE), A-5, Sector-62, Noida.

Sir,

Your quotation may be submitted to Director, IAHE in sealed envelope so as to reach by **23.05.2022 by 15.00 hrs** in the format as given at **Annexure-1** and the following terms and conditions for the subject work. In the quotations, the letter number and date of this NIQ may be mentioned.

Terms & Conditions

1. The Chartered Accountant Firms submitting quotation should have valid registration of their firm from Institute of Chartered Accountants of India (ICAI), PAN and GST registration (if applicable). Agencies are required to submit proposals in 2 covers. The **First Cover** shall contain a copy of the registration of their firm from ICAI, PAN Card, GST Registration Certificate and Security deposit of Rs. 5,000/- in the form of Demand Draft / Bankers Cheque of a scheduled bank drawn in favour of Indian Academy of Highway Engineers payable at Noida. The **second cover** shall contain the Financial Quote / Quotation as given at **Annex-1**. The First cover shall be opened at first and agencies who have submitted registration of their firm from ICAI, PAN Card, GST Registration certificate & Security deposit shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote. The work shall be awarded to the firm submitting the **Lowest Financial Quote (Grand Total Price)**. Both the covers should be enclosed in a third cover with "Quotation for Engagement of Chartered Accountant Firms for Goods & Service Tax (GST) compliance of Indian Academy of Highway Engineers (IAHE), A-5, Sector-62, Noida" in response to IAHE's NIQ bearing No. **IAHE/F&A/04/GST Compliance/2022-23** dated **02.05.2022**.
2. Prospective bidders/ CA firms are encouraged to visit IAHE for proper understanding the scope of work before submitting the quotation.
3. The selected CA firm shall be initially engaged for the said work for a period of one year. On satisfactory performance and at the sole discretion of IAHE, the same may be extended on similar rates, terms and conditions for a period of two more years, year by year.
4. The CA firm is required to do following but not limited to the works/tasks for GST compliance of IAHE:
 - (i) Calculation of monthly GST liability based on outward invoices raised during the month and timely filing of GSTR-1 on monthly basis.
 - (ii) Calculation of monthly "TDS on GST" on deduction made by IAHE on Inwards Invoices and timely filing of GSTR-7 on monthly basis.

Please note: All correspondence should be addressed to the Director by designation only

A-5, Institutional Area, Sector-62, Noida (UP) – 201 301 (India)
Tel 0120-2400085-86, 2405006-9, Fax 2400087

