

QUOTATION FOR GST AUDIT FOR THE YEAR 2019-20

**QUOTATION NO: MFSCDCL/GST Audit/FOR 2019-20 DATED 19TH
JAN 2021**

Maharashtra Film, Stage & Cultural Development Corporation Limited (MFSCDCL) invites Quotation from reputed and experienced firm of Chartered Accountants/Cost Accountants for GST audit of the company for the FY 2019-20 renewable thereafter for another One year subject to satisfactory performance of the appointed firm.

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Interested partnership firm/LLP meeting the eligibility criteria and accepting the general terms and conditions may submit their quotations as per the instruction below.

The due date and time for submission quotations is upto 17.30 hrs on 25th January, 2021 for and on behalf of

Sd/-
(Aanchal Goyal)
Jt. Managing Director
MFSCDCL

Background of the Company

THE MAIN OBJECTS OF M.F.S. & C.D.C.LTD. TO BE PERSUED BY THE COMPANY ON ITS INCORPORATION:

1. To, aid, assist counsel, protect, organize, initiate, promote and accelerate cultural activities in the field of cinema, dramatics, folk art including tamasha, music, dance and other performing arts.
2. To develop, aid assist, initiate, promote, organize and finance the production, distribution and exhibition of films generally and especially in Marathi including grant of assistance on specially favourable terms as well as in other languages.
3. To, aid, assists, promote, organize, initiate and develop stage and performing arts in Maharashtra by providing suitable infra-structure on commercial basis such as providing first run cinema/drama theaters in key centres.
4. To start, develop, maintain, expand, modernize, manage and run on commercial lines films cities and to take over and manage existing film city at Goregaon, Mumbai.

Eligibility Criteria

A. Firm Eligibility Criteria :

1. The applicant shall be a firm of Chartered Accountants/Cost Accountants either partnership firm or LLP registered with “The Institute of Chartered Accountants of India”/ The Institute of Cost Accountants of India.
2. The firm/LLP should have at least 2 full time FCA/FCMA partners in practice as per the documents of The Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.
3. Any one of the partner should possess post qualification certification on GST from The Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.
4. The firm must have head office or branch office in Mumbai headed by a full time partner.
5. The firm should not have been blacklisted/debarred anytime during last 3 years ending 31st March 2020 from participation in a tender floated by any central/state PSU any State/Central Government Department/Institutes or any Autonomous Body funded and/or controlled by any state/central government.
6. The firm/partner associated should not been penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them/him as on the date of application.

It is essential that, all the above criteria prescribed are fulfilled in order to be eligible for appointment as GST Auditor.

The eligibility criteria shall have to be met at the time of evaluation and the firm shall continue to meet the criteria throughout the currency of the agreement.

Firm/ Partners should disclose relationship, if any, to any director/KMP of the company.

Scope of Work GST Audit

1. Verification of Sales Register from GST purview.
2. Verification of Purchase Register from GST Purview.
3. Reconciling GST Returns of F.Y. 2019-20 with Sales register.
4. Compling GSTR 1 returns for preparation of Annual Returns and Audit Reports.
5. Compling GSTR returns for preparation of Annual Returns and Audit Reports.
6. Reconciliations of Input tax credit allowances and reporting in monthly returns, Annual Returns and Audit Reports.
7. Preparation and Filing GSTR 9.
8. Discharge of any liability of GST raised/identified during the GST Audit.
To conduct GST Audit of annual accounts of the company in accordance with section 35(5) read along with 44 (2) of the CGST Act, 2017 (including any enactments or amendments made as may be applicable from time to time).
9. Submission/e-filing of GST Audit Report along with annual return and reconciliation statement as per section 44(2) of the CGST Act, 2017 in E-form GSTR -9C within the scheduled date and in the manner as specified / prescribed by CBIC.
10. Any other compliances w.e.f. relevant existing laws and amendments thereof for GST Audit 2019-20.

General Terms and Conditions

1. Assignment of GST audit is intended to be awarded initially for one year and renewable for another one year subject to satisfactory performance of the appointed firm.
2. GST audit firms so appointed shall commence GST audit and submit GST Audit Report for the Company as a whole within the time schedule communicated by the Company. i.e. before 28.02.2021
3. Audit shall be conducted at Registered & Corporate Office situated in Goregaon (East), Mumbai.
4. The audit firm must not sub-contract the work.
5. The audit team will work in strict confidentiality and will ensure that the GST data, GST statement and GST information in respect of the operation of the location / work centre / Company is dealt with in strict confidence and secrecy. A Certificate towards maintaining confidentiality is to be provided by the GST Auditor on receipt of appointment letter and before commencement of Audit.
6. The appointment of the Auditor will stand cancelled forthwith without any prejudice to all available legal or any other remedy / recourse to the company in the following cases:
 - i. If the Firm obtains the appointment on the basis of false information / mis - statement.
 - ii. If the Firm does not take up audit in terms of appointment letter.
 - iii. If the Firm fails to maintain/honour confidentiality and secrecy of the Company's GST data, GST statement and GST information.
 - iv. If the Firm fails to comply with any of the conditions given eligibility criteria, terms and conditions.In any of the above cases, action will be taken as per the best judgment by the company.
7. Payment of GST audit fees shall be against bill and submission of report. GST shall be paid extra at actuals. TDS as applicable shall be effected from the audit fee.

Evaluation process

- a. The participant qualifying eligibility criteria and quoting the lowest all-inclusive price for the assignment will be winner.
- b. If required MFSCDCL will initiate negotiation with L1.
- c. Based on the best judgment, management will finalize the firm for award of the assignment. The decision of the organization shall be final and shall not be open to challenge.
- d. Mere meeting the qualification and / or submission of application will not confer any right for selection. Acceptance / rejection of any application will be at the sole discretion of the Management.

Instruction for Submission of Quotation

Duly completed quotation shall be submitted in a sealed envelope as under:

Techno commercial quotation should be submitted in a sealed envelope – 1:

- Quotation forwarding letter
- Brief profile of LLP/partnership firm; and
- Documents to establish conformity with eligibility criteria

Price Quotation shall be in the format as prescribed in section 7 only. Price Quotation should be submitted in a sealed envelope – 2 (super scribing “Price Bid”).

Both envelop 1 and 2 shall be put in sealed envelope 3. The sealed envelope 3 should be super- scribed “Quotation For GST Auditor F.Y.2019-20”. The name and address of the Participant shall be clearly mentioned on the sealed envelope 3.

The sealed envelope should be received by us on or before 17:30 Hrs of 25th January 2021 and should be addressed to:

Jt.Managing Director,
Maharashtra Film, Stage & Cultural Development Corporation Ltd.
Dadasaheb Phalke Chitranagari,
Goregaon (East),
Mumbai 400 065.
Telephone No: 28400734 / Email Id:mohan41266@gmail.com

Section 7

Price Bid Format

Professional Fee for the GST Audit

(Amount in Rs.)

Particulars	For Financial Year 2019-20
Professional Fees for GST Audit(Excluding GST)	

Note:

1. The prices shall be excluding GST. Applicable GST shall be paid extra at actuals.
2. Price Quotation with conditions shall not be considered/may be rejected

For _____

Authorized Signatory & Seal

Place:

Date:

Section 8**Documents checklist to substantiate the eligibility criteria**

Sl no	Eligibility criteria	Documents to be submitted duly attested with seal & Signature
01	The applicant shall be a firm of Chartered Account/Cost Accountants either partnership firm or LLP registered with “The Institute of Chartered Accountants of India”/ The Institute of Cost Accountants of India.	Latest registration certificates of the firm issued by the ICAI/ICMAI w.r.t information related to the year of establishment, no of partners etc.,
02	The firm/LLP should have at least 2 full time FCA/FCMA partners in practice as per the documents of The Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.	Same as above
03	Any one of the partner should possess post qualification certification on GST from The Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.	Certificates issued by ICAI/ICMAI
04	The firm must have head office or branch office either in Mumbai.	Latest registration certificates of the firm issued by the ICAI/ICMAI w.r.t information related to the year of establishment, no of partners etc.,
05	The firm should not have been blacklisted/debarred anytime from participation in a tender floated by any Central/State PSU or any State/Central Government Department/Institutes or any Autonomous Body funded and/or controlled by any State/Central Government.	Self-declaration letter with authorized sign and seal.
06	The firm/partner associated should not been penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.	Self-declaration letter with authorized sign and seal.

Annexure I

Bid forwarding letter – Specimen

Date:

To,

Jt. Managing Director

Maharashtra Film, Stage & Cultural Development Corporation Ltd.

Dadasaheb Phalke Chitranagari,

Goregaon (East),

Mumbai 400 065.

Dear Sir,

Sub: Submission of Quotation.

Ref: QUOTATION NO: MFSCDCL/GST Audit/FOR 2019-20
DATED JAN 2021

With reference the above we___ (name of the Applicant) hereby submit our Quotation as under:

1. We have prepared and submitted the quotation document strictly as per the format and instruction given in the tender document.
2. Quotation have been submitted in sealed envelope as Quotation for GST Auditor Financial Year 2019-20 as per given criteria.
3. The price quotation is submitted un-conditionally i.e. without any condition and strictly as per the price quotation format.
4. We perused the scope of the audit, terms and condition as given in Section 3 & 4 including notes appended and confirm that, our quotation is submitted with reference to the above scope and quantum of work.
5. We accept unconditionally the general terms and condition and evaluation criteria as prescribed in Section 04 & 05 the tender.
6. We meet the eligibility criteria as prescribed.

7. We attach the following documents to meet the eligibility criteria:

Sl no	Eligibility criteria	Documents to be submitted duly attested with seal & Signature
	A. Firm eligibility criteria:	
01	The bidder shall be a firm of Chartered Account/Cost Accountants either partnership firm or LLP registered with “The Institute of Chartered Accountants of India”/ The Institute of Cost Accountants of India.	Latest registration certificates of the firm issued by the ICAI/ICMAI w.r.t information related to the year of establishment, no of partners etc.,
02	The firm/LLP should have at least 2 full time FCA/FCMA partners in practice as per the documents of The Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.	Same as above
03	Any one of the partner should possess post qualification certification on GST from The Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.	Certificates issued by ICAI/ICMAI
04	The firm must have head office or branch office either in Mumbai headed by a full time partner.	Latest registration certificates of the firm issued by the ICAI/ICMAI w.r.t information related to the year of establishment, no of partners etc.,
05	The firm should not have been blacklisted/debarred anytime during last 3 years ending 31st March 2020 from participation in a tender floated by any central/state PSU including Security Printing and Minting Corporation of India Limited, New Delhi and Bharatiya Reserve Bank Note Mudran Private Limited, Bangalore or any state/central government department/institutes or any autonomous body funded and/or controlled by any state/central government.	Self-declaration letter.

06	The firm/partner associated should not been penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.	Self-declaration letter.
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For _____

(Name of the signatory) Partner
Sign & Seal of
Authorized Signatory