



NATIONAL COOPERATIVE CONSUMERS' FEDERATION OF INDIA LIMITED
3, SIRI INSTITUTIONAL AREA, AUGUST KRANTI MARG, NEW DELHI-110016
Website: www.nccf-india.com, Tel.: 011-41006852

NOTICE
SELECTION OF GST TAX CONSULTANT FOR ADVISORY,
IMPLEMENTATION AND COMPLIANCES SERVICES

About NCCF:

NCCF was established on 16th October, 1965 to function as the apex body of consumer cooperatives in the country. It is registered under the Multi-State Co-operative Societies Act, 2002. It operates through a network of 28 Branch Offices located in different parts of the country. NCCF Headquarters is situated in New Delhi.

NCCF, as an organization to promote consumer cooperative movement in the country, aspires to facilitate the voluntary formation and democratic functioning of cooperatives, based on self-reliance and mutual aid for overall economic betterment and financial autonomy.

As an apex organization for the Consumer Cooperatives, NCCF is committed to apply the knowledge and resources acquired over years of its functioning to ensure the following:-

- To satisfactorily meet the requirement of consumers
- To maintain transparency and focus on consumer satisfaction
- To continuously strive to achieve higher standards of performance
- To enable growth of all its member co-operatives through dissemination of best practices and use of technology
- To achieve higher growth better market penetration keeping the best interests of consumers in mind.

Invitation:

Application is invited for hiring the services of reputed Chartered Accountants Firms towards advisory, implementation and compliance of GST Act i.e. keeps update with all amendments/notifications/circulars, filling of all GST returns (Monthly/Quarterly/Yearly) and consultancy in GST/VAT/Service Tax Matters for Head Office.

Scope of work:

Routine Advisory Services and updates:-

- i) The scope of work shall cover advisory services in relation to the following indirect tax laws:-
 - Goods and Services Tax Law
 - Customs Act, 1962
 - VAT ACT and respective State VAT Laws.

- ii) To provide opinion on valuation and taxability of import and export of services.
- iii) To provide opinion on availment, utilization and reversal of GST credit/input credit on inputs, input services and capital goods.
- iv) To provide opinion in respect of accounting of various taxes (including but not limited to output and input services)
- v) Providing opinions/comments/clarifications on various tax issues raised from time to time.
- vi) Review of various circulars to be issued to the branches in respect of tax and related matters.
- vii) Provide updates covering the latest developments in Central GST Laws/GST Laws of the relevant states in terms of amendments in law, notifications, circulars etc.
- viii) Various Reconciliation Statements in relation to Central/States GST Laws.

Tax compliances:-

- i) To prepare and filling of the all applicable GST returns.
- ii) To check veracity and correctness of data before filling of GST Returns
- iii) To review and suggest overall improvement in regulatory compliance, if considered necessary.
- iv) Advising on determination of time of supply, place of supply of goods or services or any rules with respect to GST.
- v) Bidder, may use, if required, their proprietary software for compliance purpose. Such software to be secured and subject to approval from GST Department.

Assessment Proceedings /Appeals under the GST Law

- i) Assistance in GST proceedings, anti-evasion proceedings/Anti Profiteering etc.
 - a) To represent before the competent authorities in connection with the assessment proceedings and related matters.
 - b) To assist in collation of documents/details etc. and preparation of various annexures etc. as may be required.
 - c) To appear before various Centre and State GST Authorities including and respond to the queries raised by the authorities
 - d) To draft replies to demand cum show cause notices received by NCCF from Tax Authorities.
- ii) Assistance in Appellate Proceedings which shall cover the following:
 - a) Discussions with the management on proceedings initiated by Tax Authorities.
 - b) Assistance in drafting stay petitions, appeals etc. (involving inter-alia finalization of Grounds of Appeal, statement of facts etc.) in the prescribed format for filling with the Appellate Authority and Goods and Service Tax Appellate Tribunal.
 - c) To represent NCCF before the above mentioned appellate authorities.
 - d) Review the orders passed by the Assessing Officer/Appellate Authority/Appellate Tribunal/High Court/Supreme Court for this purpose and preparation of letters to the said authorities to the same.

SCHEDULE OF SUBMISSION OF PROPOSAL FOR GST CONSULTANT

1	Opening Date of Advertisement on NCCF Website.	06.06.2023
2	Last Date for submission of proposal	15.06.2023

- The proposal to be addressed to the Manager (A&F), Head Office and send Hard/Soft Copy through email or Speed Post to the following address.

Address : NCUI Complex, 3-Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016.

Email : nccfactho1@gmail.com

CONFLICT OF INTEREST:

- I. The selected Firm should provide professional, objective and impartial service and hold NCCF's interest paramount.
- II. The selected Firm shall not deploy former employees who have served NCCF in last six months.
- III. The selected Firm shall not downstream or outsource any part of the scope of work.
- IV. Non-disclosure of such an association will lead to termination of Agency.

RIGHT TO ACCEPT OR REJECT ANY PROPOSAL:

NCCF reserves the right to annul the Proposal Document process, or to accept or reject any or all the proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Firm(s) or any obligation to inform the affected Firms(s) of the grounds for such decision.

FRAUD & CORRUPTION:

It is required that the Firms submitting Proposal and Agency selected through this process must observe the highest standards of ethics during the process of selection and during the performance and execution of the Work Order.

SUBMISSION OF PROPOSAL:

Firms shall submit their Proposals on or before the last date and time for receipt of proposals within due date i.e. by 15th June, 2023.

EVALUATION OF PROPOSALS:

The Proposal will be opened as per the schedule mentioned. NCCF may constitute Committee to evaluate the Proposals submitted by Firms for a detailed scrutiny. Subject to terms mentioned in the Advertisement.

ELIGIBILITY:

Scrutiny of the Proposals for eligibility will be done to determine whether:

- a) The CA Firms shall be in existence for a minimum period of ten years and should have healthy financial Annual Turnover. Besides having local office near NCCF, Head Office.
- b) For the purpose of ascertaining parameter of Turnover of the Firm, average turnover of the Firm for the previous three financial years shall be considered.
- c) In the proposal, the Firm shall submit a 'certificate of compliance' certified by a Chartered Accountant to the effect of the above.
- d) The preference will be given to those firms having experience to present/defeat the cases of National Level Society/Federation/PSUs/ Govt. Organization before GST Authorities/ Tribunal.
- e) This empanelment is for the purpose of short listing of Firms only and would not carry any assurance of allotment of assignments from the NCCF.
- f) The NCCF reserves its right to accept or reject any application/s without assigning any reasons thereof. The decision of the NCCF, HO for empanelment of the Firms will be final and binding upon the firms submitting their proposals which are shortlisted.

PROPOSAL:

The proposal shall be based on the parameters are as mentioned in the Table below:

NOTE: The Proposal must not include any financial information regarding the Price which has already reserved / approved, failing which the Proposal will be rejected.

Sl. No.	PARTICULARS	DETAILS (Supporting Documents where applicable are required to be annexed)
1.	Compulsory Conditions: i) Existence for a minimum period of ten years ii) Annual Turnover For the purpose of ascertaining parameter of Turnover of the Firm average turnover for the previous three financial years shall be considered.	
2.	Year of establishment of the Firm	
3.	Partners (details) as per ICAI Certificates as on 01.04.2023	
4.	Names of the Chartered Accountants employed with the firm	
5.	Number of semi-qualified employees attached with the Firm (CA-Intermediate)	
6.	Exposure of the Firm in Industry preferably towards Indirect Tax Assessment proceedings and Appeals.	
7.	GSTIN Certificate	
8.	The applicant Firm of Chartered Accountants must have carried out in addition to Routine Assignment in the following areas: i) Direct Taxes ii) State related Taxes / VAT Audit iii) Central Excise/Service Tax/GST The above are only illustrative and not comprehensive.	
9.	Resume of the Firm	
10.	Registration Certificate issued by ICAI	

THE ABOVE PROPOSAL ALSO INCLUDES:

1. Proposed Overall In charge for the assignment (Partner).
2. NCCF may, at its discretion, call for additional information from the Firm(s). Such information has to be supplied within the set out time-frame, otherwise the Committee shall make its own reasonable assumptions at the total risk and cost of the Firms/ Consortium of Firms and the Proposal is liable to be rejected. Seeking clarifications cannot be treated as acceptance of the proposal.
3. For verification of information submitted by the Firms /Consortium of Firms, the Committee may visit Firm's offices at its own cost. The Firms shall provide all the necessary documents, samples and reference information as desired by the Committee. The Firms shall also assist the Committee in getting relevant information from the Firms / Consortium of Firms references, if desired.
4. Firm has to submit covering letter **as per Annexure-I**.

ANNEXURE-I

(On letter-head of Firm/Proprietorship Firm)

Format of Covering letter

Date:

To

Head of Finance,

NCUI Complex, 3-Siri Institutional Area,

August Kranti Marg, Hauz Khas,

New Delhi – 110016

Sub.: Proposal for

Dear Sir,

We enclose herewith the Particulars and Details of the Firm and price in connection with the above assignment.

We also state as follows:

- a. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
- b. Our Fee for various services would be as under (exclusive GST):

Particulars

(Monthly/Quarterly/Yearly)

- | | |
|---|---|
| 1) Routine Tax Consultation, advice and opinion &
for filing all GST Returns and related reports | - |
| 2) For Assessment proceedings on per assessment basis | - |
| 3) For attending appeals before Authorities | - |
- c. We understand that M/s. NCCF is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.
 - d. I confirm that I have authority of (name of the firm) to submit the proposal and to negotiate on its behalf.

Thank you,

(Name of Authorized Signatory) and membership no.
Name of Firm)