

PUNJAB STATE BUS STAND MANAGEMENT CO LTD,
1st Floor, Jeevandeep Building, Sector-17, Chandigarh
CIN: U74999CH1995SGC015974 Ph: 0172-2704790

EXPRESSION OF INTEREST
for GST CONSULTANT in
(PUNBUS)

Expression of interest (EOI) invited from Prop./Firm/LLP of Chartered Accountants/Cost Accountants having experience of at least 5 (Five) years in Indirect Taxation and handling of GST matters. Initially appointment of **GST Consultant** will be for a period of 8 months on retainership basis. Last Date of submission of proposal is 17th May, 2021 (17.05.2021). Detailed terms and conditions can be downloaded from website <http://punjabroadways.punjab.gov.in/>

Managing Director,
PUNBUS

GST CONSULTANT
TERMS AND CONDITIONS

Introduction

Punjab State Bus Stand Management Company Limited (PUNBUS), a wholly owned undertaking of Government of Punjab is engaged in the business of Construction/Renovation, Operation and Maintenance of Bus Stands, purchase and plying of buses for transportation of passengers at Inter-State and Intra-State level.

Eligibility Criteria

1. The Prop./Firm/LLP of Chartered Accountants (CA)/Cost Accountants (CMA) should be registered with their respective Institutes for a minimum period of 5 (Five) Years. Office of the Prop./Firm/LLP should be situated in Chandigarh, SAS Nagar (Mohali) or Panchkula. (Applicant Firm should have fully functional Office in tricity headed by a Prop./Partner. Self-Declaration with list of offices to be submitted)
2. The Prop./Firm /LLP shall have at least (1) Fellow Proprietor/Partner associated with it for a continuous period of not less than 5 years as on 01-05-2021. The list of partners and their bio-data along with testimonials in support of their professional qualification must be submitted.
3. The firm should not have been Banned/declared ineligible for corrupt and fraudulent practices by the Govt. of India/State Govt's/ICAI/ICMAI and should not have any disciplinary proceedings pending against the applicant firm or any of the partners with ICAI or other authorities. (Self-Declaration is must)

Desirable Eligibility:

1. Preference will be given to those Prop./Firms/LLP which are dealing at corporate level in Service Tax/GST matters with PSUs or Government Agencies. Supported by Information on consulting and auditing business in India or outside India. Viz. **assignment/order letters, client Reference etc.** Please furnish a list of at least 5 major clients with address and phone numbers.
2. Consultancy to/ advocacy on behalf of any organization such as banks, insurance companies on GST.

Term:

1. Initially the appointment as GST Consultant in PUNBUS will be for a period of 8 months. Extendable with the mutual consent of PUNBUS and consultant.
2. Management will have the right to cancel the appointment immediately without prior notice.

Rights of PUNBUS

The Managing Director, PUNBUS reserves the right for any modification/cancellation of the advertisement, if required, without assigning any reason thereof. Appointment of the Consultant will be at the sole discretion of the Management on merits.

Scope of Work:

1. Provide verbal and written opinions/advise/clarifications on all GST matters of PUNBUS.
2. To provide any other advice on any other GST/IGST/SGST related issues sought by PUNBUS for the upcoming projects of construction/renovation of bus stands/workshops.
3. Suggest suitable policies to be framed by PUNBUS to comply with GST.
4. Guidance/assistance and review of various circulars and other notifications applicable to PUNBUS Units/HO in respect of GST/IGST/SGST and related matters issued from time to time
5. Assist/guide in respect of changes required in PUNBUS for compliance of GST provisions from time to time including changes required in system/procedures/policies adopted by PUNBUS
6. Assist PUNBUS in training for accounting/payment/filing of returns and other matters of GST.
7. Guidance/advises/assistance for developing necessary tools for review, monitoring, reporting and compliance with reports required in GST regime.
8. To provide opinion to PUNBUS on valuation and taxability of various income streams (interest, service charges, fees and commission, etc.)
9. To provide opinion to PUNBUS on availment, utilization and reversal of GST credit / Input credit on various input services utilized / inputs / capital goods purchased by PUNBUS.
10. To provide opinion in respect of accounting of various taxes (including but not limited to output and input services)
11. Any other matters that may be required by the board or the management from time to time.

Note

1. The applicants must fulfil the eligibility criteria. Proposals of only those applicants who satisfy these conditions will be considered for evaluation process. Applications which do not satisfy the eligibility criteria will be rejected without assigning any reason whatsoever.
2. Applicants must read carefully the conditions of eligibility criteria provided herein before submitting the Proposal with the Office.
3. The sealed envelope be submitted with super scribed with the subject; **“Quotation for appointment as GST Consultant---Finance & Accounts Branch”**
4. PUNBUS will not be liable for any open quotation received in this office.
5. Quotations can be submitted By Hand or through Speed Post/Registered Post/Courier. Quotation through E-mail is strictly prohibited. In case of tie in rates, draw by lots will be applicable.
6. Any amendment, modification or change in terms and conditions will be done online only. (For any query you may contact at Mob: 9814501982)

The proposal must be submitted to the following address with :

**Managing Director,
Punjab State Bus Stand Management Company Limited
First Floor,
Jeewandeep Building,
Sector-17 A
Chandigarh-160017**

FORMAT FOR TECHNICAL PROPOSAL**Annexure –I**

Sl. No	Particular	Details
1	Name of the Firm	
2	Address of the Head office of the Firm with Telephone number and name of contact person	
3	Address of the Branch office of the Firm with Telephone number and name of contact person	
4	Date of Registration and Membership Number with ICAI	

Documents to be submitted along with the above information:

- i. Copy of Registration/Membership certificate of the Prop/firm/LLP with ICAI
- ii. Copy of engagement letters/orders from PSU/Govt. Company/Corporation/Board/PSUs/Semi Government for **consultancy of GST** in support of the above information.
- iii. List of partners in case of Firms/LLP with the status as to Fellow/Associate members of ICAI.

ACKNOWLEDGEMENT AND FINANCIAL PROPOSAL

Ref: -

Date: -

To

The Managing Director,
Punjab State Bus Stand Management Company Limited,
First Floor, Jeewandee Building,
Sector-17 A,
Chandigarh-160017

Sub: Submission of Proposal for appointment as GST Consultant of PUNBUS

Sir,

1. Having carefully examining the entire terms and conditions and having obtained all the requisite information about the EOI, we do hereby propose to provide the desired professional service of GST Consultant as detailed.
2. Our monthly professional/retainership fees for the aforesaid consultancy shall be Rs..... (Rupees (in words).) Inclusive of GST, if applicable.
3. The monthly professional fees shall be inclusive of all expenses incidental and necessary to carry out the consultancy.
4. We agree to abide by this proposal for a period of 60 days from the date of its opening.
5. Signed copy of terms and conditions of the EOI is enclosed herewith.

Yours faithfully,

Signature of the authorized signatory