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**Inquiry/Offer for Appointment of GST tax consultant for the Financial Year 2018-19 & F.Y 2019-20**

With reference to the captioned subject matter, we would like to have your consultancy charges/ Consultancy fees detail for tax consultancy work for F.Y. 2018-19 & F.Y 2019-20.

**INTRODUCTION:**

As a part of Power Sector Reforms, Gujarat Electricity Board (GEB) is unbundled into seven corporate entities in the areas of Generation, Transmission, Distribution and Trading of electricity. Ours is one of the Distribution Companies promoted by the erstwhile GEB for distribution of electricity in the area consisting of West area Distribution Zone of Erstwhile GEB.

The Company has become operationally effective from 01.04.2005. The operations are spread over to 12 Circles (Bhavnagar, Amreli, Surendranagar, Botad, Jamnagar, Junagadh, Porbandar, Rajkot (O & M), Rajkot City, Morbi, Anjar and Bhuj), 45 Divisions , 6 RSO-Divisional Store, 2 section office, 1 Zonal Office, 1 Corporate office and 246 S/Dn.

The Audited Annual Accounts Report for the year F.Y 2016-17 has already been put-up on our Web site <http://www.pgvcl.com/StatisticsNew.htm>. The same may kindly be downloaded from the Web site and perused to have the over view of Company's operations.

The List of annexure enclosed herewith is as under for your reference please.

- 1) List of Location of accounting units Annexure - A
- 2) Scope of Work-Annexure - B
- 3) Quotation form - Annexure - C

The Chartered Accountant firms who fulfills all the eligibility criteria as mentioned in Annexure - 2 shown at website and interested for appointment as GST Tax Consultants for PGVCL for FY 2018-19 & F.Y 2019-20 may submit their Quotation in the prescribed format (by downloading from website) along with relevant documents under a 'sealed cover' by RPAD or BY SPEED POST or by COURIER ONLY and addressed to The General Manager (F&A) & CFO, Paschim Gujarat Vij Company Limited, Reg. & Corporate office, Nana Mava Road, Laxmi Nagar on or before 08.10.2018 (upto 5.00 pm) (No Hand Delivery/Email/Fax will be allowed).

**DELAY AND LATE OFFER:**

No offer shall be accepted / opened in any case which are received after due date and time of the Receipt of Offer irrespective of delay due to Postal Service or any other reasons, PGVCL shall not assume any responsibility for Late Receipt of Offer for Tax Consultancy. Any correspondence in this matter will not be entertained.

**INDEX**

- Annexure - 1 : General Terms & Conditions.  
Annexure - 2 : Eligibility Criteria.  
Annexure - 3 : Application Form.

Annexure - 1

General Terms & Conditions for submission of offers

1. Timely delivery of the application is the responsibility of CA firm. Telex / Fax / e-mail offers will not be accepted.
2. Evaluation that whether CA firm possesses all above qualification criteria would be done on the basis of the information / data/documentary evidences provided by the CA Firms.
3. PGVCL may at its discretion, seek from any or all CA Firm clarification(s) on application submitted.
4. PGVCL reserves the right to accept or reject any application in part or full without assigning any reason whatsoever.
5. PGVCL may issue clarifications/amendments in the form of addendum / corrigendum during the appointment process. CA Firms shall take such addendum and corrigendum into consideration while submitting their application. CA Firms are requested to visit PGVCL's website from time to time for any corrigendum/ addendum (no separate advertise will be given for it).
6. Any application received by PGVCL after the scheduled closing date and time will not be accepted.
7. Matter relating to any dispute or difference arising out of present offer received and subsequent contract based on the bid shall be subject to exclusive jurisdiction of courts at Rajkot only.
8. The offer must be submitted in English language. All documents, correspondences or any other written material in connection with this work shall be in English language.
9. PGVCL will examine the applications to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the Bids are generally in order.
10. **Disqualifications:** The Firm would be disqualified if it suffers from any of the following situations:
  - a. The Firm or any partner thereof has been cautioned or any action has been taken against the Firm or any partner by ICAI.
  - b. Any court case or arbitration relating to disciplinary case pending against the firm or any of its partner.
  - c. Any action / disqualification by Government Company / Govt. Body / Govt. Authority relating to financial transactions only.

ANNEXURE - 2  
Eligibility Criteria

Sr. No	Eligibility Criteria for Empanelment of Tax Consultant	Minimum Criteria
1	The Audit firm should be registered with the <u>Institute of Chartered Accountants of India</u>	Registered with ICAI
2	The Audit firm should be <u>Partnership / Limited Liability Partnership</u> ( incorporated under the Limited Liability Partnership Act,2008)	Partnership /LLP
3	The Firm should have its <u>Head Office in Gujarat</u> . The firm should preferably have a working office in the operational area of PGVCL	Head Office in Gujarat
4	The firm should have been in <u>existence for at least Five years</u> in Gujarat	Existence : 5 Years
5	The firm should have at least <u>Three Partners or at least 2 partners and 1 paid Chartered Accountants</u> at Head Office or at branches in Gujarat.	At least 3 Partners <u>or</u> at least 2 partners and 1 paid Chartered Accountants
6	<u>At least One</u> of the Partners should have <u>minimum 5 years</u> of experience in practice.	1 Partner with 5 Years of experience
7	<u>Minimum Five years of Experience in Internal Audit or as a Tax Consultants/Tax Auditor</u> (out of which at least 3 years of experience should be in Power Sector)	Overall : 5 years & Power Sector : 3 years
8	<u>Disqualifications:</u>	
	The Firm would be disqualified if it suffers from <u>any of the following situations:</u>	
a	The Firm or any partner thereof has been cautioned or any action has been taken against the Firm or any partner by ICAI	
b	Any court case or arbitration relating to disciplinary case pending against the firm or any of its partner	
c	Any action / disqualification by Government Co. / Govt. Body / Govt. Authority relating to financial transactions only	

ANNEXURE - 3

**APPLICATION FORM FOR APPOINTMENT OF GST TAX CONSULTANT**

To  
The General Manager (F&A) & CFO  
Paschim Gujarat Vij Company Ltd  
Reg. & Corporate Office,  
Rajkot - 360 004

Sr. No.	PARTICULARS	DETAILS
1.	Name of the Firm & Registration No.	
2.	Addresses of the Firm: (along with detail of head office & branch office)	Address: Phone No: Email: Mobile of Office In-charge along with his name:
3.	Firm Income Tax PAN No.	
4.	Firm GST Registration No.	
5.	Registration No. with ICAI	
6.	No. of Years of Firm Existence & Date of establishment of Firm	
7.	Details of Partners along with Educational Qualification & Experience	
8.	Audit (including Tax audit and Tax Consultants) Experience of the Firm during last five Financial Years: No. of audit assignments of Internal /Statutory Audit of Corporate/ PSUs entities except Bank Branch Audit.	

ANNEXURE - C

QUOTATION OF GST TAX CONSULTANCY WORK FOR F.Y 2018-19 & F.Y 2019-20

Sr. no	Nature of work	Fees Quoted per Annum
01	For all other items mentioned in scope of work except GST audit*	
02	GST Audit work	
	<b>Total Fees</b>	

\*For F.Y 2018-19, GST returns are filled / in process upto Sep - 18, hence professional fees will be adjusted accordingly from above quoted fees.

(With Firm Seal & Signature)