

**Annexure B – Scope of Work**

**GOODS & SERVICE TAX**

1	You shall provide assistance to PGVCL in addition/ alteration of GST registration number.
2	Establishing the proper documentation and record keeping systems, which are required to be kept for proper compliance of GST- Act and Rules made there under.
3	To assist the division/circle and corporate office in preparation of GST return detail periodically.
4	To guide and assist field offices for proper calculations and timely payment of Goods & Service Tax liability on monthly / quarterly basis as per the provisions of GST Act.
5	You have to file all GST return of PGVCL as per GST Act.
6	Give opinion/guide to all the locations of PGVCL for any GST issues and compliance thereon.
7	Attending GST Audits and Compliance of GST queries raised by GST Department and appeal proceedings thereof.
8	Compliances of all the notices / letters received from GST Authorities up to and relating to any financial years.
9	To guide and assist field offices to implement changes in the GST applicability rules/regulations etc. from time to time.
10	You shall conduct all the statutory audit as required under the GST Act.
11	To assist in E way bill related process and issues.
12	To advise the company in amendment in existing software of development of new functionality or software, If required to comply with GST and all relevant Rules and provisions with respect to GST including Place of Supply of Service Rules, Point of Taxation Rules, Valuation Rules, etc.
13	To consciously review the above system and software for ensuring compliance with GST requirements.
14	Assisting in finalization of assessments, which shall include appearance before GST authorities.
15	Any other matter relating to GST matters as may be referred to you from time to time and also any other Rules/Regulations related GST applicable to PGVCL from time to time.
16	To Provide the prescribe format for all the details required to be collected from all field offices and updating thereof time to time for payment of GST amount as well as for filling GST return.
17	Provide guidance/opinion/filing of any returns and compliance on the matter related to all the types of indirect taxes as and when applicable to PGVCL.

18	Updating the company immediately for any amendment issued in GST Act/Rules having impact on Power Sector.
Note:	The above list is not exclusive. Over and above the detailed scope as mentioned above, you have to arrange a special seminar on change in Act by Govt. authority pertaining to work assign in this order. If any irregularity or abnormal mistake founds in data provided by field offices then it will be reported immediately to the R&C Office.

Moreover, firm has to do all type of compliance to concern department for the current and earlier years for the matter of VAT/CST/WCT/SERVICE TAX including Audit report and e-filing of return and Assessment procedure thereon.

The services as above shall be provided to all locations of PGVCL as per requirement. The number of locations may increase as the case may be. Please note that you must provide all the services as per the scope of work from the below mention address provided by you as we have evaluated tender considering that only.