

**EOI/Offer for Appointment of GST tax consultant for the Financial Year**  
**2022-23 & 2023-24**

With reference to the captioned subject matter, we would like to have your consultancy charges/ Consultancy fees detail for GST tax consultancy work for F.Y. 2022-23 & 2023-24.

**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 2020-21 has already been put-up on our Web site <http://www.pgvcl.com/StatisticsNew.htm>. The same may kindly be down loaded from the Web site and perused to have the over view of Company's operations.

The firms who fulfills all the eligibility criteria as mentioned in Annexure - B and interested for appointment as GST Tax Consultants for PGVCL for FY 2022-23 & 2023-24 may submit their Quotation in attached prescribed format along with relevant documents under a 'sealed cover' by RPAD or BY SPEED POST or by COURIER or by Hand delivery ONLY, addressed to

**The General Manager (F&A) & CFO,  
Paschim Gujarat Vij Company Limited,  
Reg. & Corporat office,  
Nana Mava Road, Laxmi Nagar,  
Rajkot-360004 (Gujarat).**

**On or before Dt. : 27.01.2022** (upto 5.00 pm)

(No 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.

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<b><u>Annexure A – Scope of Work</u></b> <b>GOODS &amp; SERVICE TAX</b>	
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 all Divisions / Circles and Corporate office of PGVCL 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 Monthly-Quarterly-Yearly GST return i.e. GSTR-1, GSTR-3-B, ITC-04 etc. of PGVCL as per GST Act., including monthly GST TDS return for 58 nos. of Location wise / TAN wise to be filed.
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.

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18	Updating the company immediately for any amendment issued in GST Act/Rules having impact on Power Sector.
19	You have to provide assistances in all GST and GST-TDS related matter that may arise from time to time.
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-filling 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.

**ANNEXURE - B**  
**Eligibility Criteria**

Sr. No	Eligibility Criteria for Empanelment of Tax Consultant	Minimum Criteria
1	The Audit firm should be registered with <u>The Institute of Chartered Accountants of India/ Cost Accounts of India</u>	Registered with ICAI
2	The Audit firm should be <u>Proprietorship / Partnership / Limited Liability Partnership</u> ( incorporated under the Limited Liability Partnership Act,2008)	Proprietorship / Partnership / LLP
3	The Firm should have its <u>Head Office in Rajkot.</u>	Head Office in Rajkot 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>1 Partners or 1 paid Chartered Accountant/ Cost Accountant</u> at Head Office at Rajkot.	At least Proprietor <u>or</u> 1 Partners <u>or</u> 1 paid Chartered Accountants/Cost Accountant
6	At least Proprietor / one of the Partners should have <u>minimum 5 years</u> of experience in practice.	Proprietor / one of the Partners with 5 Years of experience
7	<u>Minimum Five years of Experience in Direct / Indirect Tax Audit or as an Indirect Tax Consultant / Tax Auditor</u> (out of which at least 3 years of experience should be in Power Sector - preferably PSUs)	Overall : 5 years & Power Sector (preferably PSUs) : 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 - C**

**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

<b>Sr. No.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
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/ICWA	
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.	

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**Annexure - D**

**General Terms & Conditions for submission of offers**

1. Timely delivery of the application is the responsibility of CA/ICWA firm. Telex / Fax / e-mail offers will not be accepted.
2. Evaluation that whether CA/ICWA firm possesses all above qualification criteria would be done on the basis of the information / data/documentary evidences provided by the CA/ICWA Firms.
3. PGVCL may at its discretion, seek from any or all CA/ICWA 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/ICWA Firms shall take such addendum and corrigendum into consideration while submitting their application. CA/ICWA 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. Minimum Professional fees to be quote for Rs. 4,10,000 p.a.
11. The quoted fees in the tender will be applicable for two financial year i.e F.Y 2022-23 & F.Y 2023-24.
12. The consultancy order can be renewed for further period based on mutual consent of both the parties.
13. **Whole tender document invariably requires to be submitted along with offer i.e Annex. A to F, with sign and stamp of the firm.**



14. **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 - E

QUOTATION OF GST TAX CONSULTANCY WORK FOR F.Y 2022-23 & 2023-24

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>	
	<b>GST @ _____% , GST Amount Rs.</b>	
	<b>Total Fees with GST Rs.</b>	

(Amount in words : \_\_\_\_\_)

(With Firm Seal & Signature)

**Annexure - F**

CIRCLE NAME	DIVISION NAME	S/DN NAME		
BHAVNAGAR O&M	BHAVNAGAR CITY1	POWER HOUSE		
		KHARGATE S DN		
		DIAMOND CHAWK		
			KALANALA	
			KUMBHARVADA	
		BHAVNAGAR O&M	VARTEJ	
			VALLBHIPUR	
			SHIHOR (R)	
			SHIHOR (T)	
			SANOSARA	
			MAHUVA O&M	MAHUVA (T)
			MAHUVA (R- I)	
			MAHUVA (R- II)	
		JESAR		
		BAGDANA		
	PALITANA O&M	PALITANA (T)		
		TALAJA		
		GARIADHAR		
		PALITANA (R)		
		TRAPAJ		
		Ghodidhal		
		GARIADHAR-2		
		TALAJA - 2		
	BHAVNAGAR CITY2	HILL DRIVE S DN		
		CHITRA		
		KALIABID		
		Mamsa(Old Tansa)		
		GHOCHA		
AMRELI O&M	AMRELI O&M NO-1	AMRELI(T)		
		AMRELI(R)		
		LATHI		
		CHITAL		
		LILIA		
		BABRA		
		DAMNAGAR		
		BABRA RURAL		
			SAVARKUNDLA O&M	SAVARKUNDLA (T)
				SAVARKUNDLA (R)
				RAJULA
				JAFARABAD

		KHAMBHA
		Vijapadi S dn
		RAJULA-RURAL
	UNA O&M	UNA-1
		UNA-2
		KODINAR
		UNA(T)
		KODINAR-2
		DHOKADAVA
		GIR GADHADA
	AMRELI O&M NO-2	DHARI
		BAGASARA
		KUKAVAV
		VADIA
		CHALALA
		DHARI - 2
SURENDRANAGAR O&M	SURENDRANAGAR Div-1	VADHWAN
		SURENDRA CITY-1
		JORAVARNAGAR S.O.
		SURENDRA CITY-2
		SURENDRA NAGAR(R)
		MULI
		THANGADH
		CHOTILA
		LAKHTAR
	DHRANGDHRA O&M	DHRANGADHRA (R)
		PATDI
		DHRANGADHRA (T)
		RAJSITAPUR
		DASADA
		Bavli
	LIMBDI	SAYLA
		LIMDI (T)
		LIMDI (R)
		CHUDA
BOTAD	BOTAD	BOTAD(T-1)
		BOTAD (T-2)
		BOTAD (R)
		BARVALA
		PALIYAD
		RANPUR
	GADHADA	GADHADA
		DHASA

		DHOLA
		GADHADA TOWN
RAJKOT CITY	RAJKOT CITY O&M NO-1	RAJKOT PRAHALAD PL
		SORTHIAWADI
		RAJKOT-AJI
		AJI IND S D
		RAJ-MILLPARA
		RANCHHOD NAGAR
		RAJKOTHARIYA ROAD
		HT-1
	RAJKOT CITY O&M NO-2	PRADUMAN NAGAR
		RAJ-UDYOGNAGAR
		MAHILA COLLEGE
		LAXMINAGAR
		BEDINAKA BILL.CENT
		HT-2
	RAJKOT CITY O&M NO-3	RAJKOT (R)
		KALAWAD ROAD
		Mavdi Road
		Rajkot-Madhapar
		Nana Mava Road Sub
		RAIYA ROAD
		HT-3
BHUJ KACHCHH O&M	BHUJ O&M	BHUJ (T)
		BHUJ (R)
		DESALPUR
		MADHAPUR
		BHUJ (T-2)
		Khavda
		KUKMA
	MANDVI O&M	MANDVI (T)
		MANDVI
		DAHISARA
		MUNDRA
		MUNDRA(T-2)
		Gadhsisa Sectional
	NAKHATRANA	NALIA
		NAKHATRANA
		DAYAPAR
		RAVAPAR
		KOTHARA
JUNAGADH O&M	JUNAGADH CITY	JUNAGADH CENTRAL
		JUNAGADH G.I.D.C

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		JUNAGADH GANDHIGRA
		JUNAGADH-SATELLITE
	JUNAGADH-1 O&M	JUNAGADH (R)
		VISAVADAR
		BILKHA
		BHESAN
		VISAVADAR-2
	VERAVAL O&M	VERAVAL (T)
		TALALA
		PRABHAS PATAN
		PRANCHI
		VERAVAL-GIDC
		AnlKolwadi S dn
		SUTRAPADA
	JUNAGADH-2 O&M	SHAHPUR
		MEDARDA
		MANAVADAR
		MANAVADAR-2
		VANTHLY
RAJKOT-2 O&M	RAJKOT(RURAL) O&M	PADDHARI (T)
		SHAPAR-VERAVAL
		LODHKA
		METODA
		KUVADVA-RURAL
		RONAKI RURAL
		PARDI
	GONDAL O&M	GONDAL (T)
		GONDAL (R)
		VASAVAD
		KOTDA SANGANI
		GONDAL RURAL - 2
	DHORAJI O&M	DHORAJI (T)
		DHORAJI (R)
		UPLETA (T)
		UPLETA (R)
		BHAYAVADAR
	JASDAN	JASDAN
		SARDHAR
		VINCHHIYA
		ATKOT
		TRAMBA
	JETPUR	JETPUR (T)
		JETPUR (R)

		NAVAGADH
		JAMKANDORANA
		JAM KANDORANA - 2
PORBANDAR O&M	KESHOD-1 O&M	KESHOD (T)
		KESHOD (R)
		MALIYA HATINA
		KESHOD-R2
	MANGROL	MANGROL (R)
		MANGROL (T)
		CHORWAD
		MADHAVPUR
	PORBANDAR CITY O&M	Porbandar-KirtiMnd
		COSTAL S D
		Porbandar-KamalaBa
		Porbandar-UdyogNga
	PORBANDAR O&M	BANTWA
		KUTIYANA
		RANAVAV
		BAGVADAR
		RANA KANDORANA
JAMNAGAR O&M	JAMNAGAR CITY-1	JAMNAGAR LAL BUNGL
		JAMNAGAR PATEL COL
		JAMNAGAR DARBARGAD
		Satrasta
		Hapa
	JAMNAGAR RURAL O&M	JODIA
		DHROL
		KALAWAD (WEST)
		KALAWAD(EAST)
		DHROL(Town)
		AMARAN
		NIKAVA
	KHAMBHALIA O&M	KHAMBHALIA(R)
		KHAMBHALIA(T)
		Vadadtra
		BHANVAD
	JAMNAGAR CITY-2	JAMNAGAR KHAMBHALI
		JAMNAGAR GIDC O&M
		JAMNAGAR(R)
		SIKKA
		SHAPAR
		NAGARSEEM
	JAMJODHPUR	JAMJODHPUR(EAST)

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		JAMJODHPUR(WEST)
		LALPAR
		VERAD
		SAMANA
	DEVBHUMI DWARAKA	DWARKA
		OKHA
		BHATIA
		Kalyanpur
MORBI	MORBI	MORVI (T)
		MORVI (R)
		MORVI(T-2-NAZARBAU
		LALPAR
		SHANALA
		TANKARA
		MOTA DAHISARA
		JETPUR (IND)
	HALWAD	HALVAD (T)
		HALWAD (R)
		CHARADVVA
		SARA
	WANKANER	WANKANER RURAL-1
		WANKANER RURAL-2
		WANKANER TOWN
ANJAR	ANJAR O&M	ANJAR (R)
		ANJAR (T)
		ANJAR RURAL - II
	GANDHIDHAM IND.	ADIPUR
		GANDHIDHAM
		KANDLA
		RAMBAUG
	BHACHAU	BHACHAU
		RAPAR
		BHIMASAR
		SHKHYRI

<b>Summary of Offices</b>	
Corporate office	1
Zonal office	1
Circle offices	12
Division offices	45
Sub division offices	246
RSO Offices	6