



CHANDIGARH HOUSING BOARD
8, JAN MARG, SECTOR 9, CHANDIGARH,
Ph. 0172-4601801

Appointment of Statutory Auditor for GST Audit

Chandigarh Housing Board (CHB) invites participation from reputed and experienced Chartered Accountants for GST audit of the Chandigarh Housing Board located at Sector-9D, Chandigarh for the FY 2017-18.

Interested Chartered Accountants fulfilling the eligibility criteria and accepting the general terms and conditions may submit their sealed quotation as per the instruction below.

The due date and time for submission of quotation/bid is 26.11.2018 upto 5PM at the office of Chief Accounts Officer, Block-A, Chandigarh Housing Board, Sector 9D, Chandigarh.

For and on behalf of

Chairman, CHB

Eligibility Criteria

1. The bidder shall be a Chartered Accountant registered with 'The Institute of Chartered Accountants of India'.
2. The firm should have Branch Office/Head Office in Chandigarh or tri-city.
3. The firm should have at least two FCA's.
4. The firm should be registered from minimum last 5 years.
5. The firm should have experience in providing Indirect Tax audit, related returns/assessment and related services to Autonomous bodies/ Govt. Organisations/ PSU's.

It is essential that, all the above criteria prescribed are fulfilled in order to be eligible for appointment as GST Auditor.

The eligibility criteria shall have to be met at the time of evaluation and the bidder shall continue to meet the criteria throughout the currency of the agreement.

Scope of Work GST Audit

The scope of work shall include GST Audit in accordance with section 35(5) read along with 44 (2) and submission/e-filing of GST Audit Report and reconciliation statement along with annual return as per GST Act, 2017 (including any enactments or amendments made as may be applicable from time to time).

The estimated cost of GST audit is Rs.40,000/-.

General Terms and Conditions

1. Assignment of GST audit is intended to be awarded initially for FY 2017-18.
 2. The GST Audit for the FY 2017-18 has to be conducted and the audit report is to be submitted by 31-12-2018.
 3. Audit shall be conducted at the office of CHB located at Sector 9D, Chandigarh.
 4. The audit firm must not sub-contract the work.
 5. The audit team will work in strict confidentiality and will ensure that the GST data, GST statement and GST information in respect of the operation of the location/work centre/Company is dealt with in strict confidence and secrecy.
 6. The appointment of the Auditor will stand cancelled forthwith without any prejudice to all available legal or any other remedy/recourse to the Board in the following cases:
 - a) If the Firm obtains the appointment on the basis of false information/mis-statement.
 - b) If the Firm does not take up audit as per terms & conditions.
 - c) If the Firm fails to maintain/honour confidentiality and secrecy of the Board's GST data, GST statement and GST information.
 - d) If the Firm fails to comply with any of the conditions given eligibility criteria, terms and conditions.
- In any of the above cases, action will be taken as per the best judgement by the Board.
7. Lump sum profession fees for the assignment are to be quoted. No out of pocket expenses/conveyance /accommodation etc shall be payable. Payment of audit fees shall be after completion of assignment and submission of invoice. GST shall be paid extra as applicable. TDS as applicable shall be recovered from the audit fee.
 8. Board reserves the right to accept/reject bid/quote without assigning any reason what so ever at its sole discretion.
 9. Award of assignment shall be based on lowest bid (L-1).