



**Himachal Pradesh Power Corporation Limited**  
(A State Government Undertaking)

**Himfed Building, B.C.S., New Shimla-171009**  
Phone No. 0177-2671589, 2671824.  
**CIN-U4010HP2006SGC030591**

**Notice Inviting Quotations for engagement of GST Consultant**

HPPCL invites quotations in sealed envelope from eligible C.A./ICWA/advocates/firms for appointment as **GST Consultant** for the period w.e.f. 01.10.2023 to 30.09.2024.

The detailed document can be viewed and downloaded from website: <http://www.hppcl.in> from 21.09.2023 to 29.09.2023 upto 01:00 PM. All subsequent corrigendum, modifications and clarifications in respect of this NIQ will be published only on aforesaid website only.

Interested C.A./ICWA/advocates/ firms (having requisite experience in GST consultancy services of Central/State Power Sector organizations/PSUs and having its Head Office/ Branch office) in the M.C. limits of Shimla may send their application in prescribed format in sealed envelope superscribing "**Appointment of GST Consultant**", so as to reach in the office of Director (Finance), Himachal Pradesh Power Corporation Limited, Himfed Building, BCS, New Shimla (H.P.) -171009, latest by 30th September 2023, upto 2:30 PM and will be opened at 3:00 PM, on same date, in the presence of authorized representatives of the participating firms.

  
**Director (Finance)**



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**A) Introduction:**

HPPCL is a State Govt. PSU under the administrative control of Ministry of MPP & Power, Govt. of H.P. It is a fast upcoming electricity generation utility.

HPPCL intends to appoint GST Consultant as per scope of work given under at point (B) The applications are invited from the firms of Chartered Accountants/ICWA/Advocates (Taxation matters). Whose Head office /Branch office must be in M.C. limits of Shimla (H. P.) GST consultant should have requisite experience in filing of various GST Returns, handling of Pre GST matters, providing consultancy in various GST matters of Power Sector organizations / PSUs & other indirect taxes.

**B) Scope of Work:**

HPPCL is looking for engagement of GST Consultant having head office/branch office in Shimla (H.P) for carrying out the following job: -

- i) To file various GST Returns such as TDS on GST Monthly Return (GSTR-7), GST on Outward Supply Monthly Return (GSTR-1), GST under RCM, Monthly Return GSTR-3B, Annual Return (GSTR-9), Annual Return (GSTR-9C) as per GST Act 2017.
- ii) To guide and provide opinion on GST & other indirect taxes pertaining to pre GST regime in case of contractual and arbitration matters.
- iii) To guide and provide opinion on GST in case of any notice received from the GST authorities.
- iv) The GST Consultant shall be responsible for filing of various GST Returns on or before due dates as per Goods and Services Act, 2017. Any cost arises on account of delay in filing return and in providing reply of notices will be the sole responsibility of the GST consultant.
- v) GST consultant has to impart training and delivering lectures on monthly basis to HPPCL employees on any amendment in GST, Act or any other issue related to contractual matters/project matters.
- vi) GST consultant will be responsible for providing any circulars/ notifications pertaining to any change/ amendment/new rules, laws in GST time to time.

**i) GST Consultancy Fee:**

SR. No.	Particulars	Duration	Amount in Rs.
1.	Filing of monthly GST returns	per month	
2.	Filing of monthly TDS on GST returns	per month	
3.	Opinion on Contractual cases & arbitration cases and any notice on GST matters case to case basis.	per case	
4.	Filing of Annual Returns (GSTR-9)	per annum	
5.	Filing of GSTR-9C along with reconciliation	per annum	
6.	Applicable taxes extra		

The fees payable shall be paid after filing of respective returns on quarterly basis.



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**C.) Other Terms and Conditions:**

The appointment of GST Consultant is subject to the following declarations:

- i. The Consultancy firm must not subcontract the work.
- ii. No partner of the GST Consultant is related to M.D./ Whole Time Director or part time or independent Director of the company.
- iii. Neither the firm nor its partner or associates have any interest in the business of the company.
- iv. The partners holding certificate of Practice issued by Institute of Chartered Accountants of India are in whole time practice.
- v. The GST Consultancy Firm will be debarred for providing GST Consultancy in future in HPPCL in the following cases:
  - a If the firm obtains the appointment on the basis of false information/ false statement.
  - b If the firm does not provide GST Consultancy as per the appointment letter.
  - c If the firm does not file any GST Return on or before due dates as per Goods and Services Act. 2017.
  - d If the firm violates any of the stipulations from (i) to (iv), mentioned above.
- Vi The offer should be submitted strictly as per terms and conditions laid down in the document. Application documents duly sealed and signed are to be submitted as a token of acceptance of all terms and conditions. All envelopes must be sealed and superscribed mentioning "**Appointment of GST Consultant**".
- Vii Application received after the due date and closing time of submission of applications shall not be considered. Any application received late due to any reason whatsoever will not be accepted.
- Viii **Seclected Bidder shall deposit performance security of Rs. 10,000/- within 15 days from the date of the award of work and the same shall be refunded after three months period from the date of completion of the assignment in all respect.**
- Ix **Jurisdiction of courts:** Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of High Court of H.P. Shimla only.
- X **Disclaimer:** HPPCL reserves the right to accept or reject any or all responses and to request additional submissions or clarifications from one or more Applicant (s) at any stage or to cancel the process entirely without assigning any reason.





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**Annexure – “A”**

**Application Form**

1. **Name of the GST Consultant / Firm of GST Consultant**  
(Indicate whether Proprietary Concern or Partnership Firm)
2. **Office Address**
3. **Permanent Address**
4. **Correspondence Address**
5. **Telephone No.**
6. **Fax No.**
7. **E-mail Address**
8. **Web site**
9. **Year of Establishment**
10. **Firm Registration No.**  
(In case of Partnership Firm / Sole proprietary Firm)
11. **Proprietor's Membership No.**  
(In case of members not having Firm Name)
12. **GST Registration No.**
13. **Permanent Account No. (PAN) of Firm/Proprietor**
14. **Average Annual Turnover of the firms Chartered Accountants/ICWA/Advocates (Taxation matters) in the Last 3 preceding financial years.**
15. **No. of Partners in the firm indicating separately fellow partners and associate partners.**
16. **No. of qualified assistants (Chartered Accountants/ICWA /Advocates) in the firm. He should be a member of his respective institute.**
17. **No. of Semi qualified assistants (Inter Chartered Accountant) in the firm and relevance and quality of the Methodology for execution of work.**
18. **Experience required as below:-**
  - i) Minimum experience of 5 years in dealing with indirect tax matters.
  - ii) Minimum 4-year experience in providing GST Consultancy of Central/State PSU's engaged in Generation of electricity/ Hydro Power Sector.
19. **Whether any partner/owner is also a partner/owner of any other firm of Chartered Accountant/ICWA /Advocates. If yes, then furnish the following details:**
  - i) Name of such partners along with Membership No.

ii) Name of firm along with registration no. in which the said member is partner/owner.

20. **Address of the Head Office/Branch with in the M.C. Shimla limit.** (Consultant firm having branch office within the limits of the M.C. Shimla only shall be considered)

**Note:-**

1. Documentary evidences of all the information as stated above are to be furnished along with the offer.
2. All the pages of offers and documents are to be signed by the partner/ owner of the firm along with seal of the firm.
3. Partner/owner of the Firm \_\_\_\_\_, hereby declare that the above information furnished are true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the Empanelment of GST consultant..

**Signature of the Partner/Owner  
(With seal of the Firm)**